

Thomas Edison Elementary School

**PARENT AND STUDENT HANDBOOK**

2025-2026



## **WELCOME LETTER**

Welcome to Thomas Edison Elementary!

We are delighted to have you and your child as part of our school community. At Thomas Edison, we believe that a strong partnership between home and school is essential for the success and well-being of our students.

Our school has a reputation for having a curriculum that is designed to be rigorous and engaging, ensuring that students are challenged academically while fostering curiosity and a love for learning. Through a combination of hands-on experiences, collaborative projects, and innovative teaching strategies, we aim to cultivate critical thinking, creativity, and a strong foundation for future success.

This Parent Handbook has been created to provide you with important information about our daily procedures and general school policies. Within these pages you will find details about school schedules, attendance expectations, communication guidelines, health and safety protocols, and other essential aspects of school life. We encourage you to review this handbook carefully and keep it as a reference throughout the school year.

Our goal is to ensure a safe, supportive, and engaging learning environment where every child can thrive. If you ever have questions or need assistance, our front staff is here to help. Please know we follow the civility code of Burbank Unified School District Policy. If you feel a situation needs to be addressed, please schedule an appointment for us to assist you with the proper personnel and in an appropriate environment. We value your involvement and look forward to working together to create a positive and enriching educational experience for your child.

Please take the time to read and discuss this handbook with your child(ren). If you need any further information, please call the school office at (818) 729-0150. Thank you for your support and for entrusting us with your child's education. We are excited for a wonderful school year ahead!

Warmly,  
Nicole Cody  
Thomas Edison Elementary Principal

## GENERAL INFORMATION

Website: [www.burbankusd.org/tees](http://www.burbankusd.org/tees)

Address: Thomas Edison Elementary  
2110 West Chestnut Street  
Burbank, CA 91506

Office Hours: 7:30am - 4pm

Telephone Number: (818) 729 - 0150

## OFFICE STAFF

Principal: Nicole Cody - [nicolecody@burbankusd.org](mailto:nicolecody@burbankusd.org)  
Curriculum Specialist: Jennifer Flores - [jenniferflores@burbankusd.org](mailto:jenniferflores@burbankusd.org)  
Office Manager: Alicia Getz - [aliciagetz@burbankusd.org](mailto:aliciagetz@burbankusd.org)  
Office Assistant: Natalie Samarge - [nataliesamarge@burbankusd.org](mailto:nataliesamarge@burbankusd.org)

## SCHOOL HOURS

TK and Stepping Stones classes will enter through entrances on Chestnut St.  
K-5 will enter through the gate on Keystone St. Gates will **open at 8:15am**

TK/K 8:30-1:30 (Monday-Friday)

1st & 2nd 8:30-2:25 (Monday, Wednesday, Thursday & Friday)  
8:30-2:05 (Shortened Day - Tuesday)

3rd-5th 8:30-2:45 (Monday, Wednesday, Thursday & Friday)  
8:30-2:10 (Shortened Day - Tuesday)

