



Edison Parent and Student Handbook

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Welcome to Edison Elementary

On behalf of our staff, I want to welcome you and your child to Edison Elementary. Our teachers and staff are committed to supporting every student in a safe, caring, and academically focused environment.

At Edison, students come first. We use research-based teaching practices and help students grow academically, socially, and personally. Education works best when students, families, teachers, and the school work together. Please contact us whenever you have questions or concerns.

This handbook provides important information about school expectations, procedures, and services. Please keep it available throughout the school year.

Tom Evans
Principal
Edison Elementary School

School Information

Contact Information

Edison Elementary School
515 North 22nd Street
St. Joseph, Missouri 64501
Phone 816-671-4110
Fax 816-671-4477
Email tomevans@sjsd.k12.mo.us
Facebook Edison Elementary SJSD and @edisonsjsd

Staff Directory

Department	Name	Role
Administration	Tom Evans	Principal
Administration	Nicole McKay	Assistant Principal
Secretarial	Mariah Benbeneck	Secretary
Classroom Teachers	Dori Dwyer	Kindergarten
Classroom Teachers	Heidie Hennen	Kindergarten
Classroom Teachers	Natasha Hoxit	Kindergarten
Classroom Teachers	Amy Brennan	First Grade
Classroom Teachers	Kinzee Penner	First Grade
Classroom Teachers	Molly Tauke	First Grade
Classroom Teachers	Kim Dilley	Second Grade
Classroom Teachers	Catherine Imlay	Second Grade
Classroom Teachers	Rebecca Gabriel	Second Grade
Classroom Teachers	Margaret Hane	Third Grade
Classroom Teachers	Holly Hones	Third Grade
Classroom Teachers	Wendy Wilhoit	Third Grade
Classroom Teachers	Danna Rose Javier-Ibarra	Fourth Grade

Department	Name	Role
Classroom Teachers	Sophie Wellinghoff	Fourth Grade
Classroom Teachers	Suzanne Ellis	Fifth Grade
Classroom Teachers	Elizabeth Jones	Fifth Grade
Classroom Teachers	Madel Tirol	Fifth Grade
Classroom Teachers	Arianna Davis	Sixth Grade
Classroom Teachers	Mykah Poage	Sixth Grade
Health	Rachel Beck	Nurse
Counselor	Krystal Kaster	Counselor
Title I /Other Support Staff	Stephanie Simmons	RTI/Reading Specialist
Title I /Other Support Staff	Christine Rusco	RTI/Reading Specialist
Title I /Other Support Staff	Debbie Griffith-Fujinami	Social Worker
Special Services	Chord Keithly	Title I Paraprofessional
Special Services	Jackie Love	Title I Paraprofessional
Special Services	Rachel Miller	Title I Paraprofessional
Other Support Staff	Leah Lane	Building Substitute
Special Services	Kelly Brandon	Special Education
Special Services	Andrea Snapp	Special Education
Special Services	Robert Dunlap	Special Education
Special Services	Candy Lickhart	Speech /Language Pathologist
Special Services	Colita Adol	Special Ed Paraprofessional
Special Services	Beth Crabtree	Special Ed Paraprofessional
Special Services	Samantha Stapleton	Special Ed Paraprofessional
ESOL	Oksana Dittimore	ESOL Teacher
ESOL	Francie Hamilton	ESOL Teacher
Fine Arts	Sean Connors	Music Education
Fine Arts	Raven Rosewood	Art Education
Physical Education	Corey Coburn	Physical Education
Library Media/Technology	Carrie Hansen	Librarian
Maintenance	Kristal Jones	Maintenance-Lead
Maintenance	Raquel Rivera	Maintenance
Nutrition Services	Jamie Thompson	Nutrition Services Manager

Mission and Vision

Mission

Preparing students for a successful future

Vision

Empowering every learner, every day

Edison Values

- Communication
- Respect
- Courage
- Problem Solving
- Engaged Citizen

The Edison mascot is the eagle, and the school colors are blue and white. Staff and students are encouraged to wear Edison shirts or school colors on Edison Pride Days, which are usually held on Fridays.

