

EDISON Elementary

2014-2015 Student & Parent Handbook



The Edison Mission

To prepare every child for life as a learner, a team player, a friend, and a responsible citizen.

The Edison Vision

Our school community is committed to inspiring students to achieve high standards of intellectual and personal development through a stimulating and comprehensive program. We create a school family where children are safe, cared for, and respected in a multicultural environment.

Bruce Cannard – Principal, Judy Vo – Dean of Students/Instructional Coach

Lorri Ledgerwood - Counselor

201 South Dawes Street Kennewick, Washington 99336 509.222.5500 Fax 509.222.5501

Edison Elementary School

201 South Dawes Street Kennewick, Washington 99336

Dear Parents:

Welcome to Edison, or welcome back if you are a returning family. It is our goal to partner with you for the academic and social success of your child(ren).

Each classroom is like a family, and children are taught respect and appreciation for each other, values that I am sure you share at home. Our youngest students are taught a rhyme that goes, "Talk it over, walk away, find another game to play." To help them solve a playground problem. We teach older children to handle their problems on the playground using a variety of strategies including giving "I messages," such as "I don't like it when you..." We want children to develop problem-solving skills, but also realize that adults also must be at the ready to intervene.

During the year please call if you have a concern, and we will do our best to help find a solution.

Sincerely,

Bruce Cannard, Principal

Judy Vo, Dean of Students/Instructional Coach

Lorri Ledgerwood, Counselor

Chrissy Wonders, Secretary

The following information will answer many questions. Parts of it should be shared and discussed with your child. Please keep it for reference.

SCHOOL HOURS

MONDAY, TUESDAY, THURSDAY & FRIDAY

8:40 – 3:17

WEDNESDAY

8:40 – 2:00 P.M.

Early Release

11:27 A.M.

Children who walk or are brought to school should not arrive before 8:25 a.m. No supervision is provided prior to that time. Students may arrive earlier if coming for the breakfast program, no earlier than 8:15 a.m.

NON-DISCRIMINATION STATEMENT

The Kennewick School District #17 complies with all federal and state rules and regulations and does not discriminate on the basis of race, color, national origin, sex, or disability. This holds true for employment and program activities. Inquiries regarding compliance procedures may be directed to the School District's Title IX/Title VII/ADA Officer and/or Section 504 Officer.

Title IX/Title VII/ADA Officer:

Beverly Johnson-Torelli, Director Personnel, Address: Kennewick School District #17, 1000 W 4TH Ave, Kennewick, WA 99336

Section 504 Officer:

Doug Christensen, Administrator for Special Services, Address: Kennewick School District #17, 1000 W 4th Avenue, Kennewick, WA 99336, Telephone: 222-6981

ATTENDANCE

Studies have shown that regular and prompt attendance is a key factor to success in school. According to Washington State Law the only legal reason for absence is illness. When students are tardy or absent, a written excuse stating the reason for the absence must be brought to the teacher the following day. (Kenn. School Board Policy No. 7100)

PTO/ATP

This joint group runs our annual jog-a-thon and plans parent involvement activities. The goal is to improve communication and student academic performance.

Classroom Deliveries (holidays, balloons, etc...) not including lunches or school work. Due to the disruption in the classroom, deliveries to students will not be done until the end of the school day. Students will be called to the office and exit through the front doors.

TAKING STUDENTS OUT OF CLASS

In the event that you need to have your child released during the school day, such as for a doctor's appointment, it is necessary that you come into the school office and your student out. For the safety of our students, teachers are instructed not to release students unless a parent or guardian comes to sign them out. Please do not ask for a child to be released by phone or written note. If there are any legal restrictions about the custody of children we must have a copy of the court order in the office.

VISITING SCHOOL

You are welcome and encouraged to visit school at any time. When volunteering or visiting we ask that you sign-in at the office when you arrive and pick up a visitor's badge. Please notify the office or teacher (phone or email) 24 hours in advance. If you would like to join your child for lunch and wish to purchase a school lunch, please inform the office by 9:00 a.m. and we will send your order to the kitchen.

