



## **THOMAS EDISON ELEMENTARY**

**17470 Sewel  
Fraser, MI 48026**

**Main Line:  
(586) 439-6500**

**Attendance Line:  
(586) 439-6590**

**Principal: Mrs. Kristina Wiegand  
Administrative Assistant: Mrs. Sarah Heabeart**

# **Parent/Student Handbook 2019-2020**

**Superintendent of Schools:  
Ms. Carrie Wozniak  
Assistant Superintendent:  
Dr. Donna Anderson**

By no means is this manual all inclusive. This handbook is intended to help parents, students, and school personnel work together. Many guiding statements are included in this document, but by no means does it cover every situation. Every effort will be made by school personnel to help students understand what is expected of them. Please refer to the Student Code of Conduct on our website.

## **ANNUAL EDUCATION REPORT**

Each school year, all principals present an annual report to the school community. This report contains information on goals, student achievement, demographics, and curriculum. A copy of the report is available on our district website and in our main office.

## **ART**

All children meet regularly each week for instruction in art. Samples of student work from various classes are displayed throughout the building.

## **ATTENDANCE**

Attendance is the first order of business in our classrooms in the morning and again in the afternoon. It is very important that this be completed in a timely manner for the safety of all our children. You can help by calling the attendance line if your child will be absent. The attendance line number is **439-6590** is open at all times. The school messenger system will contact you by phone and e-mail if you forget to call; however, this slows the process. All parents are expected to use the attendance line. Attendance is a major factor in determining academic success. We monitor attendance very carefully. When a child misses 10 days, you will receive a letter from the office drawing your attention to the matter. If the pattern continues, the child's name must be submitted to the County Attendance Officer. This agency will schedule a meeting with the parents to discuss the situation. The "ten day" number does not include students who miss several days in succession due to illnesses such as measles, chicken pox, hospital stays, etc. Excessive absences will require a doctor's note. Any arrival after 10:00 a.m. is considered an absence rather than a tardy. Also, please note that removing your child from class early on a regular basis could result in a letter under the "tardy" clause due to some missed class time

## **BAND**

Instruction in band is offered to all 5th and 6th grade students. In 5th grade, all students begin the year with song flutes. After 10 weeks, parents are given the choice of having their child continue with an instrument of their choice. These children may continue receiving band instruction during the 6th grade.



## **BILINGUAL**

Bilingual services are provided by our district and the intermediate school district. Students may qualify if the native tongue is a language other than English and/or the primary language used in the home is other than English.

### **BREAKFAST/LUNCH**

Students have the option of ordering a school breakfast or lunch. A new menu is sent home each month. Since these meals are prepared at the high school, a breakfast or lunch must be ordered the day before it is wanted. We do not prepare these meals at Edison. No extra meals are ordered. Request forms for free or reduced breakfast or lunch are available in the school office.

### **BUS**

All students are expected to follow the basic rules of good bus behavior. For the safety of students and the driver, all students are to remain seated at all times facing forward. Safety Patrol members are on duty to help where needed. All students are to wait at their designated bus stop in an orderly manner. Riding the bus is a privilege. Students have a responsibility to obey the rules for a safe and pleasant ride. Students who violate school bus rules may lose bus privileges.

### **CELLULAR PHONES**

Cell phones should be turned to silent or vibrate and should not disrupt class. If a child needs to use a phone during the day, he/she can use the phone in the classroom or office with permission.



## **CONFERENCES - PARENT/TEACHER**

Parent-teacher conferences are held in the Fall and Spring and are an excellent opportunity to meet your child's teacher. This is an ideal time to learn more about your child's progress in school. Note: Spring conferences are optional with either the teacher or parent scheduling a conference.

## **CURRICULUM DESIGN**

The school day is devoted to the basics of:

- \* **Language Arts** -- Reading, Writing, Listening, Speaking, and Viewing
- \* **Mathematics**
- \* **Science**
- \* **Social Studies**

Other subjects are provided which add to our students' total academic, cultural, and social growth. These include:

- \* **Library**
- \* **21<sup>st</sup> Century**
- \* **Physical Education**
- \* **Health Education**
- \* **Instrumental Music**
- \* **Vocal Music**
- \* **Art**

## **DISCIPLINE PLAN**

### Philosophy

We believe that students can follow school rules and have a responsibility to behave in a manner, which allows teachers to teach and students to learn. We feel that by implementing consistent discipline school-wide, student behavior will improve, communication and cooperation with parents will increase, and a balanced educational program will be achieved.