School Pledge and SOAR Expectations

- I am respectful.
- I am responsible.
- I am safe.
- I am prepared.
- I am here to learn.
- I will respect my school community, my classmates, and myself.
- I will cooperate with all school staff.

Edison Eagles SOAR by being Safe, On Task, Acting Responsibly, and Respectful of self and others.

Daily Operations

School Hours and Arrival

School begins at 8:10 a.m. and dismisses at 3:15 p.m. Doors open at 7:50 a.m. Students should not arrive before 7:50 a.m. because supervision is not available.

Students who eat breakfast should report to the cafeteria. Other students should report to their classrooms. Students arriving after 8:10 a.m. are tardy and must report to the office. A parent or guardian must sign in any student arriving after 8:30 a.m.

Drop Off and Pick Up

Bus riders and car riders should use the east or playground side of the building. At dismissal, teachers bring students to assigned locations on the playground. Gates open at 3:10 p.m. Families should remain back from classroom doors and receive students directly from the assigned staff member so each student is released to the correct person.

Do not park or stop where your vehicle blocks traffic or prevents buses and other vehicles from passing. Students do not exit through the front doors on 22nd Street during regular dismissal.

Review the regular dismissal plan with your child. Notify the school of any change before 2:15 p.m. If the school does not receive notice, the student will follow the regular dismissal plan.

Playground Supervision

Staff supervise class recesses and scheduled activity periods. The playground is not supervised before doors open or after dismissal. Students should leave school grounds promptly unless they are participating in a supervised school activity.

Enrollment Requirements

Students must be fully enrolled before attending Edison. Families may be asked to provide a birth certificate, current immunization record, and proof of residency. Examples of proof of residency include a rental agreement, mortgage statement, or current utility bill.

Attendance

Absences and Leaving Early

Regular attendance and on-time arrival are essential to student success. If your child will be absent, notify the school office at 816-671-4110 as early as possible. Families should provide the reason for the absence so the school can maintain accurate attendance records.

All absences, except school-sponsored activities, count toward a student's total hours absent. Schedule appointments outside the school day when possible. To pick up a student early, a parent or authorized adult must report to the office and sign the student out. Students are released from class only with office authorization.

The full district attendance policy is available in the St. Joseph School District Parent Student Handbook. Contact the Edison office with questions about attendance records or procedures.

Daily Absence Reporting

Families should notify the school each day a student is absent. If the school does not receive notification, staff may contact the family. An absence without verbal or written verification may be recorded as unverified. Students may not leave school during the day without parent or guardian consent and office checkout.

Make Up Work

Students have one school day to complete missed assignments for each day absent unless the teacher provides a different timeline. For a planned absence, contact the teacher in advance. Students and families should check with the teacher about missed work and how it should be completed.

Safety and Communication

Visitors and Volunteers

All visitors must enter through the front office doors, present photo identification, and receive a visitor badge. Wear the badge while in the building and return it to the office before leaving. Classroom visits and teacher conferences must be scheduled in advance to protect instructional time.

Office Telephone and Dismissal Changes

The office telephone is for school business and student emergencies. Students must have staff permission to use it. Please make routine arrangements before school. Submit dismissal changes before 2:15 p.m. so staff have time to communicate the change safely.

Family Contact Information

Keep current addresses, telephone numbers, email addresses, and emergency contacts on file. Notify the office promptly whenever this information changes. Edison uses ParentSquare for school announcements and family communication.

Bus Safety

Riding the bus is a privilege. Students must follow the driver's directions and all district bus safety rules. Unsafe or disruptive conduct may result in a bus conduct notice and loss of transportation privileges. Families of bus riders should review the bus rules with their child.

Extreme Weather

Students should dress for the forecast, including outdoor recess. The district communicates cancellations, delayed starts, and early dismissals through ParentSquare and official district communication channels. Keep contact information current and have a family plan for weather-related schedule changes.

Withdrawal

If your family is moving, contact the Edison office several days before the student's final day. Advance notice helps staff prepare records and support a smooth transition to the new school.

