

EDMUNDS ELEMENTARY SCHOOL  
**STUDENT & PARENT HANDBOOK**  
**2008-2009**



**MISSION STATEMENT:**

"To educate all students for the present and for the future.  
To help prepare students to participate in, influence  
and shape their own future."

Revised: August 2008

## Edmunds Elementary



## School

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Guy Egri  
Principal

299 Main Street  
Burlington, VT 05401  
(802) 864-8473

Monica Gragg  
Administrative Assistant

Dear Parents,

Welcome to Edmunds Elementary School. Our school population is a unique blend of families with diverse backgrounds. This diversity enriches our learning environment. As a group, Edmunds' parents have a reputation for being involved with and concerned about their children's education. I hope to encourage that continued participation and cooperation during the coming year. On the next page you will find the "Home School Compact" which outlines (1) what we expect from students, (2) what you can expect from the staff, & (3) what we expect from you. Please take a moment to read the Compact and discuss it with your child(ren).

Parents, staff and students alike are all proud of their school. It is a warm welcoming environment that values meaningful parental involvement. We have an extremely active Parent-Teacher Organization that funds many enrichment activities throughout the school year.

You will be greatly impressed with the dedication and caring shown by the teaching staff. They work hard, take their jobs very seriously and manage to maintain a professional sense of balance.

I eagerly look forward to working with each of you.

Sincerely,

Guy Egri  
Principal

## Edmunds Elementary School HOME-SCHOOL COMPACT

Edmunds Elementary School is a community of learners which needs the support of students, staff and parents in order to establish an environment that brings out the best in everyone. To help each of our students be and do their best, we agree to the following:

### STUDENTS WILL

- Accept responsibility for their own actions.
- Ask for help when they need it.
- Come to school on time and ready to succeed.
- Do their homework and bring it back to school on time.
- Read every day.
- Respect school property.
- Respect themselves and others.
- Think for themselves.

### THE SCHOOL STAFF WILL

- Be positive role models for students.
- Communicate regularly with parents about classroom and school programs (e.g., newsletters).
- Communicate regularly with parents about their child's growth and progress as related to the Burlington District's Standards (e.g., parent conferences, report cards).
- Invite parents to participate in their child's school program.
- Listen and be responsive to guardian's hopes and concerns for their child and the school.
- Provide each child challenging tasks and the resources and support needed to be successful.
- Teach skills and content consistent with the Vermont Student Performance Standards in a respectful and supportive environment.

### PARENTS/GUARDIANS WILL

- Attend as many school events as possible, such as Open Houses, Parent-Teacher Conferences, & other events.
- Communicate their hopes, concerns and ideas to the teachers and principal.
- Encourage their children to read and/or read to their children 30 minutes each day.
- Send their children to school ready to learn - fed (or ready for school breakfast), appropriately dressed, well rested and on time.
- Supervise and encourage their children to complete homework.
- Supervise TV viewing.
- Support and help to enforce the school's discipline policy.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Teacher's Signature

Student & Parent Handbook  
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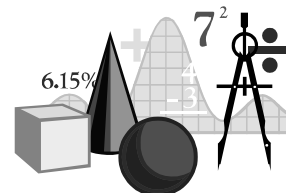


Mission Statement  
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**A.M. DROP-OFF & PARKING:**

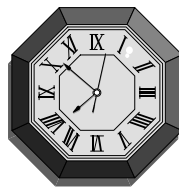
The PTO Parking Volunteers have worked hard to implement a program that ensures our children's safety at drop-off, while also making it as convenient as possible for parents. Please note the following:



- **No parking in the Main Street horseshoe from 7:45-8:30 am**
- The short-term parking spots on the left of the front horseshoe are reserved for YMCA parents during these times.
- Please use metered parking spots on Main Street if you need to park in the morning, as well as other times during the day.
  - To keep traffic flowing, *right turn only onto Main Street is strongly encouraged.*
  - Drive-through drop-off is also available at the back of the building. Access the back lot and drive-through area via Maple Street, exiting onto South Union Street.
- **Please be respectful of the volunteers assisting your child and of the other families. This is a busy and hectic time of day!**



**A.M. - EARLY MORNING:** Students are NOT allowed to enter the building before 8:10 A.M. This is necessary so that staff members have a few minutes to get materials ready for the days' activities when they enter the building. Therefore, no one is available to supervise students in the building until school starts.