### Teacher Rights

To have a classroom that provides the optimal learning environment.

To expect appropriate behavior from students.

To ask for help from parents, administrators, and other school personnel when assistance is needed.

## Student Rights

To be provided a classroom atmosphere that is conducive to learning.

To receive positive support and recognition for appropriate behavior.

To be given defined expectations, clearly stated limits and consequences for inappropriate behavior.

## BULLYING

Bullying is defined as the repeated intimidation or emotional abuse of others by acts such as, but not limited to: threats, harm, unwelcome contact, verbal/written/electronic (cyber bullying) taunting, racial/sexual comments, and/or impeding someone's movement. Infractions may result in suspension from school or other disciplinary action. We want all of our Edison children to feel safe and secure.

## GENERAL SCHOOL RULES

**Be Safe**

**Be Responsible**

**Be Respectful**

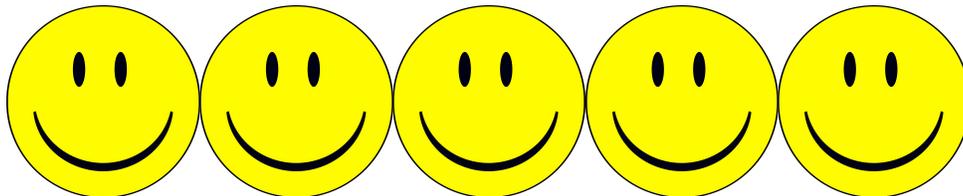
**Be Motivated**

**Follow directions**

**Keep hands, feet, and objects to yourself**

**BE KIND TO OTHERS**

The spirit of these rules is consistent throughout our school; however, to clarify their meaning at different grade levels classroom teachers may elect to post them in age appropriate language.



## **SCHOOL-WIDE POSITIVE BEHAVIOR SUPPORT PROGRAM**

At Edison we are here to help children better understand the parameters of what is & what is not the expected behavior. We focus on 4 goals:

**BE SAFE**

**BE RESPONSIBLE**

**BE RESPECTFUL**

**BE MOTIVATED**

As a staff, we will identify and teach the expectations. We will acknowledge the expected behavior and help correct the behavioral errors.

If behavioral issues persist, then consequences will exist which take into account the child's age, motivation, level of maturity, special needs, etc.

### Time Out

The student is sent to a designated area for a short period of time. A brief and specific reason for placement in time-out and release is contingent on appropriate student behavior.

### Loss or Delay of Privileges

Students may be denied or delayed participation in an activity they enjoy such as recess, field trips, assemblies, special projects, etc.

### Restitution

When students steal, damage, or destroy something that belongs to staff members or students, we can intervene by insisting on restitution. We can require students to return, repair, or replace that, which has been unreasonably taken, damaged, lost, or used up.

### Short Term Removal

A disruptive student is sent to do his/her academic work in another part of the classroom or in a classroom at a different grade level. The student does not take part in any classroom activity while there. At the end of the designated time period, the student is allowed to return to the regular classroom.

## Suspension

Out of school suspension is recommended in some cases. Any type of suspension from the academic program may require a parent conference to develop an individualized behavioral plan designed to assist the child in limiting his or her inappropriate behavior.

No student, otherwise eligible for attendance, shall be excluded from a district program unless that student has substantially interfered with the maintenance of good order or unless it is necessary to protect that student's or other students' physical or emotional safety and well-being.

## Parent/Student/School Personnel Conference

For incidents of student chronic or severe misbehavior, parents, students, and staff members meet to develop an individualized behavior plan.

Clear cut guidelines and consequences school-wide, particularly for those students who frequently misbehave, have brought about the need for the following systems:

1. Verbal Warning and/or phone call home.

2. An assigned time out and/or phone call home.

\*Repeat offenders and/or students who exhibit dangerous behavior or lack of respect for authority will be eligible for suspension from school.

