

THOMAS A. EDISON ELEMENTARY SCHOOL
"Making Today and Everyday a Step Towards a Bright Future!"

3559 Pollina Ave
Fort Gratiot, MI 48059

2017/2018 School Year

Dear Parents:

Welcome to Thomas A. Edison Elementary School. It promises to be a great year. I am extremely happy to be here as your principal and look forward to working with you and your children.

Thomas Edison School has a fine tradition of parent cooperation and involvement. The staff and I welcome the opportunity to work with you to bring your children the best educational opportunities possible.

This family handbook has been developed to acquaint you with the procedures, practices, and programs that make our school run smoothly. We hope that you find it helpful. Feel free to contact the school for information or concerns that may not be found in this handbook.

It is our hope that you and your children have a positive, productive, and enjoyable school year at Thomas Edison School.



Sincerely,

Chris Collins

Chris Collins, Principal

2017/2018 Staff List

PRINCIPAL

Mr. Chris Collins

GSRP	Mrs. Melissa Erdman
KINDERGARTEN	Mrs. Michelle Howard Mrs. Erin McIntyre Ms. Tina Torello
FIRST GRADE	Mrs. Heather Birkholz Mrs. Tami Cronce Ms. Cheryl Viinikainen Ms. Amy Jokie
SECOND GRADE	Mrs. Tami Morris Mrs. Tammy VanHorn Mrs. Pat Coleman
THIRD GRADE	Mrs. Kim Randolph Mrs. Susan Duda Mrs. Julie Haynes
FOURTH GRADE	Mrs. Marilyn May Mrs. Mary Jean Jackson Mrs. Roseann Miller
FIFTH GRADE	Mrs. Becky Kohanov Ms. Deb Lane Mrs. Karrie Bruman
ART	Ms. Janine Murphy
MUSIC	Mrs. Laura Harrison
PHYSICAL EDUCATION	Mrs. Connie Moody Mr. Jeff Klausing Mrs. Jessica Wilson
TECHNOLOGY	Ms. Donna Minock
RESOURCE ROOM	Mrs. Karolynn Poff
READING RECOVERY INTERVENTION SPECIALIST	Mrs. Amy May
READING RECOVERY	Mrs. Kim Gilliard

INTERVENTION SPECIALIST

MEDIA PARAPROFESSIONAL

Mrs. Renee Lucas

PARAPROFESSIONALS

Mrs. Jennifer Mosher
Mrs. Sophia Montross
Mrs. Patricia Roelens

SOCIAL WORKER

Mrs. Elaine Plotzke

SPEECH

Mrs. Tammie Jensen

OT

Mrs. Rebecca Medcraft

PT

Mrs. Shelly Ratkov

SECRETARIES

Mrs. Lynn Butterworth
Mrs. Dawn Horak

CUSTODIANS

Mr. Brian Cline
Mr. Gary Cooper

LUNCH SERVER

Mrs. Peggy Castillo

LUNCH SUPERVISORS

Mrs. Melissa Burg
Mrs. Erin Langolf
Mrs. Jacqueline Johnson
Mrs. Pam LaFrienere



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Attendance

Regular attendance is a must if your child is to realize his or her full educational potential. Therefore, no child can afford to be absent unnecessarily. Parents are encouraged to help their children get to school daily and on time. We also ask parents to make every effort to schedule appointments outside the school day so that students do not miss classroom instruction.

Anytime your child will not be in school, you must report their absence. Please call 810-984-6507 to report the absence. Before 7:45 a.m. the mailbox will pick-up, after 7:45 a.m., the phone will ring directly to the office. The information will then be passed on to your child's teacher. If a child is reported absent by his/her teacher, and a parent has not called in the absence, we will attempt to contact the family to find out the reason the

student is not in school. We will do this to make sure the child is safe and accounted for at school.

If a student is leaving the building or grounds during the day, a written note from home stating the time should be given to the classroom teacher. A parent, guardian, or adult listed on the child's emergency card must pick up the student at the office at the appointed time and sign the child out of school.

The Port Huron Area School District expects students to attend the school in their attendance area. Approval must be granted under the Building Preference Request in order for students not residing in our area to attend Thomas Edison School. Building Preference Request applications are available on the District website (www.phasd.us), at school, or at the administrative offices (2720 Riverside Drive, Port Huron, MI 48060).

Our absence policy is as follows:

5 absences – excused or unexcused – letter home

8 absences – excused or unexcused – 2nd warning letter home

10+ absences – excused or unexcused – referral for an attendance hearing

Please note that we accept medical notes and will code absences as medical. Medical absences still can count towards the absence policy. Special circumstances will be reviewed on a case by case basis by the building principal.