SCHOOL CLOSURE or DELAYS

In cases of very severe weather, school closures or delay starts will be announced over the local radio stations between 6:00 a.m. and 8:00 a.m. or check the KSD website (ksd.org). If a late start is announced, keep listening. At times a late start has not been possible and closure will be announced. **Do not call the school.**

SCHOOL BREAKFAST & LUNCH PROGRAM

A school breakfast is available for your child at Edison Elementary. The breakfast is available in the Kitchen from 8:15 to 8:35 a.m. **DUE TO LIMITED SPACE PARENTS ARE ASKED TO NOT STAY.** Free and reduced lunch applications must be completed each year. Charges made before application is approved will need to be paid.

WITHDRAWAL PROCEDURES

If it is necessary to withdraw your child from school, the teacher and secretary must be notified, either by a note or a personal visit to school by the parent, so that a withdrawal slip may be issued to the child on the last day of attendance. This withdrawal slip must be presented to the receiving school at the time the child enrolls.

TOYS FROM HOME

Students are **not** to bring toys of any kind to school. The only exceptions are items for Show and Tell, as requested by teachers. Those items need to be brought in a sack and given to the teachers on arrival at school. **Edison is not responsible for lost, stolen or broken phones. Bring at your own risk.**

MEDICATION AT SCHOOL

Note from the nurse: Most medication can be given at home. However, if your child needs medicine during school hours, please have the appropriate forms filled out (see attached forms). State law and school policies only allow oral medication and inhalers to be given at school. School personnel (other than the nurse are not authorized to give eye and/or ear drops or ointments--these are not oral medications and are not covered under the policy.

Prescribed antibiotics that need to be taken three times a day do not need to be taken at school. The medication can be given before school, after school and at bedtime (with a snack, if necessary). If the medication needs to be taken at school, it must be in the original, labeled bottle; envelopes and plastic bags are not acceptable. The pharmacy will provide you with an extra bottle.

STUDENT DRESS

Students should wear clothing to school that is in keeping with safety, health, and decency standards and is appropriate for participation in school activities including P.E. and for weather conditions. Examples of clothing which are not allowed are tube tops, **flip flops**, baseball hats or any clothing that advertises or encourages use of tobacco, alcohol or other drugs.

EMERGENCY DRILLS

On a regular basis, we practice evacuating the school so that all students are aware of the fastest and most efficient way to do this if necessary. Exit drills are also practiced on our school buses. We will teach the children lockdown procedures for high security situations. During lockdown, NO students may be released.

RECESS:

Inappropriate or unsafe behavior will usually result in the child being "Parked". Parents should ask their child to explain the "Park it" program.

SAFETY – PLEASE DISCUSS SAFETY CONCERNS WITH YOUR CHILD AND REVIEW AS NECESSARY.

We stress safety to and from school and the need for students to go directly home after school. Children are not to leave the school grounds during the school day. If you live within our walking area and want your child to come home for lunch, please send a note.

Children who walk should stay well over on the left side of the road and not more than two wide. Bicycles should be ridden single file on the right side. .

Please encourage your student to use the crosswalks on the way to and from school at all times.

ROLLIN' STUDENT TRANSPORTATION

Bicycles - Students are allowed to ride bicycles to and from school. Please provide a chain and lock to discourage theft. Bicycles must be parked and locked at the bike racks upon arrival at school. Bicycle helmets are recommended.

Skates, skateboards, roller blades, scooters, etc. - for safety and security reasons are not acceptable at school.

REPORT CARDS

All elementary schools in the Kennewick School District use a trimester reporting period. Mid November, early March and when the school year ends are the approximate times that report cards are issued. Students may also receive mid-trimester reports between those times. Letter grades are issued to students beginning in the fourth grade. Kennewick schools will also conduct both in the fall and in the spring, parent-teacher conferences.

TELEPHONE

Telephone Usage – Student use of the Office telephone is limited to emergencies only. We ask student to make after school arrangements before coming to school.