## Severe Clause

In cases of severe misbehavior (fighting, defying a teacher, stopping a class from functioning, or posing a danger to self or others), the hierarchy NO LONGER APPLIES. Instead, the student is sent to the office. Students with chronic difficulties (exhibiting the same type of inappropriate behavior on a daily basis) may require an individual plan, an appropriate referral, and/or suspension.

Major infractions that may result in immediate suspension include the following types of aggressive behavior: fighting, instigating, disorderly or insubordinate behavior, harassing, and/or threatening others. Gang activity, possession of alcohol, tobacco products, or weapons will result in an immediate suspension.

## **DRESS CODE POLICY - FRASER PUBLIC SCHOOL DISTRICT**

Common sense and propriety are the basic guidelines to determine appropriate dress for the student. Most forms of dress are acceptable for students as long as they are neat and clean and do not interfere with the educational process. We rely on the good taste and judgment of the students and the responsibility of the parents to advise their children of the appropriate dress in accordance with the Fraser Public Schools Dress Code policy.

The following guidelines have been established in order to maintain a positive learning environment.

The following types of clothing are inappropriate for school and will not be allowed:

\*Outdoor wear (coats, jackets, vests, raincoats, etc.) in classrooms, halls and the cafeteria.

\*Hats, caps, bandannas, or other headcoverings are not to be worn in school unless required in class for safety reasons.

\*Shorts, skirts, and dresses shorter than mid-thigh.

\*Bare midriff tops, halters, revealing tops, tank tops, muscle shirts, mesh clothing, see-through blouses or shirts with string type straps.

\*Displays with offensive words and symbols on garments or accessories, alcohol or drug related sayings or symbols, including tobacco products.

\*Underwear and sleepwear as outer clothing.

\*Sunglasses are for outdoor use, unless a written prescription from a doctor is provided.

\*Clothing appropriate to physical or athletic activities will be worn and so designated by the instructor. Physical education clothing will not be worn outside of physical education classes.

Clothing should fit appropriately. Avoid bagging and sagging clothing.

Students who are considered to be dressed inappropriately or who violate above guidelines will be sent to the office. The Principal shall determine whether a mode of dress is in violation of the district Dress Code policy.

In cases where a student is inappropriately dressed, arrangements will be made with the parents for an appropriate change of clothing.

Dress Code for Physical Activities special note:

Gym Shoes must be worn for physical education to prevent slipping and falling. Children may wear gym shoes on days that physical education is scheduled. Please label shoes with child's name. Slacks - Girls should wear slacks during physical education classes. Casual attire is more comfortable and allows freedom of movement.

\*Roller sneakers are not allowed in school for safety reasons!



**EARLY ENTRY**

Students should not arrive to school any earlier than 8:15 a.m. Students are allowed to enter the building at 8:30 a.m. when the first bell rings. Parents are advised to time their children's arrival to meet these times. There is no adult supervision for early arrivals. The school day starts at 8:35 a.m.

During inclement weather, students will be allowed into the building a few minutes early to wait quietly in the hallways for classes to begin. Latchkey is available for our parents who need to drop off children at an earlier time than those listed above.

Entrance is through the main doors of the school. Students have assigned lines they wait in and doors they enter before the bell rings. Once the bell rings, only students are allowed in the building. Parents need to come to the main office.

## **EARLY SIGNOUT**

If you find it necessary to pick your child up earlier than the regular dismissal time, please come to the school office. Parents must call the office if a child is to be released to another adult not listed on the emergency card. Please notify the office of any unusual circumstances regarding custody situations or other circumstances, which might create a potential problem.

## **ELECTRONIC DEVICES**

Some electronic devices may not be appropriate for school (video games). Please check with your child's teacher. Also, laser pointers are absolutely not allowed in school.

## **H.E.A.R.T.**

HEART stands for Health Education Awareness Resource Training. Students in grades 1-6 receive weekly instruction on healthy living and good decision-making.