### **\*Minimum Day Dismissal Times 11/18-11/21/25 & 2/23-2/27/26**

TK/K - 12:30

1st-2nd - 1:25

3rd-5th - 1:30

### **\*Last day of Semester and School Year 12/19/25 & 5/28/26**

TK/K - 10:55

1st & 2nd - 12:55

3rd-5th - 1:0

## EDISON SCHOOL CALENDAR 2025-2026

<b>Aug 13</b>	First Day of School
<b>Aug 28</b>	Back to School Night
<b>Sept 1</b>	NO SCHOOL - Labor Day
<b>Sept 3-4</b>	Fall Picture Day
<b>Oct 13</b>	NO SCHOOL - Staff Development
<b>Nov 11</b>	NO SCHOOL - Veterans Day
<b>Nov 17</b>	NO SCHOOL - Parent Teacher Conferences
<b>Nov 18-21</b>	Parent Teacher Conferences (Minimum Day Dismissal)
<b>Nov 26-28</b>	NO SCHOOL - Thanksgiving Break
<b>Dec 19</b>	Last Day of Semester (Early Dismissal)
<b>Dec 22 -Jan 2</b>	NO SCHOOL - Winter Break
<b>Jan 5</b>	School Resumes
<b>Jan 19</b>	NO SCHOOL - Martin Luther King Jr. Day
<b>Feb 13</b>	NO SCHOOL - Lincoln Holiday
<b>Feb 16</b>	NO SCHOOL - Presidents Day
<b>Feb 23-27</b>	Parent Teacher Conferences (Minimum Day Dismissal)
<b>Mar 16-20</b>	NO SCHOOL - Spring Break
<b>March TBD</b>	Spring Picture Day and 5th Grade Panoramic
<b>Apr 24</b>	NO SCHOOL - Staff Development
<b>Apr 30</b>	Open House
<b>May 1</b>	Shortened Day (Tuesday Hours)
<b>May 25</b>	NO SCHOOL - Memorial Day
<b>May TBD</b>	5th Grade Promotion
<b>May 28</b>	Last Day of School (Early Dismissal)

## SCHOOL PROCEDURES

### **ARRIVAL**

TK students are to line up outside the TK doors at the ramp on Chestnut St. Teachers will come meet their class at 8:30am and walk them in.

Grades K-5 students should be dropped off at the Keystone gate nearest to Chestnut Street. The gate will open at 8:15am. Students should go to their assigned line and wait for their teachers to arrive.

### **DISMISSAL**

TK students are to be picked up at the TK doors. Please be sure you are prompt in picking up your child.

Grades K-5 are released through the Keystone gate nearest Chestnut St. Students are not allowed to exit through the front office.

Please be prompt when picking up your child. There is no after school supervision. All students not picked up after dismissal time are brought to the office where we will attempt to reach a parent or guardian. Our offices close at 4:00pm. In extreme cases, if we are unable to contact a guardian, we will have no recourse but to contact the police to assume custody of the child.

### **RELEASE OF STUDENTS DURING SCHOOL HOURS**

**An authorized parent or guardian must report to the school office to sign out the student.** (Authorization to release a student must be listed on the Aeries Parent Portal. The contacts on the Aeries Parent Portal must be 18 years or older. Students will not be released to minors.). **At NO time should any of the following happen: a child is picked up directly from the classroom; the child waits outside the classroom or in front of the school for a parent to pick them up at a pre-arranged time; a child walks home to meet their parents during the school day.**


*It is extremely important that parents keep all **their emergency telephone numbers and contact names current** on the Aeries Parent Portal. Please call the school office (818) 729-0150 whenever you have a change in address, phone number, or contacts.*

**THERE IS NO STUDENT DROP OFF OR PICK UP FROM THE SCHOOL PARKING LOT. PLEASE RESPECT THAT THE PARKING LOT IS RESERVED FOR TEACHERS AND STAFF MEMBERS. ONLY MEMBERS OF THE STAFF ARE TO PARK IN THE LOT.**

**THE RED BUS LANES MUST ALSO BE RESPECTED AND RESERVED FOR BUS DROP OFF AND PICK UP - AT NO TIME SHOULD YOU PARK IN A RED ZONE**

## **ATTENDANCE**

Please avoid unnecessary tardiness by planning your morning routine with ample time. If your child is absent or tardy, please send a note explaining the reason. An example of an absence note and a tardy note that contains all required information is available for you to copy at the end of this handbook. Our Edison app, email, or a phone call to the office are ways to report an absence or a tardy. **According to the school district's attendance policy, a parent must report their student's absence to the school in writing, by phone, or in person, within 3 days.** If the absence is not verified as an excusable absence, it shall be recorded as unexcused. Please refer to the district's "Annual Notification to Parents/Guardians" booklet for further details on their attendance policy regarding "excused" and "unexcused" absences. **When a student has had 14 absences in the school year by the methods listed above, a physician's note will then be required to excuse any further absences. Unexcused absences for more than ten (10) consecutive days may result in disenrollment.** Continued truancy will result in parent conferences and may result in a referral to the School Attendance Review Board (SARB). See the chart below for guidance about keeping your child at home due to illness.