Students who arrive at school before 8:10 may wait outside the entrances they enter the building. They should exhibit appropriate behavior. Supervision is provided from 8:00 A.M. on.

**ATTENDANCE POLICY:**

- You are responsible for letting the school know if your child will be absent. Please call (864-8473) the morning of an absence (or before and leave a message) & send a note with the child when he/she returns to school.
- After 5 absences, we will be in touch with you. We'd like to do what we can to ensure your student is in school.
- After 10 absences, the school will again contact the parent/guardian and ask how we can help.
- After 15 absences, parents/guardians must have a conference with school personnel. School resource officers, State's Attorneys, SRS and other community agency officials may attend. Together, we will develop a plan to ensure the student's attendance at school. Support services will be offered. If a parent/guardian does **not** attend the conference without a valid reason, an affidavit about the student's absences will be filed with the Chittenden County State's Attorneys office.
- After 20 but before 30 absences, the school will file an affidavit with the Chittenden County State's Attorneys office about the absences that:
  - Could be prosecuted under criminal law for truancy that could result in a \$1,000 fine.
  - Could result in a determination that a child is in need of care or supervision and could result in a loss of custody as the most serious consequence.

**BREAKFAST:** Breakfast is free to all students and will be offered during school hours from the first day of school.

**CONFERENCES:** Formal parent conferences will be held in the fall. Teachers and parents may also request an April conference. Parents and teachers may request conferences at other times as needed. Student attendance is required at the fall conferences. Parent conference tips:

- It is helpful to teachers and children if parents come to conferences prepared;
- Both parents should attend, if possible;
- Be on time;
- Prepare questions you may want to ask.

**DETENTION:** Occasionally, students may be asked to stay after school. Teachers will call parents if students are detained beyond 2:45 P.M. Students who take the bus will need to make arrangements with parents if time after school is necessary.

**DISCIPLINE:** The discipline philosophy at Edmunds Elementary School centers on three basic rules. Students are asked to:



1. Bee Safe.
2. Bee Respectful.
3. Bee Responsible.

We expect students to be responsible for their own behavior and we offer support in situations where problems occur. Support comes through implementation of the following guidelines:

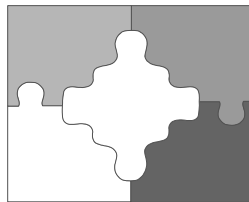
1. Problems are discussed leading to resolutions that are workable.
2. Sometimes consequences, such as time out from class, loss of recess privileges, written apologies, and meeting with the principal are imposed if student behavior

is disruptive to the point where it interferes with the rights of others to learn or to be safe.

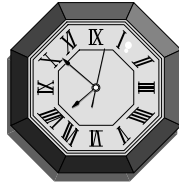
3. Students are asked to make a plan with their parents for improved behavior. The purpose of this plan is to help students:
  - Act responsibly at school.
  - Make better choices.
  - Notify parents and seek their support.
4. Repeated disruptive behavior will result in the need to meet with parents to help enforce behavioral expectations.
5. Loss of verbal or physical self-control, assault, vandalism, harassment, bringing or possessing a weapon, knife or other dangerous device to school, threatening others including bomb threats, or swearing at an adult may lead to suspension from school or a referral to the superintendent for expulsion from school after a School Board hearing.

- **Discipline/Positive Reinforcement:** When children engage in problem behaviors, it is often because they either get something or avoid something as a result. The goal of positive reinforcement (PR) is to change the outcome of the behavior in a way that influences the child to change his/her motivation for the problem behavior. This method can work for new as well as long-standing behaviors.

Interventions that are designed on this basis give PR for desired behaviors, but not for problem behaviors. This makes the problem behavior less effective than the positive behavior. As parents, you may recall hearing the phrase "that which gets noticed gets repeated." When a child's positive behaviors are noticed by adults, those behaviors stick.



**DISMISSAL TIME:** Children are dismissed at 2:30 P.M. each day. On Early Release Days, children are dismissed at 11:30. In order to cut down on traffic in the hallways and to ensure that children continue with assignments until dismissal time, all parents are asked to wait outside.