## **EMERGENCY CARE**

Parents will be asked at the beginning of each school year to fill out emergency papers so that they can be contacted in case of an accident or injury at school. Information such as the home phone number, parent place of employment and phone number, and the name of a neighbor or friend who can pick up a child from school if the parents are not available is important to have on file, in case a child should need special care.

**Keeping this information up-to-date is very important. Please let us know if names or phone numbers change. We must be able to reach you in the event of an emergency.** Should a student receive a minor injury at school, limited first aid will be administered. For serious injuries, the parent (or name listed on the emergency papers) will be contacted.

## **HOMEWORK**

In the event of a student's absence, classwork that can be made up will be given to him/her upon return to school. An adequate amount of time is allotted to do and turn in the assignments.

## **IMMUNIZATIONS**

Initial immunizations or boosters are required. The services of the Macomb County Health Department or your private physician may be used for these immunizations. Your child will be excluded from school until this information has been turned in to the school office.

## **INCLEMENT WEATHER**

The decision to allow children in before school and whether to remain indoors for recess is made each day. Generally, if the temperature is 10 degrees or below wind chill, students will have recess indoors. In the morning, students will be admitted into the building no earlier than 8:20 a.m.

If students are to enter early, a service squad student will be there to let them in, otherwise they should line up outside their classroom or designated door. All children are expected to participate in outdoor recess activities unless they have a doctor's statement requesting no recess. Please do not expect your child to remain indoors during recess. Children should come to school prepared to go outside. There may be occasions that necessitate closing of a school or all schools for the safety and well being of students and staff, i.e. snow, ice, power failure, etc. If closing is required, parents will be notified through school messenger, local radio, and television stations when time and circumstances permit.



## **IMPORTANT NOTE!!**

Closing school during the school day by its very nature will be somewhat confusing, and all elementary parents will not be able to be contacted. Each parent should review thoroughly with their children the route they should take home or to an alternate home. **STUDENTS SHOULD HAVE MORE THAN ONE ALTERNATE HOME TO GO TO.** When you have only one alternative for your child, that person may not be home (i.e. shopping, visiting, etc.); therefore, it is important to prearrange other alternatives to assure your child will have a safe destination in the event of an emergency.

## **INTERNET USE**

All students use the Internet as an educational tool for enhancing and extending curriculum objectives. Students will use the internet to:

- \*participate in curriculum related projects with classrooms in other communities
- \*find up-to-date information for classroom studies
- \*ask questions of experts in many fields
- \*use student appropriate sites to extend their learning
- \*email their teachers and classmates
- \*do their homework

Our Internet system has a filter to screen out most unwanted sites. In addition, the use of the Internet by students will be closely supervised. Students will access sites for specific academic purposes.

Internet Safety will be taught formally in your child's 21<sup>st</sup> Century Learning class and reinforced in HEART class as part of the safety unit. Classroom teachers also reinforce rules throughout the year for Internet use.

*(Fraser's Complete Internet Policy can be found on the district website)*

## **IPADS**

All of our students in grades 3-6 will receive their own 1:1 learning device to enhance their learning. The device allows students to stay connected and learn 24/7. Each child is responsible to take good care of the school issued device. If a device is damaged, destroyed, lost or stolen, the student and parent must follow the appropriate steps. Some charges may incur. Please refer to the district website under MYFPS for copies of the policies. In addition, a list of preloaded apps can also be found on our district website. Students in grades K-2 have a classroom set of ipads that they use each day.



## **LATCHKEY**

Before and after school care is available in our Latchkey program. The Latchkey caregivers are available from 7:00-8:30 a.m. and from 3:30-6:00 p.m. On the days when school is closed, there is no Latchkey service. However, when there is a half-day of school or early release, services are available. Children must be pre-registered by their parents before they can take advantage of this program. There is an hourly fee and a registration fee for this service.

All families are strongly encouraged to complete the Latchkey Emergency Use Registration form in the case of an emergency and you suddenly need latchkey services for your child. Please note that if your child does not have this form on file and your child is not picked up promptly, local law enforcement will be contacted.

## **LIBRARY**

The Edison Library is staffed with a full-time media technician. Children are scheduled to visit the library each week.

