



Join the Journey!



Translations of handbook are available in Arabic, 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).

## CONTACT INFORMATION

### Our Schools

For more info: [www.bsdtvt.org](http://www.bsdtvt.org)

School	Principal / Director	Address	Telephone	Fax
Burlington High School	Noel Green	52 Institute Rd.	864-8411	864-8408
Burlington Technical Ctr.	Jason Gingold	52 Institute Rd.	864-8426	864-8521
Champlain Elementary	Joe Resteghini	800 Pine St.	864-8477	864-2157
Early Education Program	Stacie Curtis	150 Colchester Ave.	864-8463	864-8501
Edmunds Elementary	Bonnie Johnson-Aten	299 Main St.	864-8473	864-2166
Edmunds Middle School	James Kiefer	275 Main St.	864-8486	864-2218
Flynn Elementary	Lashawn Whitmore-Sells	1645 North Ave.	864-8478	864-2145
Horizons	Bobby Riley	1251 North Ave.	864-8497	864-8501
Hunt Middle School	Mattie Scheidt	1364 North Ave.	864-8469	864-8467
Integrated Arts Academy	Kevin Robinson	6 Archibald St.	864-8475	864-2162
OnTOP	Bobby Riley	52 Institute Rd.	864-8496	864-8408
C.P. Smith Elementary	Len Phelan	332 Ethan Allen Pkwy.	864-8479	864-4923
Sustainability Academy	Nina Oropeza	123 North St.	864-8480	864-2161

### School Board

For more info: [www.bsdtvt.org](http://www.bsdtvt.org)

Ward	Name	Address	Home Telephone	Term Ends	Email
1	Eric Gorman	57 Brookes Ave.	310-4518	2022	egorman@bsdtvt.org
2	Stephen Carey	PO Box 5393, 05402	863-6290	2022	scarey@bsdtvt.org
3	Polly Vanderputten	30 Pitkin St., Apt. 2	578-8653	2022	p Vanderputten@bsdtvt.org
4	Martine Gulick	39 Nottingham Lane	488-4445	2022	mgulick@bsdtvt.org
5	Mike Fisher	28 Cherry Lane	777-7847	2022	mbfisher@bsdtvt.org
6	Clare Wool	153 Summit St.	917-912-4333	2022	cwool@bsdtvt.org
7	Monika Ivancic	24 Brandywine St.	540-0830	2022	mivancic@bsdtvt.org
8	Aden Haji	248 College St.	495-9729	2022	ahaji@bsdtvt.org
District	Name	Address	Telephone	Ends	Email
Central	Jean Waltz	32 Cedar Street	355-7856	2021	jwaltz@bsdtvt.org
South	Jeffrey Wick	15 Mountview Court	917-282-5256	2021	jwick@bsdtvt.org
North	Kendra Sowers	185 Crescent Beach Dr.	598-2346	2021	ksowers@bsdtvt.org
East	Kathy Olwell	136 No. Prospect St.	660-4910	2021	kolwell@bsdtvt.org

Note: All addresses are Burlington VT 05401 unless indicated

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### District Offices

For more info: [www.bsdtvt.org](http://www.bsdtvt.org)

Office	Name	Address	Telephone	Fax
Superintendent	Tom Flanagan	150 Colchester Ave.	864-8474	864-8501
Exec. Director of Curriculum, Instruction, & Assessment	Stephanie Phillips	150 Colchester Ave.	864-8492	864-8501
Executive Director of Human Resources	Susan 'Zé' Anderson-Brown	150 Colchester Ave.	864-2159	540-3010
Director of EL Programs	Miriam Ehtesham-Cating	150 Colchester Ave.	865-5332	864-8501
Director of Equity and Safe/Inclusive Schools	Henri Sparks	52 Institute Road	865-4168	864-8408
Exec. Director of Finance	Nathan Lavery	150 Colchester Ave.	864-8462	864-8501
Director of Food Service	Doug Davis	52 Institute Road	864-8415	864-8438
Director of Grants	Barry Gruessner	150 Colchester Ave.	864-8462	864-8501
Director of Property Services	Marty Spaulding	287 Shelburne Road	864-8453	864-8513
Director of Student Support Services	Laura Nugent	150 Colchester Ave.	864-8456	864-8501
Director of Expanded Learning Opportunities	Christy Gallese	150 Colchester Ave.	540-0285	864-8501