**DRESS CODE:** Students need to be dressed appropriately for school. It is a good idea to have students leave an extra sweater (with their name in it) at school so that if the weather turns cold during the day, they have something to put on.

**GYM SHOES** are required for physical education classes.

When the weather is very warm, many students wear **SHORTS** to school. Short shorts, running shorts and any other shorts that are very short are **NOT APPROPRIATE** for school.

**SHIRTS** should cover the entire stomach area. **NO** half T-shirts. **NO T-shirts with inappropriate words or pictures.**

**SNEAKERS and/or SHOES** are appropriate for school, **NOT** flip flops.

Students go out at recess time all year long. They need appropriate clothing for that activity. In colder weather, please make sure that boots, hats and gloves are worn.

**EDUCATIONAL SUPPORT TEAM (E.S.T.):**

The Educational Support Team replaces an informal way of helping teachers aid students with academic and behavior concerns. Several teachers, the principal, the guidance counselor and the learning specialist are on the team, which meets weekly, as needed. The team accepts requests for assistance from teachers, other school staff and parents. Any situation in which a student is

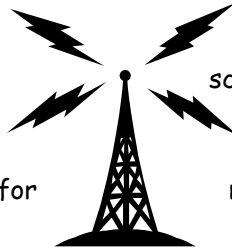
not succeeding is appropriate to refer to the school's EST. During a meeting, suggestions for improving the situation are considered.

An action plan is developed and then followed.

If you want more information about the EST please call the principal or guidance counselor (864-8473). There is also a district-wide Act 230 Parent Advisory Committee that meets four times a year.

**EMERGENCY SCHOOL CLOSING:** "Alert Now" will call all parents/guardians in the event of an emergency school closing. Please make sure that we have the telephone number you want us to call in such a situation. PLEASE also talk with your child about what to do (go home, go to the regular baby-sitter, etc.) if there is an emergency school closing. There are two different kinds of Emergency School Closings: (1) a school closing, where remaining in the building poses no threat of injury (weather related, loss of electricity or plumbing, etc.), (2) a school closing where remaining in the building may not be safe.

- In (1) the first scenario, the media will also be notified and local television and radio will announce such closings. We will then follow your directions as outlined in the "Emergency School Closing" form that you fill out in the beginning of the school year. Students should be picked up at school. It is crucial that you help us by updating your "Emergency School Closing" form & ensure that we have the most up to date telephone numbers in order to reach you.
- In (2) the second scenario, we will follow #1 above but the media will not broadcast what is happening because this has been found to create an unsafe condition.



**FIELD TRIPS:** A number of field trips occur throughout the school year. Some trips are walking trips; others require transportation either by private vehicle or bus. It is expected that students will be seat-belted if riding in private vehicles. Parents will be asked for permission to allow students to attend field trips for the school year and notified in advance of each such trip within the city. A special permission slip is required for trips taken out of the city.

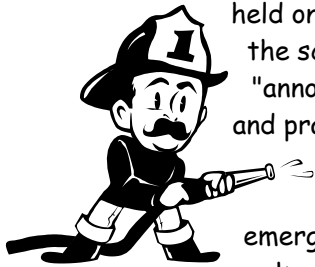
The right of one person to attend field trips must not place in serious jeopardy the opportunity of others to profit from these activities. School procedure dictates that a student may be removed from a school activity because of willful violation of school rules, willful conduct which materially and substantially disrupts the rights of others to an education, or willful conduct which endangers the student, others, or property.



**GUIDANCE:** Guidance programs are based on the fact that academic learning is maximized when a child has a sense of self worth and competence, which foster the child's healthy personal, educational, and social development. When factors that interfere with learning are reduced, a child is most likely to have a successful learning experience.

- Guidance programs are **preventative in nature** because we believe that the models and experiences for problem solving and coping that are provided in the elementary school years will be part of the children's repertoire of skills for the rest of their lives.
- Guidance is for all students and is supported through the cooperative efforts of the school's professional staff.
- **IN-CLASS** guidance lessons are presented by the guidance counselor school-wide and are reinforced by the classroom teachers. These developmental lessons are in the areas of: self-awareness, coping, decision-making, academic skills, social skills and understanding others.
- **SMALL GROUPS** focus on teaching ways for students to take responsibility for their actions, cope with stress, reinforce social skills, communicate effectively and problem solve interpersonal disagreements.