Birthday Treats / Invitations

Parents are asked to contact their child's teacher to schedule such an activity. Also be aware that treats may need to stay in the office due to various allergies of students. Please clear all treats with your child's teacher before bringing them.

Below are some of the reasons this procedure was adopted:

- To minimize disruption to the instructional day.
- To reduce the contamination of food allergens inside the classroom for the well-being of students with food allergies.

Birthday invitations should not be passed out at school. Please handle personal invitations from home.

Canadian Money / Checks

We only accept United States currency, personal checks, or money orders for transactions at school. The following, including but not limited to, may be paid for by

check: school lunches, book orders, and fund-raising monies. Should there be additional charges incurred from the bank; these will be passed on the owner of the check. Checks should be made payable to Thomas Edison School unless otherwise stated.

Cell Phones

Here at Thomas Edison we have a bring your own device (BYOD) policy. Under the BYOD policy, students are allowed to carry cell phones and other devices, but such devices must be turned to silent during school time. If a student wants to use a device during school time, this must be teacher approved and used for school related activities only. Students found abusing this policy will have to turn their device into the building principal for pick-up after school is dismissed. Habitual offenders will lose the ability to carry devices until the building principal reinstates the ability to carry the devices again.

Child Abuse / Neglect

The school is required, by law, to contact Protective Services (PS) if there is evidence or suspicion of child abuse or neglect.

Discipline

Positive student behavior sets the tone for learning. Therefore, it is our expectation that Thomas Edison students SHINE (**S**how Respect, **H**elp Others, **I**ndependently **R**esponsible, **N**eed to be safe, **E**ager to learn).

Disciplinary measures are usually progressive. By that we mean the corrective measure that is taken may increase in severity based on the number of times the child has been in trouble. Serious behavior problems, however, may result in major punishment, even if the child is not a repeat offender.

Many efforts, including Caught Shining Tickets/Edison Bucks, are made to acknowledge students who **do** follow classroom and building rules.

Divorce/Custody

In a situation involving divorced parents, both the custodial and non-custodial parent have equal rights to information regarding their child's education unless there is a court document stating otherwise. The same holds true regarding a child living with the non-custodial parent.

In order to abide by any custody agreement, please provide a FULL copy of your most recent paperwork to the main office. This information will be kept confidential.

During Parent-Teacher Conferences, only one conference will be scheduled per student. Time does not allow teachers to hold more than one conference per child.

Dress/Attire

During the winter months, we ask that students wear boots to help keep their feet warm and dry and the classroom and building clean. Boots are to be removed once the child is inside the building, and an indoor pair of shoes should then be worn. It is also suggested that students have mittens or gloves and a hat or hood for protection and warmth during the inclement weather. Snow pants are not a requirement, but suggested for students to protect their clothing during winter time. Students who do not have snow pants or boots will not be permitted off the blacktop during outdoor recess.

Rubber-soled shoes are required, for safety purposes, in order for a child to participate in gym activities.

Drug Free Schools

The use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. The unlawful possession, use, or distribution of illegal drugs and alcohol by students on school premises or as part of any of its activities will not be tolerated. Parents chaperoning trips may not use any illegal drugs or alcohol at any time during the trip. Violation of this law will result in suspension and/or expulsion from school. Information about drug and alcohol counseling programs is available through our Social Worker's office.

Smoking is not permitted in or on school property; this includes in your car when parking or waiting at school.

Early Dismissal

In the event it is necessary to close Thomas Edison School due to severe weather conditions, power failures, heating problems, or building issues; parents will be alerted by all local radio stations before the expected dismissal is to occur. We ask that parents not call the school during these situations in order to keep phone lines open for emergency use.

If the possibility exists that there may be no one at home, please be sure that your child has an alternate place to go if school is dismissed early. Be sure to fill out the Early Dismissal Form and return it to the school. If you have an update, please request a new form. It is most important for us to know your explicit direction regarding where your child should go in the event of an early dismissal.

Emergency Forms

We ask that parents fill out two emergency information forms in the fall or when enrolling their child. It is the responsibility of our parents to keep these cards updated with changes that may occur during the school year. The school must have a way to reach our students' family.

Emergency Situations

The safety of your children is our number one concern. Procedures are in place in all school buildings in the Port Huron Area School District in the event of a serious emergency situation (including, but not limited to: chemical spill, bomb threat, act of violence or terrorism) We are prepared to shelter our students "in place" at school if necessary or evacuate our students "off-site" until an all clear is issued. If students have been moved to a location away from Thomas Edison School, parents or persons on the student's emergency card may go to the "off-site" locations, sign their child(ren) out, and take them home.