# DECEMBER '20

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1  <b>IAA:</b> Picture Retake & Remote Student Picture Day 9AM-1PM	2  <b>Hunt:</b> Winter Orchestra Concert 7PM	3  <b>Flynn:</b> PTO Meeting Google Meet <a href="https://meet.google.com/nwb-tfxq-myq">meet.google.com/nwb-tfxq-myq</a> 6PM <b>IAA:</b> PTO Meeting 6-7:30PM	4	5
6	7  <b>SA:</b> PTO Meeting 6-7:30PM	8  <b>Burlington Kids Afterschool:</b> No Afterschool Program <b>District:</b> Early Release Day 11:30AM	9  <b>EMS:</b> Engage EMS Meeting 6-7:30PM <b>Hunt:</b> Winter Chorus Concert 7PM <b>District:</b> Special Education Parent Connection 4:30-5:30PM	10  <b>Flynn:</b> Principal Coffee Google Meet <a href="https://meet.google.com/yqd-aupp-tdx">meet.google.com/yqd-aupp-tdx</a> 8:15-9AM <i>Chanukah begins</i>	11	12
13  <b>C.P. Smith:</b> PTO Meeting 5:30PM <b>BHS:</b> Seahorse Pride meeting 6PM	14	15  <b>Champlain:</b> PTO Meeting via Zoom 7PM	16  <b>Hunt:</b> Winter Band Concert 7PM	17  <b>IAA:</b> Fill The Bowl 3rd Grade Fundraiser 5:30-7PM	18  <i>Chanukah ends</i>	19
20	21	22	23  <b>District:</b> Winter Break (No School)	24  <b>District:</b> Winter Break (No School) <i>Christmas Eve</i>	25  <b>District:</b> Winter Break (No School) <i>Christmas Day</i>	26
27	28  <b>District:</b> Winter Break (No School)	29  <b>District:</b> Winter Break (No School)	30  <b>District:</b> Winter Break (No School) <i>Tamu Loshar (Gurung New Year)</i>	31  <b>District:</b> Winter Break (No School) <i>New Year's Eve</i>		






# JANUARY '21

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1 <b>District:</b> Winter Break (No School) <i>New Year's Day</i>	2
3	4 <b>District:</b> Kindergarten Registration Opens for 21/22 school year	5	6	7 <b>Flynn:</b> PTO Meeting Google Meet <a href="https://meet.google.com/nwb-tfxq-myo">meet.</a> <a href="https://meet.google.com/nwb-tfxq-myo">google.com/nwb-tfxq-myo</a> 6PM <b>IAA:</b> PTO Meeting 6-7:30PM	8	9
10 <b>C.P. Smith:</b> PTO Meeting 5:30PM <b>IAA:</b> Incoming Kindergarten Tour 8:15-9:15AM <b>SA:</b> PTO Meeting 5:45-7:30PM <b>BHS:</b> Seahorse Pride meeting 6PM	11	12 <i>Vietnamese New Year (Tết) begins</i>	13 <b>District:</b> Special Education Parent Connection 4:30-5:30PM <b>EMS:</b> Engage EMS Meeting 6-7:30PM <b>IAA:</b> Math Night/Annual Title 1 Meeting 5:30-7PM	14 <b>Champlain:</b> PTO Meeting 7:30AM	15 <i>Vietnamese New Year (Tết) ends</i>	16
17 <b>Burlington Kids Afterschool:</b> No Afterschool Program <b>District:</b> Martin Luther King Day; School AM Only <b>Pre-K:</b> NO SCHOOL <i>Martin Luther King Day</i>	18	19	20 <b>Flynn:</b> Principal Coffee Google Meet <a href="https://meet.google.com/yqd-aupp-txd">meet.</a> <a href="https://meet.google.com/yqd-aupp-txd">google.com/yqd-aupp-txd</a> 8:15-9AM	21 <b>SA:</b> Community Dinner	22	23
24	25	26 <b>Champlain:</b> PTO Meeting via Zoom 7-8:30PM	27	28	29	30
31						




