Edison Academy

"TRIPLE A"

Achievement

Do your best!

Attendance

Be present in school and class daily!

Attitude

Have a learning mindset!

Family Handbook

2025-26

Vision and Mission Statements

At Edison Academy everyone is a continual learner.

- Staff and students engage in rigorous learning opportunities.
- Each child will engage in rigorous learning opportunities.
- Each child will engage in meaningful, real-world experiences that he or she needs for high school, college, and the future.

• Achievement matters • Attendance matters • Attitude matters.

General Information

Principal
Dr. Julie McDonald
mcdonaldja2@kalamazoopublicschools.net
Address
831 Lake Street, Kalamazoo Michigan 49001
Main Office
269-337-0550
School Colors
Navy Blue and White
Mascot
Astronaut
Office Hours:
7:30 am-4:00 pm
Student School Day:
8:10 am- 3:10 pm
Half Day Dismissal:
11:24 am

2025-2026 Calendar

2025-2026 School Calendar through winter break*

*TENTATIVE CALENDAR SUBJECT TO CONTINUING COLLECTIVE BARGAINING NEGOTIATIONS

Kalamazoo Public Schools

August 2025

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

September 2025

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October 2025

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November 2025

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

December 2025

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

January 2026

S	M	T	W	T	F	S
				1	2	3

Aug. 25	K-12 & K-ECSE students; half day
Aug. 26	K-12 full day; county programs begin
Aug. 29	K-12 no school; schools open for enrollment
Sept. 1	Labor Day; all buildings closed
Sept. 2	PreK ECSE first day
Sept. 8	PEEP first day
Oct. 22	PreK-12; no students
Oct. 31	PreK-12 half day; records day
Oct. 31	No county programs
Nov. 5	9-12 half day
Nov. 6	K-8 half day
Nov. 7	K-5 half day
Nov. 14	PreK-5; no students
Nov. 26	PreK-12 no school; no county programs
Nov. 27 & 28	Thanksgiving Break; all buildings closed
Dec. 10	PreK-12; no students
Dec. 22 - Jan. 2	Winter Break

No school	Half day (check grade levels)

There is no school on March 27 and Spring Break will be March 30 - April 3.

Special dates: Phoenix HS

Parent-Teacher Conferences: Oct. 15

Full days: Nov. 5

Half-days: Oct. 29, 30 & 31

Special dates: PEEP

First day Sept. 8

No school on elementary half days

Special dates: PreK ESCE

First day Sept. 2

No school on elementary half days

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SECTION 1: PowerSchool

Important forms and documents can be found on the PowerSchool Parent Portal. If you need to make changes to your emergency contacts or contact information, this **must** be done on the Portal.

Instructions for how to access the Portal can be found HERE. Please reach out to the office with any questions.

SECTION 2: Family Communication

At Edison, we believe that strong communication between school and home is the foundation for student success. We're committed to keeping you informed, engaged, and connected through multiple channels. Please make sure we have the most updated contact information by updating your PowerSchool Parent Portal.

📧 **Email Updates** – Email messages will be sent with information related to school attendance.

📰 **Classroom DoJo**– Our school Dojo page offers a snapshot of recent events, upcoming activities, and student accomplishments. Teachers will utilize Classroom DoJo to communicate with families about classroom specific information and engage with you, when needed, regarding your child.

📞 **Robocalls and Voice Messages** – For urgent updates or event reminders, we'll occasionally use automated calls to ensure you receive time-sensitive information quickly.

🔹 **Instagram** – Follow us [@kpsedisonacademy] for snapshots of school activities, student spotlights, and behind-the-scenes moments. 🔹 **Facebook** – Like our page [facebook.com/KPSEdisonAcademy] to get updates on school events, reminders, announcements, and more.

Please note that school-related closures, such as snow days, will be posted on both the district Facebook page as well as Edison's social media accounts.

SECTION 3: AAA Expectations

At Edison, we follow "Triple A" Expectations....

Achievement
Attendance
Attitude

Students have the opportunity to earn AAA tickets when they are following the AAA expectations throughout the school day. When a student earns a AAA ticket, they will be entered in a drawing that happens in the office each morning. Students receive a small prize if their ticket is pulled.