 I Need to Stay Home if... 						
I have a <b>Fever</b>	I am <b>Vomiting</b>	I have <b>Diarrhea</b>	I have a <b>Rash</b>	I have <b>Head Lice</b>	I have an <b>Eye Infection</b>	I have been in the <b>Hospital</b>
						
Temperature of 100°F or higher	Within the past 24 hours	Within the past 24 hours	Body rash with itching or fever	Itchy head, active head lice	Redness, itching, and/or "crusty" discharge from eyes	Hospital stay and/or ER visit

## **I am Ready to Go Back to School When I am...**

Fever free for 24 hours without the use of fever reducing medication.	Free from vomiting for at least 2 solid meals without the use of medications.	Free from diarrhea for at least 24 hours without the use of medications.	Free from rash itching or fever and evaluated by doctor if needed.	Treated with appropriate lice treatment at home and proof is provided to nurse.	Eye has returned to normal or have a note from doctor to return to school.	Released by my medical provider to return to school.
---	--	--	---	---	--	---



## **LOST ITEMS**

Students' jackets, sweaters, lunch boxes, water bottles and other loose belongings should be **labeled with their names in permanent marker**. Please check the school's lost and found regularly for items that may belong to your child. Small items are turned into the office. **It is Edison's policy to donate any items left unclaimed to a charitable organization. This is done at the end of each school year.**

## **TRANSFERS AND WITHDRAWALS**

Please notify your teacher and the office at least two days before your child is withdrawn from school. An email to the Office Manager stating the child's last day, where you are moving, and what school you will be enrolling in is best practice. This will assist us in clearing their records and will facilitate the transfer of the student.

# **STUDENT HEALTH AND SAFETY**

## **HEALTH OFFICE**

The health office is open daily for student needs. It is manned by office personnel, a health aide, or a nurse depending on the time and/or day. Staff will log any student visits to the health office. If your child has any medical needs (short or long term) please notify the health office so that we can properly work with you in addressing any needs.

## **MEDICATION AND MEDICAL DEVICES**

Medication can only be delivered if it's accompanied by a note and prescription by the doctor and we have the authorization and ability to deliver it. Please do not send any medication, prescription or over the counter, to school with your child. If your child requires medication (short or long term) please notify the health office so that we can properly work with you in addressing any needs.

If your child has been placed in a cast, brace or sling and is required to wear it for a certain time period, a doctor's note is required stating the length of wear as well as what activities should be avoided.

## **LICE**

As per Board Policy 5141.33, school employees report all suspected cases of head lice to the school nurse or designee as soon as possible. The nurse or designee shall examine the student or other students who are siblings of the affected student or members of the same household. If a student is found with active, adult head lice, they shall be excluded from attendance. The parent/guardian of an excluded student shall receive information about recommended treatment procedures and sources of further information. The student shall be allowed to return to school the next day and shall be checked by the nurse or designee before returning to class. Once they are determined to be free of lice, the student shall be rechecked weekly for up to six weeks.

## **EMERGENCY PREPAREDNESS**

Monthly emergency drills are conducted at regularly scheduled intervals throughout the school year. Teachers are assigned specific areas and duties to keep students safe.

If there is an emergency or disaster on a school day, the following rules apply:

During School Hours:

- Your child will be kept AT SCHOOL unless it is unsafe.
- **Children are released only to parents or adults listed on the Aeries Parent Portal.** Anyone attempting to pick up your child will be asked for identification.

**In order to pick up your child in the aftermath of any disaster:**

- Remain calm.
- Do not call the school telephone system.
- Go to the "Student Request Gate" on Keystone St. Be prepared to show ID
- Once you have completed the steps at the "request gate" you will be directed to the "release gate"

While the release procedures may feel long and involved, we must ensure the safety of all the students!

- In the event of a disaster (civil defense, fire, earthquake), students will be supervised in designated areas until transportation can be arranged or until students are picked up by their parents.
- In case of danger on the schoolyard (wild animals, civil strife, etc.), the students will be kept in the classrooms until the school grounds are safe.
- In case of danger in the buildings (fire, gas, leak, etc.), the students will leave the buildings and line up on the school ground assembly area.