## **LICE**

It is the responsibility of the parents to notify the office of any cases of head lice. Students who are infected with head lice must be nit free to return to school. Upon returning to school, the student must have a head check at the office prior to returning to class.

## **PHYSICAL EDUCATION**

All children meet regularly each week for gym. Classes are under the direction of a physical education teacher. You must provide a written note from a doctor if a child is to be excused from gym class. Each child is also expected to come to class with appropriate gym shoes.

## **RECESS RULES:**

1. Students will not play rough on the playground.
2. Students will use equipment appropriately.
3. Students will show respect for others and follow directions given by staff.
4. Students are to stay away from puddles and mud.
5. Students are to line up immediately when recess ends.
6. Dangerous objects (rocks, bark, stones, etc.) must be left on ground.
7. Students will take turns on equipment.
8. Be KIND to others -- no name calling, hitting, fighting, kicking, spitting.
9. During school, students are not to leave the playground for any reason.

## **REPORT CARDS**

Students in grades K-3 do not receive letter grades. A checklist is provided to parents, which describes how a child is doing in relation to grade level expectations. Letter grades are given to students in grades 4-6 in Science & Social Studies. There are three marking periods each school year (trimesters).

## **SAFETY CALL**

Parents must call the school if their child is unable to attend school that day. If we do not hear from you, an automated system will contact you stating that your child is absent from school. Please call our voice mail number (**439-6590**) to report your child's absence from school.

## **SAFETY DRILLS**

We have a minimum of 6 fire drills, 2 tornado drills, and 3 lockdown drills. Emergency Escape Routes for Fire, Severe Weather Reduced Risk Area, and Lockdown Procedures are posted in every area of the building.

## **SAFETY PATROL AND SERVICE SQUAD**

Fifth and sixth grade students are nominated by Edison staff members to serve on Safety Patrol and Service Squad. These students are assigned a job that may include monitoring morning line-up and end of the day dismissal, assisting a teacher in class before and after school, or crossing our walkers at designated corners and monitoring their behavior along the way. Safety Patrol and Service Squad students report directly to the supervising teachers.

## **SPECIAL EDUCATION**

Special Education support is available in various degrees. We have two Resource Room Teachers, a Speech and Language Pathologist, a Psychologist, and a Social Worker. A collaborative team approach is used to determine the needs of children identified with a learning disability.

## **STUDENT COUNCIL**

Student Council is an organization of students under the supervision of teacher sponsors. Student Council holds many special activities and organizes a variety of community service projects during the course of the school year. Student Council representatives are selected by elections.

## **STUDENT RECORDS**

Except as otherwise provided in this Policy or as provided by law, student records shall be confidential and shall not be disclosed to any person, firm or corporation by any employee of the school district or board member.

Student records may be disclosed under one or more of the following circumstances:

1. The parents or guardian of the student, or the student in the event he/she is over eighteen (18) years of age, has filed a written consent with the appropriate administrator authorizing the school district to disclose the student's records. The written consent shall indicate to whom the information is to be furnished and shall identify the type of said information.
2. When a student moves from the school district and enrolls in another school district, the student's CA 60 file shall be forwarded to the new school upon written request of the enrolling school district and signed by a parent or guardian.
3. Grade transcripts may be furnished upon the written request of the student to schools and institutions of higher learning. A student's records may be examined by his/her parents or legal guardian and/or by students accompanied by his/her parents or legal guardian during the normal business hours of the school district.

## **SUPPLIES**

At the beginning of each school year, students are given various supplies that are either consumable or are to be returned. Throughout the year, teachers may ask students to bring in supplies (pencils, erasers, glue sticks, crayons...). This is a suggestion and not a requirement.

## **TITLE 1**

Title I is a federally funded program. Edison's Title I program is available for students who qualify under the federal guidelines.

## **VIDEO SURVEILLANCE CAMERAS**

Our school is monitored with video surveillance cameras. Cameras are posted inside and outside the school to ensure a safe and secure teaching and learning environment.

## **VISION AND HEARING**

Once a year, students in certain grades will be tested for vision and hearing impairments. If your child does not pass the first screening, he/she will be retested. If problems are still detected, you will be notified by mail of the problem so that you can take further action.