	Achievement	**Attendance**	**Attitude**
Arrival	Have all materials with you Bring your backpack every day	Arrive at school on time Sit in your classroom line in the gym	Listen to adults Be respectful to classmates
Hallway	Get where you need to be quickly and quietly	Stay in class and out of hallways unless you have a pass	Be quiet so others can learn Stay to the right side of the hallway and stairs
Recess	Be a good sport, win or lose	Be safe, listen to activity helpers, and play by the rules	Include everyone, pick up after yourselves
Cafeteria	Enter quietly and immediately go to your assigned table Eat your lunch	Keep your place clean and sit in your seat while eating Throw your trash away	Listen to adults Use a quiet voice
Drinking Fountain	"1, 2, 3, that's enough for me!"	Be quiet so others can learn	Hands and feet to yourself as you wait your turn Be patient and wait your turn
Bathroom	Do your job and leave immediately Respect personal space	Wash both hands with soap and water Place paper towel in the trash can	Report all spills and messes

SECTION 4: Edison Approach

We believe that student success can be fulfilled through a **team** effort. Together we can improve teaching and learning. In fact, research proves that when parents/guardians are involved in their child's education:

• Grades and test results are higher;
• Students' attitudes and behavior are more positive;
• Schools as a whole are more effective.

These efforts will establish a positive learning environment for Edison. Together, we can learn and work together to ensure your student's success!

Staff will:

Show respect for each child and his/her family;
• Provide an engaging and culturally relevant environment conducive to learning;
• Provide appropriate, rigorous and consistent homework activities;
• Enforce school and classroom rules/procedures fairly and consistently;
• Communicate regularly regarding progress in learning and behavior.

Students will:

• Always do their personal best in their work and in their behavior;
• Show respect for self, school and other people;
• Be AAA leaders

Parents/Guardians will:

• See that their student attends school regularly and on time;
• Provide a home environment that encourages their student to learn;
• Stay in communication with the school
• Support the school in developing positive behaviors

Please see the Parent/Compact

SECTION 5: Behavior and KPS Code of Conduct

To assist our students in demonstrating positive behaviors, our building uses Capturing Kids Hearts to enhance our school culture by building positive relationships between staff and students. Below are some of the rationale for using Capturing Kids Hearts schoolwide.

Core Principles:

Relationship-Based Approach: Prioritizes strong connections between teachers and students, fostering an environment where students thrive.
Social-Emotional Learning: Develops essential skills like self-awareness and regulation, crucial for academic and personal success.
Positive Classroom Environment: Aims to create a safe and engaging space where students feel valued.
Student Empowerment: Encourages ownership of learning and behavior through collaborative social contracts.

Key Components:

Social Contract: Students and teachers establish shared classroom expectations.
EXCEL Model: Guides teachers in effective communication to empower students.
Meeting and Greeting: Personalized interactions at the door to foster connections.
Positive Language: Promotes encouragement and confidence-building through positive feedback.

Benefits:

Improved Student Behavior: Addresses social-emotional needs, reducing disciplinary issues.
Increased Student Engagement: Connections to teachers enhance learning involvement.
Enhanced Academic Performance: A supportive environment promotes academic success.
Stronger School Culture: Transforms school climate by fostering community and positive relationships.

Teachers and teams have worked together to provide classroom support for your student. These supports are what we call "preventative systems". These preventative systems help the students learn how to navigate their environments throughout the day. If, a student is struggling the questions from Capturing Kids' Hearts will be utilized prior to sending a student out of the classroom for behavioral reasons:

- Dealing with misbehavior:
  - What are you doing?
  - What are you supposed to be doing?
  - Are you doing that?
  - So, what are you going to do about it?
  - (Repeat Offender) So, what's going to happen if you do this again?

If a student chooses to behave out of the classroom, they will work with Ms. Plair to get their needs met and get back into the classroom for learning.

*In the event that students need to be sent home, parent/guardian will be provided with a copy of a suspension letter and a conference will take place between behavior support / administration. Depending on the severity of the incident a re-entry meeting may be scheduled.

Students who pose an imminent danger to the safety of themselves or others will be removed from the classroom immediately.

KPS Code of Conduct
Dress Code
Students may not dress in a manner that is dangerous to health or safety, interfering with learning, or showing a lack of respect for others. The school district is responsible for seeing that student attire does not contribute to any student's hostile or intimidating atmosphere. That dress code enforcement does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income, or body type/size.