# FEBRUARY '21

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1  <b>SA:</b> PTO Meeting 5:45-7:30PM	2  <i>Groundhog Day</i>	3  <b>IAA:</b> Incoming Kindergarten Tour 1-2PM	4  <b>Flynn:</b> PTO Meeting Google Meet <a href="https://meet.google.com/nwb-tfxq-myq">meet. google.com/nwb-tfxq-myq</a> 6PM <b>IAA:</b> Incoming Kindergarten Tour 5-6PM <b>IAA:</b> PTO Meeting 6-7:30PM	5	6
7	8  <b>C.P. Smith:</b> PTO Meeting/ Annual Title 1 Meeting 5:30PM <b>BHS:</b> Seahorse Pride meeting 6PM	9	10  <b>District:</b> Special Education Parent Connection 4:30-5:30PM <b>EMS:</b> Engage EMS Meeting 6-7:30PM	11	12	13  <b>SA:</b> Variety Show
14  <i>Valentine's Day</i>	15  <b>IAA:</b> Wonder Week <i>Presidents' Day / Washington's Birthday</i>	16  <b>IAA:</b> Wonder Week	17  <b>Flynn:</b> Principal Coffee Google Meet <a href="https://meet.google.com/yqd-aupp-txd">meet. google.com/yqd-aupp-txd</a> 8:15-9AM <b>IAA:</b> Wonder Week <i>Ash Wednesday</i>	18  <b>IAA:</b> Wonder Week	19  <b>District:</b> Last Day for Kindergarten Registration for 21/22 school year <b>IAA:</b> Wonder Week	20
21	22  <b>District:</b> Winter Recess (No School)	23  <b>District:</b> Winter Recess (No School)	24  <b>District:</b> Winter Recess (No School)	25  <b>District:</b> Winter Recess (No School) <i>Purim begins</i>	26  <b>District:</b> Winter Recess (No School) <i>Purim ends</i>	27
28						




# MARCH '21

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1  <b>District:</b> Winter Recess (No School)	2  <b>District:</b> Teacher Inservice (No School)	3	4  <b>Flynn:</b> PTO Meeting Google Meet <a href="https://meet.google.com/nwb-tfxq-myo">meet.google.com/nwb-tfxq-myo</a> 6PM <b>IAA:</b> PTO Meeting 6-7:30PM	5  <b>IAA:</b> Celebrate Black Voices	6
7	8  <b>C.P. Smith:</b> PTO Meeting 5:30PM <b>SA:</b> PTO Meeting 5:45-7:30PM <b>BHS:</b> Seahorse Pride 6PM	9  <b>Champlain:</b> PTO Meeting via Zoom 7-8:30PM	10  <b>EMS:</b> Engage EMS Meeting 6-7:30PM	11  <b>Flynn:</b> Maker Fair 5:30-7PM	12  <b>District:</b> Beyond Black History Month Celebration (BHS) 5:30PM	13
14	15	16	17  <b>District:</b> Special Education Parent Connection 4:30-5:30PM	18  <b>Burlington Kids Afterschool:</b> No Afterschool Program <b>District:</b> Parent Conferences / Early Release Day 11:30AM	19  <b>District:</b> Parent Conferences (No School)	20
21	22	23	24  <b>Flynn:</b> Principal Coffee Google Meet <a href="https://meet.google.com/yqd-aupp-txd">meet.google.com/yqd-aupp-txd</a> 8:15-9AM	25	26	27  <i>Passover begins</i>
28  <i>Laylat al Baraat begins</i>	29  <i>Holi Laylat al Baraat ends</i>	30	31			