It is **extremely important that parents keep all their emergency telephone numbers and contact names current** on the Aeries Parent Portal. Please call the school office at (818) 729-0150.

<b>ABOUT EDISON CAMPUS</b>
----------------------------

**CLASS CELEBRATIONS**

Thomas Edison only has one party during the school year at or near Valentine's Day. Food related birthday treats may not be brought to school to be shared with classmates.

**WHEELS ON CAMPUS**

Only students in Grades 4 and 5 may ride their bikes to school. Bicycles are not to be ridden on school grounds and must be locked while in the bike racks. **Skateboards, roller blades, and scooters are NOT PERMITTED on school grounds at any time.**

**PHONE CALLS**

Students will be allowed to use the phones for emergencies only. An emergency is something that affects the child's health and safety. **This does not include forgetting homework, forgetting lunch, being picked up after school, or arranging to go to a friend's house after school.** These arrangements must be made prior to the school day.



## **FORGOTTEN ITEMS**

If you need to deliver a forgotten lunch, clothes, or schoolwork, please bring it to the office, making sure your student's name is written clearly on the forgotten item. Please talk to your student and let them know that anything forgotten will be placed in the office. **A call will NOT be made to the classroom for lunches or forgotten items, this is to prevent frequent interruptions of the educational program.**

## **CELL PHONE/MOBILE DEVICE POLICY**

BUSD Board policy states that **cell phones and ALL mobile devices** are not permitted to be on during school hours. **This includes Apple watches or wrist devices.** Your child may have it in their backpack, turn-ed off at your own risk. We are not responsible for damaged or missing devices. If this is violated, the device will be confiscated and can be picked up by a parent in the front office.

We kindly ask that you please discuss these changes with your child.

Thank you for helping students remain focused and present during in person learning.

*In alignment with our commitment to providing a focused, safe, and conducive learning environment for all students, the Burbank Unified School District hereby implements a comprehensive Switch Off Electronic Communication Devices (Cell Phone/Smart Watch/Electronic Devices/Listening Devices) Policy across preschool through middle schools within the Burbank Unified School District.*

*Assembly Bill 3216, renamed the Phone-Free School Act, requires that every school district, charter school, and county office of education develop a policy limiting the use of smartphones by July 1, 2026.*

## **FIELD TRIPS**

Field trips and other off-campus events take place during school hours. Field trips will be directly linked to academic learning in the classroom. You will be asked to sign a permission slip for each field trip. Since it is an instructional day, we ask that **only approved chaperones** attend the trip with students. Teachers have the right to choose chaperones.



Permission slips will be sent home with each student to be returned before the field trip. We are not able to accept permission over the telephone. The consequence of not completing a signed permission form is exclusion from the event and remaining at school in another classroom. All transportation shall begin and end at school unless the principal approves, **in writing and in advance**, a specific alternative.

## **PARENT INVOLVEMENT**

Educating children at Thomas Edison is regarded as a partnership between the student's family and the school. At Edison, we hope that parents will take an active participatory role in their child's education. Listed below are just a few of the many opportunities to partner with your child's school as we all learn to work together!

## **PARENT/COMMUNITY VOLUNTEERS**

There are many opportunities at home and on campus to provide invaluable volunteer time for our school. Some of the many opportunities include:

- Volunteering in your child's classroom
- Attending and helping out at PTA and FRC events
- Going on Class Field Trips
- Donating supplies, equipment, or other items
- Supporting teachers by completing at-home duties (i.e. cutting, sorting papers)

### **Parents who volunteer with BUSD must adhere to the following rules:**

- All volunteers must complete an online application and upload a TB test or questionnaire (completed by a medical professional)
- All volunteers must **SIGN-IN** and **SIGN-OUT** at the office and wear **VOLUNTEER BADGES** while on campus
- Parents may **NOT** bring other children into the classrooms during instructional time, even if they are not volunteering.
- Parent volunteers may **NOT** bring siblings of Edison students onto the campus or when they accompany the class for off-campus instructional activities.