District policy states that **no hats or hoodies are allowed in school and repeated violations are subject to disciplinary action**

Cell Phone
Personal use of cell phones during the school day is prohibited. Students must have their cell phone put away in a designated location (locker or backpack), or secured with their teacher. The following process will be implemented if a cell phone is seen during the school day:

- First, it will be taken by the teacher and a parent will be called.
- If it were to happen again, it will be taken by the principal and it will have to be picked up by a parent/guardian.

Please reference the KPS Code of Conduct document for additional information about district discipline procedures.

SECTION 6: KPS Attendance Policy

Parents/guardians are required by law to make sure their children attend school on a daily basis. Kalamazoo Public Schools (KPS) expects all students to attend school.

Students need to be on time for instruction. Morning and afternoon attendance is taken. At the elementary level, a tardy is coming to school within the first 90 minutes of the school day. Arriving after the first 90 minutes is considered absent for the morning. Likewise, a student leaving within 90 minutes of the end of the school day will be marked, “Signed out early at end of day”. If the student is signed out with more than 90 minutes left of the school day, they will be marked absent for the afternoon. Leaving early is equivalent to being tardy. On the fifth tardy, school personnel will make contact with the parent/guardian to problem solve in an effort to eliminate tardiness.

Attendance Expectations

When students have the following number of ***unexcused*** absences in a trimester, you should expect to receive the following notifications and support.

3 days of unexcused absences in a trimester

💻 Letter or email to parent/guardian
📞 Robo text or phone call

5 days of unexcused absences in a trimester

💻 Letter or email to parent/guardian
📅 In person, virtual or phone conference

10 days of unexcused absences in a trimester

💻 Letter or email to parent/guardian
🏫 School attendance committee creates an individualized plan of support

15 days of unexcused absences in a trimester

💻 Letter or email to parent/guardian
🏢 Referral to central office. The central office attendance team will make further recommendations that may include:

- wrap around services
- referrals to community support organizations
- academic interventions
- summer school attendance
- possible recommendations for grade level retention

Parent(s)'/Guardian(s)' Responsibility:

- It is the responsibility of the parent(s) and/or guardian(s) to notify the student's school as early as possible on the day of an absence and explain the reasons for the absence.
- Written or email verification of a student's absence by a parent/guardian is required (unless otherwise indicated by the appropriate administrator) and should be provided to the school the day after an absence.
- Student absences are considered unexcused if documentation supporting an excused absence is not provided.
- After 3 consecutive absences, a medical note from a physician may be required.
- It is the responsibility of the parent(s) and/or guardian(s) to make arrangements with the teacher to obtain missed assignments due to absences.

What is an excused absence?

- Student illness and/or appointment verified by the parent/guardian or medical professional
- Medically verified extended illness or hospitalization
- Attending a funeral
- Religious holiday
- Absence due to a subpoenaed court appearance
- Any time missed due to KPS school transportation issues

Chronic Absenteeism

The state defines 'chronic absenteeism' as attending school less than or equal to 90% of the time. *This includes all absences* (excused, unexcused, suspensions, etc.). A student who misses more than half the day is considered absent for the day. Chronic absenteeism not only impacts the absent student, it disrupts learning for an entire classroom when teachers have to repeat lessons for students returning to class. When students are out of school, for any reason, they are missing valuable instructional time.

SECTION 7: Safety and Security

Visitors

Parents/guardians are always welcome visitors to our school. Due to safety considerations all visitors are expected to do the following:

1. Buzz in at the front entrance.
2. Sign in with the secretaries
3. Obtain a visitor's badge and wear it while in the building.

Anyone who is not a KPS employee will be asked to sign in using the Raptor Technology Tool. The machine will scan any visitor's ID and check Michigan registry databases. It will then print out a visitor badge for the person to wear and enter our building. If you are just staying in the office to pick up your child or drop something off you will not need to use this sign in tool.

Drills

In Michigan, schools are required to conduct safety drills including fire, tornado, and lockdown drills to prepare for various emergencies. Specifically, schools must hold five fire drills, two tornado drills, and three lockdown drills annually. Your child will participate in school-wide drills as scheduled.

In the event of an emergency, **no one** will be admitted to Edison except law enforcement officers & KPS Security. Once able, administration will communicate home necessary information regarding the event. Please see the following link for parent/guardian roles in the event of an emergency.