**SAFETY DRILLS:** "FIRE DRILLS" are held on a regular basis throughout the school year. Some drills are "announced" to provide instruction and practice. Most drills are "unannounced" and are intended as practice of safe emergency exiting. Students are asked to remain silent as they exit the building.



"LOCKDOWN" & "EMERGENCY EXITING DRILLS" are also practiced.



**FUND RAISING:** At various times throughout the year, students may be engaged in fund raising activities to educationally benefit their classes. Students in grades K-5 will not engage in door-to-door fund raising activities (School Board Policy).

- **INDIVIDUAL COUNSELING** is short term and is intended for concerns that are school-related or effect school performance. Ongoing problems of a more serious nature are referred to outside agencies.

- Elementary guidance counselors also **consult** with parents and teachers, help coordinate school and community services, assist with program development and evaluation, and serve on various interdisciplinary teams.

**HEALTH SERVICES:** Children receive vision and hearing screening following Vermont School Health Screening Guidelines. Parents are notified if the screening indicates a medical follow-up is necessary. Please call the school nurse if you have questions or concerns about your child's vision or hearing. Parents are permitted to opt their children out of these screenings. Please contact the school nurse before October 1<sup>st</sup> if you do not want your child's vision and/or hearing screened.

Health and immunization records are kept on each child. By law, to enter a Vermont school, a child must be immunized (or have a signed exemption in their record as follows:

- 5 doses DTaP \*- 4 if the 4<sup>th</sup> dose was given on/after 4<sup>th</sup> birthday.**
- 4 doses Polio -3 if the 3rd dose was given on/after 3rd birthday.**
- 2 doses Measles \*\***
- 2 doses Mumps \*\***
- 2 doses Rubella (German Measles) \*\***
- 3 doses Hepatitis B**
- 2 doses Varicella- waived if the parent /guardian presents a Health Department supplied form indicating the student has a history of having the disease.**

\* DPaT (Diphtheria, Tetanus, Pertussis)  
\*\*Measles, Mumps, Rubella are usually given as a combined MMR

**See also: ILLNESS & MEDICATION**



**HOMEWORK:** Students may receive homework in kindergarten and first grade. Students generally will receive at least some homework in grades 2-5. Homework activities naturally vary in length and scope. Homework is generally viewed as independent practice of skills, or completion of long-range projects that require additional time outside of school.

Parents can best help their child with homework by:

- Making themselves available to their children during homework time;
- Setting up a place and time for doing homework each day;
- Eliminating outside distractions;
- Acting as resources to their children to clarify directions and expectations of the homework;
- Gauging the timing of their child's homework; this involves some judgment about a child's frustration level and when to take breaks;
- Helping a child feel proud of his/her homework;
- Reviewing and correcting mistakes together with the child where possible; and
- Seeing themselves as teachers to their own children.

Parents must be co-educators with the teacher, not passive participants. Start a dialogue with the teacher if there is something that you don't understand. Keep the lines of communication open.

**ILLNESS:** We provide initial first aid services to children who complain of illness or injury during the school day. Our goal is to return the child to the classroom as soon as possible. If returning to the classroom is not possible, we will notify parents and determine an appropriate course of action. In case of severe injury or illness, we will call 911.

**LEARNING CENTER:** The Learning Center provides opportunities for all students to learn how to locate and use print and non-print information. The library staff exposes all students to materials appropriate to their age, interest and reading levels, whether requested for class assignments or leisure reading. Small groups or individuals come with teacher permission to use the materials for enrichment. Entire classes meet biweekly for more formal instruction and presentations. Research activities are ongoing as required by the classroom teachers.

**LEAVING SCHOOL PROPERTY:** Children are not to leave school grounds without specific WRITTEN PERMISSION from parents/guardians unless school is over. An adult must accompany them.