SCHOOL INSURANCE

School Insurance – You may purchase this through the school system at a minimal cost.

DISCIPLINE – KENNEWICK SCHOOL DISTRICT POLICIES

STUDENT RIGHTS AND RESPONSIBILITIES (KSD POLICY 3200)

Students who attend Kennewick Schools

- Shall obey the written policies, rules and regulations

- Shall take the required subjects;
- Shall obey teachers and other school personnel and;
- Shall receive corrective action or punishment as school officials shall determine

Students who willfully interfere with the orderly operation of the school shall be subject to discipline, short or long-term suspension, or expulsion.

STUDENT RESPONSIBILITIES AND LIMITATIONS (KSD POLICY 3240)

It is the intention of the Kennewick School District to provide a safe, productive, positive and disruption-free classroom and learning environment. General rules of conduct are as follows:

1. A student shall be on time and attend school regularly.
2. A student must:
 - a. attend all classes assigned unless excused
 - b. follow school bus rules of conduct
 - c. identify him/her when asked
3. A student shall not substantially disrupt any operation of the school or classroom.
4. Students are expected to be honest; lying and cheating will not be accepted.
5. Students are expected to:
 - a. Respect self and the rights of others
 - b. Treat others as they would like to be treated
 - c. Respect other people in relation to their race, gender, religion, ethnic origin, disability, and individual differences.
6. Dress and appearance must not present health or safety problems or cause a disruption.
7. Oral or written defamation, obscenity, profanity, verbal and physical attacks, harassment and intimidation, are prohibited.
8. Any student, individually or with others shall not intimidate by threat of force or violence any school employee or student.
9. The use, sale, or distribution or possession of the following are not allowed:
 - a. Drugs and narcotics
 - b. Alcohol beverages and tobacco products
 - c. Fireworks
 - d. Weapons
 - e. Pornography
 - f. Stolen property
10. Students are to respect the property of others. Entry, theft or possession of another's property is not allowed.
11. Activities defined by federal, state or local law as criminal are not allowed.
12. The forging of any signature or alteration of any document is not allowed.
13. The legal requests or orders given by school or civil officials shall be obeyed/

CORRECTIVE ACTIONS OR PUNISHMENT (KSD POLICY 3300)

All students shall obey the reasonable rule of the school district. Refusal to obey written rules and regulations shall be sufficient cause for discipline, suspension or expulsion.

- "Expulsion" is the removal from school or individual classes for an indefinite period.
- "Emergency expulsion" is the immediate removal of a student from school for actions which endanger students, staff or the educational process.

- "Suspension" is the removal from school, individual classes or other school activities for a specific period of time, after which the student has the right to return. A suspension is "short term" if it is for a period of ten (10) consecutive school days.
- "Discipline" means all other forms of corrective action or punishment.

DISRUPTIVE STUDENT POLICY (KSD POLICY 3300)

This policy was created to handle disruptive students whose physical or verbal behavior substantially inhibits the learning process. The teacher has to take his/her focus off the class to deal with a particular student's behavior repeatedly.

- Incident #1: Parent notification
- Incident #2: Parent notification
- Incident #3: Parent conference to share the Disruptive Student Policy and the child's potential placement.
- Incident #4: Teacher and principal conference to discuss whether to place the child under the Disruptive Student Policy and prior offenses are reviewed. If the child is placed under the Disruptive Student Policy, then:
 - Paperwork is copied
 - The Disruptive Student contact form is filled out and serves as a cover to all other documents
 - A Remedial Discipline plan is written
- Incident #5: Out-of-class alternative plan
- Incident #6: Expulsion

ALCOHOL AND OTHER DRUG USE/ABUSE (AODA) KSD POLICY 3418

This policy was created to handle disruptive students who physical or verbal behavior substantially inhibits the learning process. The teacher has to take his/.her focus off the class to deal with a particular student's behavior repeatedly.

