

EDISON Elementary

2020-2021 Student & Parent Handbook



The Edison Mission

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

Mia Shindehite– Principal

Judy Vo – Assistant Principal

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509.222.5500 Fax 509.222.5501

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 8:30 a.m.** No supervision is provided prior to that time. Outside supervision starts at 8:30 a.m. Breakfast will be served at 8:40 a.m. and all students will eat inside their classrooms.

NON-DISCRIMINATION STATEMENT

The Kennewick School District provides equal access to all programs and services without discrimination based on sex, race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sexual orientation, including gender expression or identity, the presence of any sensory, mental or physical disability, or use of trained dog, guide or service animal by a person with a disability, and provide equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination:

Civil Rights & Equity: Douglas Christensen - (509)222-5010 (doug.christensen@ksd.org)
Section 504, Title IX: Brian Leavitt - (509) 222-6534 (brian.leavitt@ksd.org)

Students Rights and Responsibilities

The Kennewick School District is committed to a safe and civil educational environment for all students, employees, parents/legal guardians, volunteers and patrons that is free from harassment, intimidation, bullying, and cyberbullying.

Discrimination, harassment, bullying, and intimidation mean any intentional written, verbal, physical or electronic act, including, but not limited to ones shown to be motivated by a characteristic: RCW 9A.36.080 (race, color, religion, ancestry, national origin, gender, sexual orientation including gender expression or identity, or sensory, mental, or physical disability) or other distinguishing characteristics when the act physically or emotionally harms a student or damages their property, substantially interferes with a student's education, creates an intimidating or threatening educational environment, or substantially disrupts the orderly operation of the school.

Complaints regarding discrimination, harassment, intimidation or bullying are addressed through Policy and Procedure 3207 (students) and Policy and Procedure 5150 (adults). Individuals who believe there has been a violation of non-discrimination, harassment, intimidation or bullying laws are encouraged to contact their building administration, the Equal Opportunity Officer at (509)222-6547, or make a report at ksd.org.

Regulation of Dangerous Weapons on School Premises

Policy and Procedure 4210 states, that it is a violation of district policy and may be a violation of state law for any person to carry a firearm or dangerous weapon on school premises, school-provided transportation or areas of other facilities while being used exclusively by the district with the exception of adults engage in military, law enforcement, or school district security activities or a federal, state or local law enforcement officer.

Complaint Options: Discrimination and Sexual Harassment

If you believe that you or your child have experienced unlawful discrimination, discriminatory harassment, or sexual harassment at school, you have the right to file a complaint.

Before filing a complaint, you can discuss your concerns with your child's principal or with the schools district's Section 504 Coordinator, Title IX Officer, or Civil Rights Coordinator, who are listed above. This is often the fastest way to resolve your concerns.

In most cases, complaints must be filed within one year from the date of the incident or conduct that is the subject of the complaint. A complaint must be in writing. Once the district received your written complaint, the coordinator will give you a copy of the complaint procedure and make sure a prompt and thorough investigation takes place. The superintendent or designee will respond to you in writing within 30 calendar days - unless you agree on a different time period. In its written response, the district will include a summary of the results of the investigation, a determination of whether or not the district failed to comply with civil rights laws, notification that you can appeal this determination and any measures necessary to bring the district into compliance with civil rights laws. Corrective measures will be put into effect within 30 calendar days after this written response - unless you agree to a different time period. To see the entire complaint process, go to ksd.org and view the Title IX page.

Alcohol and Other Drug Use/Abuse Procedure

In all cases parent(s) will be contacted.

For students in grades Kindergarten through 4th grade administrative action and discretion will be taken in compliance with WAC 180-40-250 (with input and recommendations of the building Student Assistance Team or discipline team). Additional consequences may include:

- A. Suspension from school for a specified time of not more than 10 days in any trimester.
- B. Participation in an alcohol and other drug education program.
- C. Recommendation of a drug and alcohol assessment.

In a manner consistent with RCW 69.50 (Uniform Controlled Substances Act) the following terms shall be defined as:

- A. Controlled Substance – a drug, substance or immediate precursor included in schedules I through V as set forth in federal or state laws, or federal or board rules. Likewise schedules I through IV (RCW 69.50 Art.II), list common “drugs” including opiates, hallucinogens, stimulants, narcotics as well as derivative analogs.
- B. Controlled Substance Analog – any substance that has a chemical structure similar to that of controlled substances.
- C. Imitation Drugs – a substance that is not a controlled substance but which by appearance and representation would lead a reasonable person to believe that the substance is a controlled substance.
- D. Manufacture – the production, preparation, propagation, compounding, conversion or processing of a controlled substance, either directly or indirectly or by extraction from substances of natural origin
- E. Under the Influence – an abnormal mental or physical condition due to the influence, a visible impairment of the judgment or a derangement, or impairment of mental or physical function or energies arising there from
- F. Delivery – the actual or constructive transfer from one person to another of a substance, whether or not there is an agency relationship
- G. Legend Drugs – “prescription” medication including, but not limited to, steroids and other performance enhancing medications. Possession of prescription drugs without a prescription is unlawful.
- H. Drug Paraphernalia – all equipment, products and materials of any kind which are used, intended for use, or designed for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling, or otherwise introducing into the human body a controlled substance.

ATTENDANCE

Every child, eight to eighteen years of age, is required to attend school. Five, six, and seven-year-old children who are enrolled in school are subject to compulsory attendance requirements. It is the responsibility of the parent(s)/guardian(s) to ensure the child to attend.

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.** (Kennewick. School Board Policy No. 7100)

Students are allowed up to 15 excused absences in a school year. Each absence thereafter is considered unexcused. The principal may make exceptions when parents can demonstrate justifiable cause for the excessive absences (i.e., long-term illness, etc.)