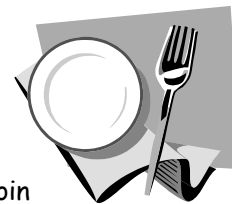
**LICE:** Parents/guardians are requested to check their children for head lice each week;

- If a parent/guardian identifies a case of head lice, she/he should notify the school nurse. The parents of other children will be notified as appropriate.
- Parents will be notified if live lice are found on their child. Parents will be asked to treat their child and are encouraged to remove any nits (lice eggs) from hair before returning students to school.
- If a parent receives a notice that head lice have been found in their child's classroom, they should check their child's head that day and treat if necessary.

**LOST & FOUND:** Lost articles are held near the main office. Articles not claimed each semester are given to a local charitable organization.

**LUNCH:** Students may take a hot lunch, which is provided at a cost, or they may bring a bagged lunch from home.

- Applications forms for free lunch will be sent home during the first week of school.
- Parents are invited to join their children for lunch.



**MEDICATIONS:** Most parents/guardians whose children require medication are able to give it to them at home. There are occasional times when medication may have to be given during school hours.

**Prescription Medications:** The physician and the parent/guardian **MUST** sign the Medication Administration Form. (Many physicians' offices have copies or one can be obtained from the school office.) The medication **MUST** be in its original container. If it is a long-term prescription, the permission must be renewed each school year.

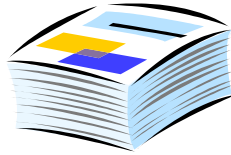
**Rx**

**Non Prescription Medications:**

Parents/Guardians **MUST** fill out and sign the Medication Administration Form or write all of the information on a piece of paper. Medication **MUST** be in the original labeled container. Medication will only be given for up to 48 hours with each form. If the need for a longer-term administration exists, please call the school nurse. The school nurse or her designee reserves the right not to give the medication when there is a safety concern about it. If this occurs, parents will be notified and medical clarification requested. Parents/Guardians can always come to school and administer the medication themselves.

All medication is kept locked in the school office.

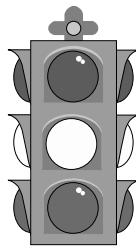
**NOTICES:** Parents should expect to receive notices from school and from the community at least once a week, usually on Mondays. We expect parents to ask their children each day for notices. The "MONDAY MEMO" is a weekly newsletter from the principal about school activities.



**OBSERVATIONS:** Parents are asked to arrange classroom observations through the principal at least 24 hours in advance.

**PARTY INVITATIONS:** Please do not send birthday party invitations to school to be passed out. This will prevent hurt feelings on the part of students who are not invited.

**PERSONAL PROPERTY:** Children are discouraged from bringing personal property to school because the school cannot be responsible for it. PLEASE put the student's FIRST AND LAST NAME on any articles of clothing (e.g., jackets, coats, sweaters, sneakers, etc.) and book bags that are brought to school



**PETS:** No pets should be brought to school or school grounds for any reason (Health Department Recommendation).

**PROBLEM SOLVING PROCESS:** If you have any questions or concerns about what is going on in your son/daughter's class, you should talk with the teacher involved. If, after talking with the teacher, you still do not feel that the issue is resolved, a meeting may be necessary between the teacher, the

parents/guardians and the principal.

Keeping lines of communication open will go a long way towards dealing with most concerns

**RETENTION POLICY:** Retention is only effective in helping students to improve with the full cooperation of the parents. Therefore, parents have the final say in retention decisions in elementary school.

A parent/teacher conference will be held whenever retention is an option being considered. At the conference deficits/concerns will be noted along with what is being tried to deal with the deficits/concerns. If the deficits noted aren't adequately dealt with, retention should be considered.

**SCHOOL RULES -**

**I. GENERAL STUDENT RULES:**



- Be Safe
- Be Respectful
- Be Responsible

**II. BEFORE SCHOOL RULES:**

1. Do not enter the building before 8:10.
2. General recess rules are in effect.
3. Line up and wait for directions.
4. Respect others who are entering the building.

**III. ASSEMBLY RULES:**

1. Raise hands and stop talking when you see the "RAISED HAND SIGNAL".
2. Respect performers and other listeners.
3. Wait for directions at the end of the performance.

**IV. BATHROOM RULES:**

1. Respect privacy.
2. No fooling around.

V. BUS RULES:

- Respect other students and the driver.
- Remain seated while the bus is in motion.
- Listen and obey the bus driver's instructions at all times.
- Keep heads, hands and arms inside the bus and to self.
- Do not throw anything on the bus or out of the windows.
- Use a quiet voice; a noisy bus can be distracting to the driver.