APRIL '21

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1  IAA: PTO Meeting 6-7:30PM Flynn: PTO Meeting Google Meet <a href="https://meet.google.com/nwb-tfxq-myo">meet.</a> <a href="https://meet.google.com/nwb-tfxq-myo">google.com/nwb-tfxq-myo</a> 6PM Holy Thursday	2  IAA: Breakfast Grades 3-5, STEP; 8:15-8:50AM Good Friday	3
4  Easter Passover ends	5  SA: PTO Meeting 5:45-7:30PM	6  Champlain: PTO Meeting via Zoom 7-8:30PM	7  IAA: Science Fair 6-7PM	8  Flynn: Spring Choral Concert Grades 3-5 6-7:30PM	9  IAA: Breakfast Pre-K, 1, 2 8:15-8:50AM	10
11  C.P. Smith: PTO Meeting 5:30PM BHS: Seahorse Pride meeting 6PM Ramadan begins	12  C.P. Smith: PTO Meeting 5:30PM BHS: Seahorse Pride meeting 6PM Ramadan begins	13  Thingyan (Water Festival) begins	14  District: Special Education Parent Connection 4:30-5:30PM EMS: Engage EMS Meeting 6-7:30PM	15  District: Special Education Parent Connection 4:30-5:30PM EMS: Engage EMS Meeting 6-7:30PM	16  Thingyan (Water Festival) ends	17
18  District: Spring Break (No School)	19  District: Spring Break (No School)	20  District: Spring Break (No School)	21  District: Spring Break (No School)	22  District: Spring Break (No School)	23  District: Spring Break (No School)	24
25  Flynn: Principal Coffee Google Meet <a href="https://meet.google.com/yqd-aupp-txd">meet.</a> <a href="https://meet.google.com/yqd-aupp-txd">google.com/yqd-aupp-txd</a> 8:15-9AM	26	27	28  Flynn: Principal Coffee Google Meet <a href="https://meet.google.com/yqd-aupp-txd">meet.</a> <a href="https://meet.google.com/yqd-aupp-txd">google.com/yqd-aupp-txd</a> 8:15-9AM	29  Flynn: Book Fair and Hotdog Dinner 5-7PM	30	




MAY '21

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1 SA: PTO Spring Work Day 9AM-12PM
2	3 SA: PTO Meeting 5:45-7:30PM	4 Champlain: PTO Meeting via Zoom 7-8:30PM	5	6 Burlington Kids Afterschool: No Afterschool Program District: Early Release Day 11:30AM Flynn: PTO Meeting 6:30PM Pre-K: Teacher Inservice (No School) IAA: PTO Meeting 6-7:30PM	7 IAA: Fun Run 12-2:30PM	8
9	10 C.P. Smith: PTO Meeting 5:30PM BHS: Seahorse Pride meeting 6PM	11 Ramadan ends	12 District: Special Education Parent Connection 4:30-5:30PM EMS: Engage EMS Meeting 6-7:30PM Hunt: Spring Band Concert 7PM Eid- Ul- Fitr begins	13 Champlain: PTO Meeting 7:30AM	14 IAA: Poem in Your Pocket Eid- Ul- Fitr ends	15
16 Shavuot begins	17	18 Shavuot ends	19 Flynn: Principal Coffee Google Meet <a href="https://meet.google.com/yqdaupp-txd">meet.google.com/yqdaupp-txd</a> 8:15-9AM Flynn: Kindergarten Orientation 8:30AM, 10AM & 12:00PM Hunt: Spring Orchestra Concert 7PM	20 C.P. Smith: Kindergarten Get Acquainted Day	21	22
23	24	25	26 Hunt: Spring Chorus Concert 7PM	27 IAA: Fourth Grade Play 10AM & 1PM	28 IAA: School Dance Grades 3-5; 6-7PM	29
30	31 District: NO SCHOOL Memorial Day					