Smoking/Vaping

Smoking/Vaping (of any kind) is prohibited in all areas of the building and building grounds. Violators are subject to a $50.00 fine and may result in a ban from the building. This is a state law and applies 24 hours, 7 days a day.

SECTION 8: Building Procedures

Arrival/Drop Off

Students will enter school no earlier than 7:50 am. Students will walk down the hallway to the gym. They will sit with their class until they get picked up by their teacher at 8:04 AM. Support staff will be assigned to strategic posts for supervision. The tardy bell is at 8:10 AM. All students who arrive after 8:10 AM are marked tardy. Students who come to school after 8:10 AM need to be signed in at the office.

Dismissal/Pick Up

Teachers are responsible for seeing each and every student dismissed daily. **Students may not leave the line until contact is made with the teacher.** If parents are picking up their student they **MUST** talk with the teacher first.

At Dismissal, if a student is a walker, but gets into a car anywhere on the Edison block (Lake, Russell, Jackson, Cottage) or the parking lot including the church and business parking across the street, they will become a pick up and put in the pick up line daily.

<u>Morning Arrival:</u>

Doors to the building will open at 7:50am. *Please note, there is NO supervision prior to 7:50am.*
The tardy bell will ring at 8:08am.

- *Students arriving after this time will need to be escorted to the office through the main entrance by an adult to sign in.*
- *Please do not drop and go.*
- *<u>Park, walk your student in, sign them in, and then leave</u>.*

- Walkers may walk to school at 7:50am and get in line at the entrance that faces Cottage Avenue. <u>Walkers should not arrive prior to 7:50am</u>.
- Drop off
  - *Our parking lot is a one way parking lot.*

    - Enter at the east end of the lot (closest to Russell St.) and exit at the west end of the lot (closest to Cottage Ave.)
    - There is a drop off lane on the right hand side of the lane in front of the school.
    - The drop off lane is striped with a yellow line. Please pull forward as far as you can in that lane (the first car will need to leave room to exit so don't pull up to the curb).

- No one will be allowed out of vehicles prior to 7:50am.
- When students exit vehicles, they will walk to the entrance door on the west side of the building (facing Cottage Ave.)

- ☐ *There should be no students in line at the door prior to 7:50am. Walkers show up at 7:50am, drop off begins at 7:50am, buses unload at 7:50am. Supervision begins at 7:50am.*
- ☐ *All students are either close enough to walk or are able to get a bus. If 7:50am is a hardship for you to drop your student(s) off, please have them walk or ride the bus.*
- ☐ *Again, there is no supervision prior to 7:50am.*
- ☐ *Parents will have to drop students at the door and leave. If you plan to stay, you will need to complete a volunteer form and run your drivers license through our Raptor System for a badge.*

<u>Afternoon Dismissal (also ½ days):</u>

- Dismissal begins at 3:10pm
- There will be no dismissal changes nor pickups beginning at 2:45pm.
  - Half day dismissal begins at 11:20am with no dismissal changes nor pickups beginning at 10:55am.
- Only the office can make dismissal changes, please do not message teachers directly.
- Since we have a separate bus loading and pick up area, we can dismiss all beginning at 3:10pm.
- Staff will walk their bus rider students/walker students to the buses and complete the full loop.
- Other staff will be in the hallway with the pick up students.
- Walkers will stay with their class and be dismissed after the bus loop at the event doors on the east end of the building. Students will walk down the sidewalk along the front driveway to the crossing guard at the corner of Lake Street and Russell Street. **No walkers should enter vehicles or they will become a pick up daily.**
- Once the vehicle has passed the concrete walk to the main office, students will be called out to enter their cars. They will only be called out once their ride is in the pick up zone. (same as the drop zone above).

Early Pick Up

When possible, please call ahead and inform the office staff that your child is going to be picked up early so that necessary contacts are made. The adult picking up will need to come into the main office and sign the student out. End of the day early pick up must occur prior to 2:45 PM to avoid congestion in the main office during regular dismissal.

Dismissal Changes

For safety reasons, in the event of a dismissal change, we will not go by student reported changes, a parent/guardian must contact the office. Notification of dismissal changes must occur to the office prior to 2:45. Individuals picking up your child must be documented on their student profile and authorized pick up list. Students may only ride home on buses that they are assigned to.
In the event of a dismissal change, please contact the main office. Individuals picking up your child must be documented on their student profile and authorized pick up list.