If a student is absent for 20 consecutive days without notification of the cause for the absence given to the school the student will be withdrawn from school.

Whenever possible, please try to schedule appointments for after school or on non-school days. When picking up your child early for an appointment, please come to the office and sign your student out. Once you arrive and sign your child out, our office staff will arrange for your child to meet you in the office. We ask that you do not call ahead and ask for your child to wait in the office for you to pick them up. We value each instructional minute, and we will promptly get your child to the office.

Classroom Deliveries (holidays, balloons, etc...) not including lunches or school work. If you would like to bring a treat for your child's birthday, you are welcome to do so. We ask that you bring **store bought** items in their original packaging with ingredients listed. We have students with food allergies and want to make sure they are not eating what they should not be. Due to the disruption treats can be 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. If you have flowers or balloons delivered for your child's birthday, we will hold the items in the office and deliver them to your child toward the end of the school day. We suggest that you may want to surprise your child with balloons at home. Children are not allowed to take balloons on the bus.

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. Please have ID ready if asked. **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. **For your child's and others' safety, we need to know who is in our building at ALL times.** 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 or visit at the school,

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

Departure Information

Students are dismissed at 3:17 PM during the week, except for Wednesdays when the dismissal time is 2:00 PM. Thank you for promptly picking up your son or daughter.

We appreciate you waiting until 3:17 PM to pick up your child. With the exception of a medical appointment, we expect our students to be in class until the end of the school day.

We appreciate your prompt pick up of your children after school, thank you. If you are running late, please call our office and let us know. As a practice, we ask students (after 3:25 PM) to remain in the office until they are picked up from school.

Picking up your child early

Occasionally parents need to pick up their son or daughter for a medical appointment before school ends at 3:17 PM. We are happy to help, as we understand that medical appointments can be difficult to schedule outside the school day.

Telephone Use/ Messages to Students

Our phones are very busy. Under normal circumstances, students should not need to use the phones at school. Parents can help by making sure children know each morning what they are to do after school. If you need to get a message to your student during the school day, please call the office and we will deliver the message to your child as soon as possible. Please try to call in your message by 2:00 PM or 1:00 PM on Wednesdays.

SCHOOL BREAKFAST & LUNCH PROGRAM

Breakfast and lunch are *free* to all Edison students due to a federal grant. Breakfast is available in the classroom at 8:40.

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 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 are reminded that their appearance significantly affects the way others respond to them. They 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.**

General dress code guidelines are as follows,

- Pants must be worn around the waist
- Shorts must be no shorter than mid-thigh
- Tank tops must be tight under the arms so that chest does not show
- No spaghetti strap or racer back dresses or shirts
- Shirts must be long enough to touch the top of the pants
- Footwear must be safe for all student activities

Please make sure your child is dressed for the weather as they leave home. In the rush to get to school some students forget to wear their coat on those cold days.

Electronic Devices from Home

If students bring electronic devices to school, they must be turned off and kept in their backpacks. The student may not take the item out during the school day, including before and after school. If items are taken out their backpacks, the items will be confiscated and returned to the student or parent at the end of the day. Examples of electronic devices are mobile phones, tablets, iPods, etc. **Edison is not responsible for any items brought to school and are lost, stolen or damaged.**

Taking Photo's at school

From time to time, photographs or videos of students are taken during the school day for use in district news releases, publications, video productions, social media, and the district website. On occasion, television and other news media are invited to cover stories in our school and take photos, video, and/or interview students. If you choose not to allow this for your child, please complete the media denial form (ksd.org/resources/parents/forms) and return to our office. Please understand that this form does not cover photos, videos, or recordings taken at public, school, or district events including—but not limited to—school assemblies, plays, concerts, or sporting events. Furthermore, this form must be completed annually, and it is in effect from the date signed until the end of the school year

TOYS FROM HOME

Students are **NOT** to bring toys (this includes sports balls, spinner toys and all trading cards) of any kind to school. **These items will be confiscated and returned to the student or parent at the end of the day.** 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 items. Bring at your own risk. Skates, skateboards, roller blades, scooters, etc. - for safety and security reasons are not allowed at school. If you ride your bike wear a helmet and make sure you have a lock for it.**

Bicycles and Scooters

Students riding bicycles or scooters to school must observe all safety rules. Bicycles and scooters may not be ridden on school grounds and should be walked to the bike rack. Bicycles must be ridden alone, no double riding. Once at school please lock your bicycle or scooter to the bike racks out front of the school.

Health Room

Students with a temperature of 100° or higher need to stay home from school or will be sent home. Any child who is vomiting or has diarrhea will also need to stay home or will need to be picked up from school.

When children are running a fever, vomiting or have diarrhea, they need to be fever free and without vomiting or diarrhea for 24 hours before they may return to school.

MEDICATION AT SCHOOL

Visit with the school nurse about appropriate procedures for taking medication at school. Please do not send any over-the-counter medication (e.g., cough drops, aspirin, Tylenol, etc.) with your child to school. **A medication at school form** must be filled out by the parent and signed by the child's doctor before any medicine can be brought in and given to your child. All medication must be kept in the original

labeled bottle. These bottles must be labeled with the student's name, doctor, medication, dosage and the time of day to be given. All medications will be kept in the nurse's office in a locked cabinet. Medications must be brought to school by the parent or guardian. The school nurse must process the medication and give the office staff the okay to start administering the prescribe medicine. The medications forms are available in at the office. If your child has any **potentially life-threatening health conditions**, such as diabetes, seizures or severe allergies/asthma; the School Nurse needs to meet with you **PRIOR** to your child attending school to develop an individualized health care plan, in consultation with your health care provider.

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 students 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

- Work and play safely
- Always be respectful
- You're responsible

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.