## **PARENT TEACHER ASSOCIATION**

The P.T.A. is vital to the students at Thomas Edison. Through its efforts, money is made available for enrichment programs, instructional materials, and special events. Please make involvement in your child's educational experience a top priority. Meetings are the 2<sup>nd</sup> Thursday of each month at 7:00p.m. Please see how to easily join PTA in the flyer at the end of this document.

## **EDISON'S FUNDRAISING COMMITTEE**

The FRC is an all-volunteer program. The purpose of FRC is to promote parent involvement in the school, to raise funds to support school programs and projects, to promote the education and welfare of our children enrolled in the school, and to support the teachers and administrators at Edison.

## **ENGLISH LANGUAGE ADVISORY COMMITTEE**

E.L.A.C. is designed for parents of our English Language Learners. The purpose of this committee is to provide opportunities for parents of second language learners to give input regarding curriculum and instructional practices as well as our school environment. Dates and times will be given at a later date.

## **EDISON APP**

Thomas Edison Elementary has an app that can be used to report school absences. It also allows you to stay informed about upcoming events, fundraisers, school programs, and more. Our Thomas Edison Elementary App can be found in the App store or Google Play. To get alerts, make sure you accept Push Notifications.

## **TEACHER'S HELPERS**

Each teacher develops their own parent volunteer schedule within their classrooms. Your teacher will be in contact with you on ways in which you can volunteer in the classroom throughout the school year. It is at the teacher's discretion.

## HOME/SCHOOL COMMUNICATION

Parent/School communication is essential to your child's success. Please read all information carefully and call the office if you have any questions and/or concerns.

### **SCHOOL SITE COUNCIL**

Thomas Edison's parents and teachers work together on the S.S.C. to continually improve our school program. We hold 4 meetings a year. A school plan written by the committee is the guiding force behind the programs, curriculum application, and budgeting process. Parents serve on this advisory council alongside teachers and other staff members. The meetings are open to the public and are posted in the parent newsletter.

### **SCHOOL NEWSLETTER**

Principal Cody will email a newsletter out to parents weekly called *The Edison Charger*. Please note that it will include the school calendar, schedule changes, special events for families and students, PTA and FRC activities, and recognition of outstanding accomplishments at the school. The **marquee** in the front of the school also reminds you of special events. Occasionally, the school will provide an "all call" or text to provide up to date instructions or information for school events and other important community information.

### **SCHOOL NEWSLETTER**

PTA also sends out a regular newsletter, make sure to subscribe for up-to-date PTA events.

### **EDISON WEBSITE**

Thomas Edison Elementary has a website that is updated regularly. Please visit [www.burbankusd.org/tee](http://www.burbankusd.org/tee) for our current calendar, pictures of our events, our Newsletters, and much more.

## DISCIPLINE GUIDELINES

Our role at school is to model, help shape, and work supportively with students to develop responsible behaviors. We view inappropriate student behaviors as opportunities to positively intervene, to provide coaching, and to prompt problem-solving skills among our students. Children grow when they have knowledge and feedback about their actions, understand the reasons for rules, and have opportunities to practice appropriate behaviors.

**These are general guidelines and may not be inclusive of all individual acts. We will defer to board policy and education code for all final decisions regarding discipline.**

## STUDENT ATTIRE

Parents/guardians have the primary responsibility to see that students are properly attired for school. School district personnel have the responsibility of maintaining proper and appropriate conditions conducive to learning. Clothes must be worn in a way such that genitals, buttocks, midriffs, breasts, and nipples are fully covered with opaque fabric. All clothing items must meet this basic principle.