VI. CLASSROOM RULES:

Each classroom teacher has their own specific rules and they review them with the students during the first week of school as well as whenever necessary.

VII. FIELD TRIP RULES:

1. Follow directions.
2. Stay with the group.
3. Follow General Student Rules.

VIII. HALL & STAIRCASE RULES:

1. Stay to the right.
2. Walk.
3. Quiet voices.
4. At lunchtime:  
SOUTH staircase is DOWN  
WEST staircase is UP.

IX. LUNCHROOM RULES:

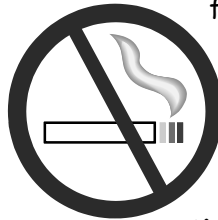
1. Enter quietly.
2. Talk, don't yell.
3. Stay in your seat.
4. Raise hands and stop talking when you see the "RAISED HAND SIGNAL".
5. No partially eaten food or drink is to be taken out of the cafeteria.
6. Clean up your area before leaving the lunchroom.
7. Leave quietly.  
CONSEQUENCES for inappropriate behavior in the lunchroom: Warning, change

seat, discipline referral form, teacher notified, loss of recess, and/or possible parent notification.

X. PLAYGROUND RULES:

- Swings are for sitting.
- Slide down the slide.
- No games that involve play fighting or tackling.
- No throwing snow.
- No playing with sticks or stones.
- Take care of natural environment: respect plants, trees, and creatures.
- Stay outside during recess.
- Be polite and aware of guests entering the building.

**SMOKING:** Smoking by any person is NOT permitted within any area of the schools. All buildings are smoke-free environments for first and secondhand smoke. This includes school grounds and during school related activities. Please help us by setting a good example.



**SNACKS:** Students have a short snack period each morning. Parents are asked to send nutritious snacks. Snacks that are high in sugar content or contain "empty calories" are discouraged. Please feel free to talk with the teacher, the nurse and/or the principal if you have any questions about this. Please don't send juice packs to school for snack since many classrooms have rugs.

**SPEECH & LANGUAGE SERVICES:** Students who are eligible for speech and language services will receive support for articulation problems and developmental language disabilities. If you believe that your

son/daughter needs services and might be eligible for services, contact your child's teacher and/or the principal immediately.

**STANDARDIZED TESTING:** Each year we give appropriate mandated tests to all students in grades K - 5. We will inform you at the appropriate time about the tests and results.

Act 68 requires that results of state and standardized testing be published annually. Burlington Schools publish this data annually in the City Report. Parents/guardians are encouraged to review this data and to contact the school principal if they have any questions.

Individual results are shared with parents/guardians each year.

**STUDENT PLACEMENT:** It is the principal's responsibility to place students in classes each academic year. Decisions are based on information gathered regarding academic strengths, organizational skills, learning style, special learning needs, and other factors. Parents are invited to discuss their child's educational needs.

**STUDENT WELFARE (SCHOOL BOARD POLICY):** Any teacher who has reasonable cause to believe that a child's physical or mental health or welfare has been or is being harmed or abused, or that the child is a victim of neglect is required to report or cause a report to be made to the Vermont Department for Children & Families (D.C.F.) or his/her designee.

**TRAFFIC:** Please follow traffic rules so that all of our students can be safe while entering and leaving the school premises. Please be extremely

cautious. Students tend to see the person picking them up and they run in that direction sometimes forgetting safety.

- ✓ No students should enter school grounds by walking into the South Union Street driveway.

**See A.M. Drop-off & Parking**

**VISITORS:** PLEASE use the main school entrance (located on the playground side of the building) and **REPORT to the OFFICE** to pick up a Visitor's Pass.

There is no parking on school grounds. Cars illegally parked may be towed away at the owner's expense. This is to ensure that we have enough parking for our employees, some of whom come to school at odd hours because they work in more than one building.

**VOLUNTEERS:** Parents and other community members are welcome to volunteer for a particular class or the school. Please contact the principal, the classroom teacher, and/or the PTO if you wish to discuss a volunteer activity. All volunteers must report to the office to sign in each day. Thank you!