Personal Property

Electronic Devices

Student phones and personal electronic devices must remain off and out of sight during the school day unless a staff member authorizes their use for a specific purpose. A device used without permission will be confiscated and must be picked up by a parent or guardian. The school will make a reasonable effort to help locate missing property but is not responsible for loss or damage.

Toys and Other Belongings

Toys and valuable personal belongings should remain at home unless a teacher has given permission. Unauthorized items may be confiscated and returned to a parent or guardian. The school is not responsible for loss or damage.

Academics and Family Communication

Progress Reports and Report Cards

Progress reports are provided midway through each quarter, and report cards are issued at the end of each grading period. Review these reports and contact the teacher with questions. Parent teacher conferences are held during the school year, and family participation is strongly encouraged.

A teacher may request an additional conference when needed. Please make every effort to attend and maintain open communication with the teacher.

Parent Teacher Communication

Families know their children best. Edison staff work in partnership with families to support each student. ParentSquare is the district's primary communication platform, and Edison also shares regular school newsletters. Contact the classroom teacher first with classroom questions or concerns.

Health and Wellness

Illness and Accidents

If a student becomes seriously ill or injured, the school will contact a parent, guardian, or emergency contact. Keep emergency contact information current and identify someone who can pick up your child when needed. Students who have vomited or have a temperature of 100 degrees or higher may not remain at school and should follow current district health guidance before returning. Notify the nurse of changes in your child's health.

Birthday Treats

Individually wrapped birthday treats are permitted. Coordinate with the classroom teacher in advance because student allergies and classroom procedures may affect what can be brought to school.

Breakfast Lunch and Cafeteria Information

Breakfast and lunch are available at Edison. Edison is not a universal free-lunch site. Families who may qualify should complete the district application for free or reduced-price meals. Contact the office if you need an application or assistance.

Do not send glass bottles, glass jars, metal containers with sharp lids, or canned drinks in lunches from home. Students may bring a water bottle. Water is the only beverage permitted outside scheduled meal service unless staff approve an exception. Soda, energy drinks, coffee, gum, and candy should not be brought to school unless provided or approved by a teacher, administrator, or PTA for a specific activity.

Medication and Medical Devices

The school nurse may administer prescription or over-the-counter medication only when the required physician and family paperwork is complete. Students using crutches, slings, wraps, braces, or similar medical devices should provide documentation from a medical provider. Contact the nurse before sending medication to school.

Student Expectations

Dress Code

Student clothing and grooming should support safety, learning, and a respectful school environment. The parent or guardian and student share responsibility for appropriate dress. The principal or designee applies Board Policy JFCA and JFCA AP1 and may require a student to change or modify clothing that does not meet expectations.

- Footwear must be worn at all times. Sandals are acceptable when they can be worn safely and securely.
- Hoods may not be worn over the head inside the school during school hours. Religious and medically required head coverings are permitted.
- Clothing may not promote alcohol, tobacco, drugs, violence, obscenity, or sexual content.
- Clothing must provide appropriate coverage and may not expose undergarments.
- Heavy or lengthy chains may not be worn.

A student who does not comply may be asked to change or make another modification. Continued refusal may result in disciplinary action.

Field Trips

Teachers may arrange field trips that support the curriculum. Families will receive advance notice and must provide permission for participation. Students are expected to follow staff directions and school expectations throughout the trip. Teachers may establish reasonable academic, safety, or behavior requirements connected to participation.

Family Involvement

Edison PTA

The Edison Parent Teacher Association supports students, families, and the school through events, volunteer efforts, school projects, and family input. All parents and guardians are encouraged to participate. Meeting and event information is shared through ParentSquare and school communications.

Volunteering and Staying Informed

Families can support Edison by volunteering, attending school events, communicating with teachers, and helping students maintain strong attendance and learning habits. Complete the district volunteer process before serving in a classroom or at a school event. Volunteer approval should be completed at least two weeks before the event.

Watch ParentSquare, school newsletters, and Edison social media for current information. The Edison Facebook page is Edison Elementary SJSD and @edisonsjsd.