Students are **required** to wear:

- A Shirt (with fabric in the front, back, and on the sides under the arms),AND
- Pants/jeans or the equivalent (for example, a skirt, sweatpants, leggings, dress, or shorts that comply with the parameters listed above), AND
- Shoes

Students **may not** wear:

- Clothing containing violent language or images or is affiliated with gangs
- Clothing with images or language depicting drugs or alcohol (or any illegal item or activity)
- Clothing that includes hate speech, profanity, and/or pornography
- Clothing with images or language that creates a hostile or intimidating environment based on any protected class or consistently marginalized groups
- Any clothing that reveals visible undergarments
- Any item that obscures the face or ears (except if worn for religious purposes).
- Hats must have a full brim and may be worn outside during nutrition and lunch breaks only
- Sunglasses (except when prescribed)
- Shoes with open toes, open heels, slippers, or heels over 1 inch

## CAFETERIA GUIDELINES

### **1. Guidelines In the cafeteria/lunch shelter students will:**

- Follow all adult directions with respect
- Talk quietly at the tables where seated
- Respect the "Nut-Free Zone" table by not bringing items with nuts
- NOT share food due to unforeseen food allergies
- Use appropriate manners while eating
- Clean up after themselves
- Wait to be dismissed to the playground
- Walk to the playground
- Stay out of the halls except to walk to the playground
- Use only the designated bathrooms during recess and lunch

## PEACEFUL PLAYGROUNDS

The goals of Peaceful Playgrounds are to give students the tools they need to have more fun, play safely, and resolve conflicts in a peaceful manner. We feel that both programs help our students get along better as well as help them to be happier, safer, and more receptive to learning.

## PLAYGROUND RULES

1. Play by Thomas Edison rules only.
2. Play fair. Admit when you are out. No arguing or socking or kicking the ball when you are out.
3. Be ready when you enter the game. No holding spots until ready.
4. No time-outs. Except for injuries or interference.
5. No cuts in line. No saving places in line unless to get a yard supervisor.
6. EVERYONE PLAYS OR NOBODY PLAYS.
7. No do-overs permitted at any time.
8. Play your best at all times (no going easy or hard).
9. Lines are OUT in all games.
10. Running is allowed only on the grass.
11. Use equipment responsibly.
12. Solve disputes with Rock-Paper-Scissors. One time only unless you tie. Behind the back if necessary.

### **General**

- No chanting during games.
- No tackling or other rough play allowed.
- Appropriate language and fair play are expected at all times.
- Only kickballs and soccer balls may be kicked. Use school equipment for designed purposes only.
- Students may not bring personal toys or other play equipment.
- No interfering in games.
- No chasing or tagging.
- Play games in designated areas only.
- Students are responsible for the equipment they check out.
- Seek yard supervisors if rules are being broken.

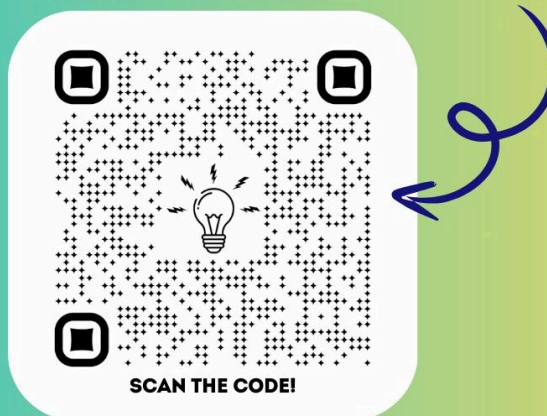
The Safe Schools Program incorporates Second Step. When an incident occurs, we expect students to describe that incident with integrity and accuracy, to participate fully in the dialogue, and to take it seriously. Students need to accept responsibility and are expected to follow through with the recommended action.

### **CONSEQUENCES**

- Warning
- Note to the teacher
- Walk with and help a yard supervisor or move to assigned play area
- Office referral

# JOIN THE PTA *Today*

(WITH A SICK RHYME LIKE THAT HOW CAN YOU NOT?!)  
**IT COULDN'T BE EASIER TO JOIN!**



## **MEMBERSHIP HAS BENEFITS!**

- VOTING RIGHTS! MAKE YOURSELF HEARD!
- COMMUNITY! JOIN A RAG-TAG GROUP OF ADVOCATES FOR OUR KIDS!
- ACCESS! STAY IN THE KNOW!

**ALL FOR THE LOW ANNUAL COST OF \$12\***

\*\$11 CASH DONATION INCLUDES MEMBERSHIP