JUNE '21

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1  <b>Flynn:</b> Spirit Week <b>Champlain:</b> PTO Meeting via Zoom 7-8:30PM	2  <b>Flynn:</b> Spirit Week	3  <b>Flynn:</b> PTO Meeting 6:30PM <b>Flynn:</b> Spirit Week <b>IAA:</b> PTO Meeting 6-7:30PM	4  <b>C.P. Smith:</b> Field Day <b>Flynn:</b> Spirit Week <b>IAA:</b> Arts Field Day <b>Pre-K:</b> Last Day of Pre-K <b>SA:</b> PTO End of Year Party	5
6	7  <b>Flynn:</b> Flynn Olympics <b>SA:</b> PTO Meeting 5:45-7:30PM	8  <b>Flynn:</b> Flynn Olympics Rain Date <b>EMS:</b> Eighth Grade Celebration of Learning	9  <b>EMS:</b> Engage EMS Meeting 6-7:30PM	10  <b>EMS:</b> Step-Up Day <b>SA:</b> Fifth Grade Banquet 5:30-7:00pm <b>Champlain:</b> Fifth Grade Graduation 6PM <b>C.P. Smith:</b> Fifth Grade Promotion 9AM <b>C.P. Smith:</b> Step-Up Day <b>Flynn:</b> Step-Up Day <b>Flynn:</b> Fifth Grade Graduation 6PM <b>IAA:</b> Fifth Grade Graduation 9:30AM <b>IAA:</b> Step-Up Day	11  <b>Burlington Kids Afterschool:</b> No Afterschool Program <b>District:</b> Earliest Last Day for Students	12
13	14  <b>District:</b> Earliest Last Day for Teachers	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			





## Annual Student Information Update

As in previous years, most of the District's back-to-school paperwork will be completed through an online system called PowerSchool. Using this system, you will update the information we have on file for you and your child(ren). Each summer, families will receive communication from the school with instructions on how to log in to complete this update process.

The online form gathers contact information, permission slips, etc. These forms are required for all students.

### No student will be allowed to attend school if the following information is not up to date:

Medical, Emergency Contact, Immunizations, and Lunch Forms (if applicable).

*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 1,600 BSD students annually through quality afterschool and summer programming in an environment that creates lasting connections with peers, adults, and the community. The program serves K-12 students, operating every day after school until 5:30 p.m. and for five weeks in the summer.

Programs provide a range of activities from academic support and recreation, to student leadership and community service learning. Each program also works closely with more than 50 community partners to provide opportunities such as sailing, woodworking, environmental education, LEGO Robotics, art, and more. Visit [www.bsdrv.org/expanded-learning](http://www.bsdrv.org/expanded-learning) or contact **Christy Gallese**, Director of Expanded Learning Opportunities, for registration information and other questions at (802) 540-0285, ext. 71200.

*(Continued on next page.)*

## BURLINGTON SCHOOL DISTRICT

# 2020-21 PARENT HANDBOOK



### The Mission of 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

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 and Middle School

275 Main Street, Burlington, VT 05401

#### Flynn Elementary School

1645 North Avenue, Burlington, VT 05408

#### Integrated Arts Academy

6 Archibald Street, Burlington, VT 05401

#### C.P. Smith Elementary School

332 Ethan Allen Parkway, Burlington, VT 05408

#### Sustainability Academy

123 North Street, Burlington, VT 05401

#### Hunt Middle School

1364 North Avenue, Burlington, VT 05408

#### BHS / BTC / OnTOP

52 Institute Road, Burlington, VT 05408

#### Horizons

1271 North Avenue, Burlington, VT 05408

**Contact Property Services with any questions.**

## 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, family emergency, religious observance, 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 [www.bsdt.org/district/operational-procedures](http://www.bsdt.org/district/operational-procedures)**

### 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.

*BSD's Bullying, Hazing, Harassment, and Conduct policies are currently being reviewed and rewritten to better reflect the District's commitment to Restorative Practices. This work will continue and there will be an opportunity for community feedback and input.*

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, and/or intimidate the student and occurs during the school day on school property, on a school bus, before or after the school day, and/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 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 Burlington School District. Hazing activities are intended to humiliate, intimidate, and/or demean another student and will not be tolerated in the School District.

## Expanded Learning Opportunities

(continued)

### Parent University

Parent University fosters a sense of belonging and connection among families in our schools while strengthening collaboration between the School District and greater Burlington community. The program partners with a growing number of community organizations, as well as city and state departments, to provide learning opportunities to parents and grandparents in ten, 12-week sessions, five days a week, that enrich, engage and empower parents as equal partners in the education and well-being of their children. Any BSD parent is welcome and encouraged to enroll in this FREE PROGRAM; space per session is limited. For more information about the program, please visit: [www.bsdt.org/our-schools/parent-university/](http://www.bsdt.org/our-schools/parent-university/) or contact **Ali Dieng** at [adieng@bsdt.org](mailto:adieng@bsdt.org) or **(802) 316-0731**.



