

# **EDISON Elementary**

## **2022-2023 Student & Parent Handbook**



### **The Edison Mission**

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

### **Culture of Equity Statement**

Edison Elementary engages in a process of assessment, reflection and continual improvement to ensure all children receive the highest quality education

**Mia Shindehite– Principal**

**Judy Vo – Assistant Principal**

**Lorri Ledgerwood - Counselor**

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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](mailto:doug.christensen@ksd.org))  
Section 504, Title IX: Brian Leavitt - (509) 222-6534 ([brian.leavitt@ksd.org](mailto: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](http://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](http://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)

**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.

## **Late Arriving Student**

We understand that sometimes your student may have a need to arrive late to school. When this happens, we ask that you come in with your student to have the secretary sign them in for the day and give them a pass so their classroom teacher knows that they checked in with the front office.

## **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**

It is the goal of the Kennewick School District to ensure that students are safe, known, and valued and to establish and maintain a quality learning environment for all students and staff. We expect all students to dress in a manner that provides for adequate safety while on any school campus or at school sponsored events. Further, we hope to instill the understanding of, and adherence to, appropriate dress for a work environment as we prepare students for their future career. **Students who are wearing clothing that is disruptive to the learning environment or hampers the safety of themselves or others as determined by the school will be asked to change clothing and may be subject to school discipline should they refuse to do so.** These guidelines are not intended to be all-inclusive. The principal has the authority to determine if clothing is disruptive to learning or impacts student safety. The principal, in connection with the sponsor, coach, or other person in charge of an extracurricular activity, may regulate the dress of students who participate in the activity if the principal reasonably believes that the student's dress will interfere with or adversely affect the purpose, direction or effort required for the activity to achieve its goals.

A student's personal dress shall not:

1. Lead school officials to reasonably believe that such dress or grooming will disrupt, interfere with, or detract from school activities.
2. Create a health or other hazard to the student's safety or to the safety of others.
3. Create an atmosphere in which a student, staff, or other person's well-being is hindered by undue pressure, intimidation, overt gesture, or threat of violence.
4. Imply gang membership or affiliation by written communication, marks, drawing, painting, design, or emblem upon any school or personal property or one's person.
5. Prevent, interfere with, or adversely affect the purpose, direction, or effort required for the activity to achieve its goals.
6. Students are to use good judgement and not wear any clothing that may violate the dress code.
7. 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 and Cell Phones from Home**

If students bring electronic device or cell phone 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.

## **KSD Electronic Devices Student/Parent Responsibilities**

Devices are on loan to students and remain the property of the KSD. Just like textbooks, team uniforms, and other school property issued to students for school purposes, there is a responsibility to care for and return the property in good working condition. Students should keep their device in the case at all times, leave asset tags displayed and never remove. Screens should be cleaned with a soft, dry microfiber cloth. Report any damage to the device as soon as possible.

## **Following the Acceptable Use Procedures for Electronic Resources**

Rules and guidelines are in effect before, during, and after school hours, for all KSD electronic devices whether on or off the school campus. All use of the network, whether on a district-provided or personal electronic device, must support education and research and be consistent with the mission of the school district.

## **Monitoring Student Use**

The KSD makes every effort to equip families with the necessary tools and information to ensure safe use of the digital devices in the home. Filtering services provided in our schools in compliance with minimum federal regulations for protection of students are extended to Chromebooks when they are used away from school.

Parent involvement is key for keeping students safe online.

Parents may elect to have students not take home the Chromebook and have it checked in and out at the school each day.

Communicate expectations for the types of resources your student accesses online and for interacting with others online in a kind, respectful, and safe manner.

- Only allow electronic device use in common rooms of the home (e.g. living room or kitchen) and not in bedrooms.
- Develop a set of rules/expectations for electronic device use at home. Some websites provide Parent/child agreements for you to sign.
- Demonstrate a genuine interest in what your child is doing on the device. Ask questions and request to see their work often.
- View your child's Google Drive to check on work progress. If you have your own devices like a smartphone, computer, or tablet, and a Google (Gmail) account, you can access your child's Google Drive to look at the work they have been doing at school, including comments from teachers and peers.
- Investigate and apply parental controls available through your Internet Service Provider and/or your wireless router.
- Put all electronic devices "to bed" for the night at a designated time. This is a great way to ensure the Chromebook is charged nightly, and;
- Turn off your home WiFi at appropriate times. Many of the Chromebook and other device features require an Internet connection to function. When offline, the Chromebook can access the Google Docs suite and not much more. Turning off your home WiFi at night can prevent late night YouTube sessions, or chatting with friends at inappropriate times.

## **Unacceptable Use of KSD Electronic Devices**

- The use of other user's accounts.
- Access unauthorized computers, networks or information systems.
- Cyberbully, harass or distribute hate mail of any kind, including discriminatory jokes and remarks.
- Post, send or store information that could endanger others.
- Demonstrate actions that are unethical illegal or result in liability or cost to KSD. Copy or make copies of electronic works or software programs; this is the same as stealing.
- Hack, vandalize or introduce viruses, worms, or other changes to hardware, software and monitoring tools.
- Access, upload, download, store or distribute obscene, pornographic or sexually explicit material.
- Use KSD technology for personal gain, commercial solicitation or compensation of any kind.
- Physically alter parts or components of prior approval of the information Technology Department.
- Download, copy or reproduce district data, data sets, and/or data collections of the KSD.

## **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](http://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.

- **Non-Critical Lock Downs:** Teachers will lock classroom doors but continue teaching. No student will be permitted to leave the classroom until the announcement is made that it is all right to move about the campus.
- **Critical Lock Downs:** Teachers will lock classroom doors, cover windows, move students to a "blind corner" in the classroom, students will remain quiet until the announcement is made and the drill or danger is over.

## 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.**