STUDENT WEAPONS VIOLATIONS (KSD REGULATION 3300.1)

The Board of Directors has a no toleration policy toward students who are in any way involved with a weapon on school property or at a school activity. (See Policy 3314 – Student Conduct)

In Kennewick School District elementary schools, pocket knives can be considered a weapon and are to remain at home. If a pocket knife is brought to school the following will occur:

If the carrier of the knife self-reports, the knife is taken, the family notified and the child remains in school.

If the carrier of the knife is reported by another, the knife is taken, the family notified and the child is suspended for one day. If the carrier of the knife uses it in a threatening manner (verbally or physically), then the incident is treated as a weapons violation which will result in disciplinary action. (Refer to – Student Weapons Violations and Student Conduct).

STUDENT CONDUCT (KSD 3314)

Students who engage in the following will be subject to corrective action or punishment:

1. Substantial disruption of school
2. Damage or theft of property
3. Extortion, assault or causing physical injury
4. Possession of weapons or dangerous instruments (see Regulation 3300.1 – Student Weapons Viol.)

5. Possession of narcotics, alcoholic beverages and stimulant drugs.
6. Possession of cigarettes, cigars, tobacco (See Policy 3418 – Alcohol and other Drug Use/Abuse{AODA})
7. Truancy
8. Lewd conduct
9. Gambling
10. Repeated misconduct
11. Forgery
12. Criminal acts
13. Cheating
14. False accusations
15. Harassment and intimidation (See Policy 5013 – Sexual Harassment)

EDISON DISCIPLINE PROCEDURES

A safe and pleasant school climate is a major goal for Edison staff and students. Children taught and provided practice in appropriate school behavior.

We believe that all students have a responsibility toward their education. Students, parents, and staff must cooperate in providing a school environment where effective learning can take place. To accomplish this, students are asked to observe Edison rules.

Each classroom operates with a set of rules and consequences. Parents are encouraged to learn the rules of their child's room and to actively work with the teacher to help the child learn to manage himself/herself.

EDISON SCHOOL RULES

1. In the classroom students are expected to follow the rules of that class. When the classroom has a substitute teacher, the students are expected to be especially helpful and courteous in addition to the room rules.
2. On the playground, the students are expected to:
 - Stay in their designated play area
 - Follow the rules governing the games such as tetherball, soccer and four-square
 - Use only school issued equipment
3. Before and after school, the students are expected to:

Arrive after 8:25am unless coming for breakfast (8:15 am)

Use the crosswalks

Walk their bikes to and from Fourth and Dawes

Follow all safety rules

Leave the playground immediately after school

Stay out of the parking lot.

Keep backpacks on backs

Following instruction by all adults – a safe environment is needed for everyone.

4. When passing in the hallways and during lunch, the students are expected to:
 - Walk at all times
 - Wait patiently while in line
 - Keep hands and feet to themselves
 - Work quietly if placed in the hallway

- Eat in their room only (no food in the hallways)
 - Throw all trash in the garbage can
5. During assemblies, students are expected to:
- Speak in a whisper until the signal for attention is given
 - Remain seated so that all can see
 - Show their appreciation by clapping (no whistling)
 - Enter and leave in an orderly fashion
 - Take care of bathroom and drink needs prior to the assembly

Consequences for a student choosing to misbehave:

(Any of the consequences may be used at the principal's discretion upon office referral)

- Verbal warning
- Loss of recess or other privileges
- Parent contact
- Principal conference
- Detention
- Parent/Teacher/Principal conference
- Remove/Suspend from school

Kennewick School District's & Edison Elementary

Discipline Policy Acknowledgement

We have read the Kennewick School District's policies regarding student behavior: Student Rights and Responsibilities, Student Responsibilities and Limitations, Corrective Actions or Punishment, Student Weapons Violations, Student Conduct, Alcohol and Other Drug Use/Abuse, Bus Transportation, Sexual Harassment, School Safety and Discipline. We have also read the Edison School Rules.

We are aware of the consequences for inappropriate behavior.

Student Name

Room #

Student Signature

Parent/Guardian Signature

Date

Please detach from packet, sign and return form to school.