

EDISON Elementary

2017-2018 Student & Parent Handbook



The Edison Mission

Collaboratively working together to ensure every student receives the highest quality education.

Mia Benjamin– Principal

Judy Vo – Dean of Students/Instructional Coach

Lorri Ledgerwood - Counselor

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Mia Benjamin, Principal

Dear Families of Edison Elementary:

It is a great honor to have been selected as the next principal of Edison. I am thrilled to be a part of the Edison family and I look forward to embarking on this journey together. I am proud to say I am an Edison Eagle! Eagles as a bird, are known for their strength and keen vision. As the leader of Edison I promise to be a strong leader who will work tirelessly for the students, the families and the community. I promise to maintain a keen vision for Edison as we all work together to make sure our students are learning and growing. To soar, or rise to a higher level is something eagles are known for. I promise you that your children at Edison will continue to soar and reach their highest potential! Each day you send us your children for the purpose of education and the journey of lifelong learning. We at Edison will work to ensure your child is provided the best education in order to graduate from high school prepared for post-secondary education, work and life. Together we will soar!

Fondly,
Mia Benjamin

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

MONDAY, TUESDAY, THURSDAY, FRIDAY

8:40 – 3:17 P.M.

WEDNESDAY ONLY

8:40 – 2:00 P.M.

Children who walk or are brought to school should **not** arrive before **8:15 a.m.** **No supervision is provided prior to that time. Outside supervision starts at 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.

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)

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 sign 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. **Students will not be able to be checked out of school from 3:00 – 3:17 due to the end of the day congestion in the office and in classrooms.**

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. If you volunteer at the school you will need to complete a district volunteer form that you can get from the school secretary.

SCHOOL BREAKFAST & LUNCH PROGRAM

Breakfast and lunch are *free* to all Edison student's due to a federal grant. Breakfast is available from 8:15 to 8:35 a.m.

SCHOOL CLOSURE or DELAYS – KSD.org to sign up for text alerts or check Edison Facebook page.

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) or Edison Elementary's Facebook. If a late start is announced, keep listening. At times a late start has not been possible and closure will be announced. **Please do not call the school.**

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 AT SCHOOL** are **tube tops, flip flops, baseball hats or any clothing that advertises or encourages use of tobacco, alcohol or other drugs.**

TOYS FROM HOME

Students are **NOT** to bring toys (this includes sports balls and all trading cards) 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. Skates, skateboards, roller blades, scooters, etc. - for safety and security reasons are not allowed at school.**

*****Forbidden items will be confiscated by staff and only returned to a parent by the end of the school day, or to the child at the end of the school year.**

MEDICATION AT SCHOOL

Visit with the school nurse about appropriate procedures for taking medication at school.

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 also teach and practice lockdown procedures for high security situations. During lockdown drills or real lockdown situation, 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. This is gone over with each classroom. We encourage all students to seek the Para Educators for help when feeling unsafe during recess.

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.

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.

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.

DISCIPLINE – KENNEWICK SCHOOL DISTRICT POLICIES

They are all located on the ksd.org website. Please review with your student.

STUDENT RIGHTS AND RESPONSIBILITIES (KSD POLICY 3200)

STUDENT WEAPONS VIOLATIONS (KSD REGULATION 3300.1)

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:

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.

EDISON DISCIPLINE PROCEDURES

A safe and pleasant school climate is a major goal for all stakeholders that work at Edison. Students are taught and reminded of the four Edison Roles (referred to as The Edison Way) throughout the school day.

The Edison Way

- Be a Friend
- Be a Team Player
- Be a Learner
- Be a Responsible Citizen

Each classroom of students is taught the four Edison Roles and are expected to follow them as they transition throughout the school building. Parents are encouraged to learn the Edison Roles and to actively work with their children to learn how to manage himself/herself.

Possible 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
- 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.