### 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 student(s).

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 to 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.bsdt.org](http://www.bsdt.org).



## Dental Care at the Integrated Arts Academy

The Community Health Centers of Burlington's (CHCB) School-Based Dental Center was designed to ensure access to dental services for low-income Burlington students without a Dental Home. Launched in 2004 as a collaboration with BSD, students can sign up at school or be referred to CHCB for dental services right at the Integrated Arts Academy. The School-Based Dental Center offers ongoing comprehensive dental care during the school day and provides transportation to and from schools for appointments at IAA. The staff also provides oral health education regarding good oral hygiene habits, the importance of eating healthy foods, how to preserve smiles for a lifetime, and more. Tooth Tutors also help with registration forms and connect students to dental care. Please call **(802) 658-4869** if your child has not seen a dentist within one year, or does not have a Dental Home. The School-Based Dental Center provides dental care to any BSD child grades K-12 who has Medicaid or is not insured. CHCB offers a Sliding-fee Scale Financial Assistance Program for those who do not qualify for Medicaid. **For information regarding the Sliding-fee Scale Financial Assistance Program, call CHCB Patient Support Services at (802) 264-8124.**

### During the School Year 2019-2020:

- We cared for 471 students.
- Kids received over 675 cleanings with free toothbrushes, toothpaste and goodie bags.
- 40 new children came into the Dental Program for a check-up.
- 740 sealants were completed.
- We cared for 9 children with urgent dental care needs while they were in school.
- 64 children were referred to a local specialist office for complex dental needs.

**Due to COVID-19, this program is on hold until School Year 2021-2022.**

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 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 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" each have 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:** 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.

**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 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, must immediately inform a Designated Employee. A list of current Designated Employees is available on [bsdvt.org](https://bsdvt.org).

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

BSD also employs a District Non-discrimination Coordinator as well as School Non-discrimination Coordinators at each school. The Non-discrimination Coordinators are responsible for overseeing the investigative work of the District's Designated Employees. The District Non-Discrimination Coordinator is Henri Sparks, Director of Equity and Safe/Inclusive Schools; please contact Director Sparks or your school principal for information regarding your school's Non-discrimination Coordinator.

**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 the making or the investigation of a complaint is strictly prohibited, 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 Vermont Public Record Law, and consistent with the Family Education Rights Privacy Act.

**Alternative Complaint Process:** Complaints of harassment can also be filed with: Regional Director, Office for Civil Rights, U.S. Department of Education; 8th floor, 5 Post Office Square, Boston, MA 02109-3921; Email: [OCR.Boston@ed.gov](mailto: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](mailto:human.rights@state.vt.us), (800) 416-2010 (Voice) or (877) 294-9200 (TTY).

**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 their 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



## Immunizations

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 **for all students**.



## Student Health

**Every school has a health office where services are provided by a Registered Nurse, certified as a VT School Nurse.**

**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> and/or <https://www.consumerreports.org/medical-conditions/preventing-and-treating-head-lice/>





## Commitment to Diversity and Equity in the Burlington School District

The diversity of our students is an asset to the Burlington community. Burlington School District believes that all students and staff deserve a safe, inclusive learning and work environment where differences are valued and celebrated. The District also believes that every student has a right to strive to learn at their highest and greatest potential.

The District has committed itself to closing the achievement gap in student outcomes based on racial, ethnic, socioeconomic, linguistic, ability, or any other real or perceived disparities that may limit any student's opportunity to be fully included and successful in school. The Burlington Board of School Commissioners has renewed its commitment to equity and inclusion (March 2017). Under the leadership of the Superintendent, the District Equity and Access Leadership Team (DEALT) was formed in the fall of 2017. DEALT provides District leadership around issues of equity and access, including the full implementation of Restorative Practices. With students as the focus, DEALT coordinates a variety of initiatives across the District, providing resources, support, and advocacy towards just, equitable, and inclusive solutions. For more information, visit: [www.bsdt.org/district/diversity-and-equity/dealt/](http://www.bsdt.org/district/diversity-and-equity/dealt/)

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

Visit <https://education.vermont.gov/sites/aoe/files/documents/edu-best-practices-transgender-and-gnc.pdf>



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, 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 Early 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

All students in Burlington School District are required to follow reasonable expectations regarding 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 Burlington School District share the responsibility for fostering positive behavior among everyone in the District. However, the ultimate responsibility rests with the students and their parents/guardians. Parents/guardians will be informed if their child's behavior becomes concerning or unsafe.