Sick Office Visit

If your child arrives at the office (teacher or student requested) due to illness, secretaries will complete a temperature check. If your child has a temperature of greater than 100.0 degrees fahrenheit, they will be contacting parents/guardians and request for pick up. **It is important that the emergency contact list is up to date in order to ensure timely care and prevention of illness spreading.** If your child does not have a temperature, we will make reasonable efforts to keep your child at school.

If they are unable to participate in classroom instruction due to illness, secretaries will be contacting parents/guardians and request for pick up. Due to space limitations, the office will not be able to accommodate students that are needing to rest.

SECTION 9: Lunch and Recess

At Edison, lunch is 30 minutes for each full-day school is in session (no lunch during half days).

Kindergarten 11:00-11:30
ASD 11:15-11:45
4th 11:35-12:05
3rd 11:50-12:20
5th 12:10-12:40
2nd 12:25-12:55
1st 12:45-1:15

At Edison, students will go to recess before or after their special class (Art, PE, Music), for a combined 50 minutes of learning and exercise at recess.

At the administrators discretion, students should plan to go outside for recess daily, which means that students should be appropriately dressed for the weather. During colder months, appropriate gear include: hat, gloves, boots, snow pants, layers or jacket.

If temperatures are at a **real feel** of below 10 degrees fahrenheit, students will remain indoors.

Due to staff limitations, we will not be able to accommodate individual requests to have students stay indoors.

SECTION 10: Medication

Kalamazoo Public Schools has adopted a Board Policy to ensure the health and safety of students who take medication during school hours. Only those medications which must be given during the school day in order for the student to attend school are to be given in school.

All prescription and over-the-counter medications shall be given only with a written order from the physician, which shall include the name of the student, name of the medication, dosage, time, route, side effects and special instructions. Written permission of the parent/guardian must also accompany the physician's order. Forms are available in the school office.
Medication will not be administered until the parent/guardian and the physician have completed all forms. If medication is sent to school without the proper paperwork, the medication will be brought to the office and the parent will be notified. The parent is welcome to come to school at any time to administer medication himself or herself until the proper paperwork is complete.

Medication will not be administered without the proper paperwork.

SECTION 11: Technology Usage

Chromebook
Students K-5 will use Chromebooks during their school day. Please reference the following document for the KPS Acceptable Use Agreement.

SECTION 12: Volunteering and Staying Connected

Parent Teacher Organization (PTO)
Joining the PTO is a great way to be involved at Edison. When you are part of the PTO, you are involved in organizing fundraising events, communicating with key stakeholders in the school and providing support for various school activities. Meetings will occur monthly at the school and the schedule will be communicated to parents and guardians. Please plan to attend an upcoming meeting if you are interested in joining.

Volunteering

Different volunteer opportunities include helping chaperone field trips and helping in classrooms if you have arranged this with your child's teacher. Volunteers must have a background check on file. These are in the office if you need a form.

SECTION 13: After School Programs

Currently Edison hosts an after school program. CIS After School Program (ASP) will generally accept up to 35 students, but that number is based on staffing. ASP operates Monday - Thursday from 3:15-5:30 PM. Transportation is provided.

SECTION 14: Community in Schools

Edison Academy serves as one of the Community in Schools (CIS) sites. CIS provides students and families with access to resources to overcome the barriers that stand between them and academic success.

The following are services offered through CIS at Edison:

- Therapy
- Tutoring
- Kids Closet
- Friday Food Pack
- Mobile Dentist
- First Day Shoe Fund
- Warm Kids
- After School Program
- Vision/Hearing Screening

Please contact Cameron Massimino, Edison CIS Daytime Facilitator, at 269-337-0550 if you have any questions or needs.

SECTION 15: Child Study Team

The Child Study Team (CST) at Edison is a group of professionals that provide support for students experiencing academic or behavioral difficulties. The Team might determine that a student requires more academic intervention, behavioral supports, connection to resources or an evaluation if there is suspicion of a disability. The goal of the CST is to help students succeed in the general education setting to the maximum extent possible.

If you have questions related to your students behavior and/or academic progress, please first contact your child's teacher to discuss the concern. A parent/guardian or teacher may initiate a CST and efforts will be made to schedule the meeting at a mutually agreeable time.

EDISON
ACADEMY

We are glad you are part of our Edison Family!