Appropriate conduct measures are designed to teach students to accept responsibility for their behavior. Inappropriate conduct shall be addressed through a restorative process and students will be held accountable for their behavior. Any consequence imposed shall be done with regard for the due process rights of the student being disciplined to the extent required by law.

**Suspension / Long Term Suspension / Expulsion:** Students may be suspended or expelled for violating school rules or School Board Policies, or otherwise engaging in misconduct

on or off of 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.

**Restorative Practices:** Restorative Practices are rooted in relationship-building and rebuilding to create a culture of equity and belonging that results in healing and learning. Burlington School District, in partnership with the Burlington community, embraces Restorative Practices ensuring that all, including those who have been harmed, will have their needs and experiences recognized and acted upon, thus creating a supportive climate of empowerment for all. In some cases, students may be separated from their assigned school building, but never completely separated from their education.

**Drugs / Alcohol:** As required by Vermont State Law (Title 16, Section 1165, 909), 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.

**Tobacco:** Any tobacco use in any shape or form on any school campus (including cigarettes, cigar, chew, vaping, or any others) is prohibited by law. Vaping and forms of vaping are considered as cigarette/tobacco products and are also prohibited.

### EDUCATIONAL SUPPORT SYSTEM

The goal of Burlington School District's Educational Support System is to provide students with additional assistance needed for access 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. This assists teachers in planning for students who need extra assistance in the classroom or during unstructured school 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 your school's principal or guidance counselor.

## RESPONSIBLE COMPUTER, NETWORK and INTERNET USE

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 IT 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 IT 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.

Burlington School District provides students and staff access to a multitude of 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 governing student use of IT resources 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 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 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.



## 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 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 950 Burlington School District students, Pre-K-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](mailto:nsemic@bsdvt.org) with any questions.



## Attendance / Tardiness

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

Parents and guardians must notify their school 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.
- **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 their attendance.



## Child Nutrition and Food Service

The Burlington School Food Project (BSFP) is committed to providing access to quality meals for all students in Burlington School District. Our team is dedicated to supporting 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 BSFP is also proud to provide access to meals all summer through the Summer Food Service Program. Additionally, BSFP has begun to offer hunger relief care packages during District vacations. We have been able to identify more than 100 families who can benefit from this service. If you are in need of relief, or would like to donate to this cause, contact Sarah Heusner at **(802) 864-8416** or [sheusner@bsdvt.org](mailto:sheusner@bsdvt.org).

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. We are proud to say all of the beef we serve is Vermont Beef!

*(Continued on next page.)*

## MEDICATION IN SCHOOLS

A parent/guardian must annually complete a request form (available on our website) 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 / POST-SECONDARY RECRUITERS

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

## NON-DISCRIMINATION

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 people with disabilities 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, Age Discrimination Act Coordinator, and the Americans with Disabilities Act

Employee Coordinator is **Susan "Zé" Anderson-Brown**, Executive Director of Human Resources; **(802) 864-2159** or **(800) 253-0191** (TDD). The Americans with Disabilities Act Student Coordinator and \$504 Coordinator 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**, Director of Equity and Safe/Inclusive Schools; **(802) 865-4168** 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.bsdvt.org](http://www.bsdvt.org) or call **Susan "Zé" Anderson-Brown**; **(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](mailto: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 via the SchoolMessenger communication system after 6:00 a.m. Local TV and radio stations, our website, and BSD's social media channels will also list closings. SchoolMessenger 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 SchoolMessenger. 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

Burlington School District continually works to increase and improve security measures and overall safety, including the safety and well-being of individuals. A Crisis Safety Management Plan is in place to provide school staff with responses for crisis/safety situations. Additionally, each school has its own Crisis Safety Team which meets regularly and a District-wide School Safety Committee, including members of the Burlington Police and Fire Departments, which meets monthly.

The District has a list of Standard Response Protocols designed to help staff react in a consistent and thoughtful way during an emergency situation. In 2019-20, "Run, Hide, Fight" was added to these protocols as a strategy to protect lives of students and staff in the event of a threat. The District has also implemented barricading of spaces and first aid as well as first aid trainings as additional strategies to respond to threats.

School Resource Officers (SRO) are an essential component of the District's overall safety plan. The District has two SRO's who are members of the Burlington Police Department. They are members of the District Safety Committee and support safety initiatives at all schools.

In response to the COVID-19 pandemic, the District will follow the guidance and procedures as recommended by the State of Vermont.

### School building 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 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.

## Child Nutrition & Food Service *(continued)*

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 BSFP programs, connecting children to their food system and creating opportunities for local farmers to provide their harvest to schools in their communities.

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? Please visit our website to find out more about all of the Farm to School and Fork in the Road activities, as well as our payment procedures: <http://burlingtonschoolfoodproject.org>.





## School Budget Information

**Town Meeting Day** — the first Tuesday in March — is when 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.bsdvt.org](http://www.bsdvt.org)
- The District *Annual Report*, which is available to City residents in February
- The District's *Comprehensive Budget Document Including Line-item Budget*, published 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.)



## STUDENT RECORDS / INFORMATION

Parents/guardians of a student enrolled in 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 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) or eligible 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 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):** 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 Burlington School District to disclose information without your consent, parents/guardians or an 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 their 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.bsdvt.org](http://www.bsdvt.org).**

## TEACHER AND PARAPROFESSIONAL QUALIFICATIONS

Because 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 what the teacher's major is 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 / HOME-BOUND SERVICES

Students are eligible for instruction in an appropriate public setting, 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.

### VIDEOTAPE / FILM / PHOTOGRAPHY

Burlington School District employs the use of video surveillance in various locations and at random times as 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). 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, graduations, 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.

### CORONAVIRUS PREPARATION

BSD is committed to the health and wellbeing of all students and staff. Since March, employees have been working hard to ensure plans are in place to safely reopen our schools. Preparations include requiring masks and physical distancing in our schools and offering a hybrid model of learning with a mix of in-person and remote learning opportunities. Please visit our website to read our complete BSD Reopening Guidance Document and learn more. Throughout the school year, there may be changes to your school or the District's calendar. Please visit your school or the District website to access the most up-to-date calendar information. [www.bsdt.org](http://www.bsdt.org)



## Our Schools

### Burlington High School

Principal: Noel Green  
52 Institute Rd. • tel: 864-8411 • fax: 864-8408

### Burlington Technical Center

Director: Jason Gingold  
52 Institute Rd. • tel: 864-8426 • fax: 864-8521

### Champlain Elementary

Principal: Joe Resteghini  
800 Pine St. • tel: 864-8477 • fax: 864-2157

### Early Education Program

Director: Stacie Curtis  
150 Colchester Ave. • tel: 864-8463 • fax: 864-8501

### Edmunds Elementary

Principal: Bonnie Johnson-Aten  
299 Main St. • tel: 864-8473 • fax: 864-2166

### Edmunds Middle School

Principal: James Kiefer  
275 Main St. • tel: 864-8486 • fax: 864-2218

### Flynn Elementary

Principal: Lashawn Whitmore-Sells  
1645 North Ave. • tel: 864-8478 • fax: 864-2145

### Horizons

Director: Bobby Riley  
1251 North Ave. • tel: 864-8497 • fax: 864-8501

### Hunt Middle School

Principal: Mattie Scheidt  
1364 North Ave. • tel: 864-8469 • fax: 864-8467

### Integrated Arts Academy

Principal: Kevin Robinson  
6 Archibald St. • tel: 864-8475 • fax: 864-2162

### OnTOP

Director: Bobby Riley  
52 Institute Rd. • tel: 864-8496 • fax: 864-8408

### C.P. Smith Elementary

Principal: Len Phelan  
332 Ethan Allen Pkwy. • tel: 864-8479 • fax: 864-4923

### Sustainability Academy

Principal: Nina Oropeza  
123 North St. • tel: 864-8480 • fax: 864-2161