Off-site locations for Thomas Edison students are as follows:

- Port Huron Northern High School Performing Arts Center (1799 Krafft Road)

Entry and Exit Doors

During the hours between 8:25 a.m. and 3:15 p.m., the only entrance into the school that is available to our visitors and students is the OFFICE ENTRANCE.

Extra-Curricular Activities

Destination Imagination ~ This is an international program with an emphasis on creative problem solving. Groups of up to seven students work with parent “coaches.” Regional, state, and global competitions are held. Training is provided for parents volunteering to be coaches.

Rainbow Singers ~ This is a District-wide music program for 4th and 5th graders. Rehearsals are after school (not at Edison), for nine weeks, and culminate with a concert. Students are chosen for vocal singing ability by music teachers.

Safety Patrol ~ Fifth grade students are eligible to become members of Safety Patrol. Patrol members have posts outside and are responsible for helping to maintain a safe and orderly environment at the buses and around the building at the beginning and end of each school day. Participation in Safety Patrol is a privilege and is reserved for students who have demonstrated a willingness to keep up with school/homework, and have shown an attitude of cooperation regarding school rules. Student must have and maintain an “A” average in citizenship and work habits to qualify and remain on Safety Patrol.

Student Council ~ Thomas Edison’s Student Council is made up of representatives and alternates from every classroom in Grades 1 – 5. Fifth graders serve as Officers. Elections are held in the fall. It is expected that Student Council members exhibit good citizenship and work habits. Student Council sponsors student activities, contributes needed materials to the school, supports various community programs, and promotes school spirit and pride.

TEDY: Thomas Edison produces a play each year. Students in grades 3 -5 can try-out for the play or for a position backstage. This show is a co-op production and each family is expected to pay an activity fee and donate time to the project.

Fire/Tornado/Lockdown

Drills

Each Port Huron Area School holds at least 6 fire drills, two tornado drills, and two lockdown drills during the school year. These drills may be announced to the students. For safety purposes, should a tornado warning occur near dismissal time, students will

be kept at school until the “all clear” has been given. School buses will not be loaded or bus routes started during a tornado warning. If a tornado warning is announced at a time other than dismissal, students may be released to a parent or other responsible adult if written permission has been given by the child’s parent. The radio will be the official notification to parents regarding threatening weather conditions. We ask that parents not call the school during these situations. The school needs to keep the telephone lines open for emergency use.

Fundraisers

Fundraisers benefit our school and our students. From time to time, Thomas Edison School or the Edison PTO holds fundraisers to earn money for supplies, equipment, and/or student activities. Participation in such fundraisers is optional on the part of our families. When a family chooses to participate, it becomes the parent’s responsibility to make sure that items are purchased or returned. Failure to pay for items received may result in the loss of future selling privileges and/or the District taking legal action. It is our suggestion that students solicit friends or relatives to purchase items, as door-to-door sales are prohibited under District policy.

Box Tops for Education coupons are continuously collected by Thomas Edison School to support student, staff, and programs.

Glasses

If your child needs to wear glasses during gym, the physical education specialist will send home a form for you to sign giving permission for your child to wear glasses during gym class. Students with glasses will be expected to wear them regularly in the classroom.

Grading System

The evaluation of student achievement is one of the important functions of the classroom teacher. The District’s grading system is as follows:

Grades 3-5

A	Excellent	100 – 90%
B	Above Average	89 – 80%

C	Average	79 – 70%
D	Below Average	69 – 60%
E	Failing	59 – 50%

Grades K-2

AE	Above Expectations	100-92%
P	Proficient	91-80%
DV	Developing	79-65%
N	Not Proficient	64% and below

Health

Whenever people in a large group come in contact with one another, there is the risk of contact with a communicable disease. We make every effort to keep communicable diseases out of our school. Please help us by keeping your child home when the following symptoms appear:

<i>fever</i>	<i>sores</i>	<i>rash</i>
<i>ear and eye discharge</i>	<i>chills</i>	<i>swollen glands</i>
<i>sore throat</i>	<i>upset stomach</i>	
<i>live lice/ nits less than a ¼ inch away from scalp</i>		

When a student has symptoms of pink eye, impetigo, ringworm, pediculosis (head lice), scabies, or any other suspected contagious condition, a call will be made home indicating the problem, and asking that the child be checked by the family Doctor or Health Department. The student may return to school when a physician has indicated that the condition is no longer contagious. For purposes of reporting, we also ask parents to inform us should the child contract any of the above conditions.

If children are well enough to attend school, we expect them to participate in daily activities. From time to time, however, it becomes necessary to restrict a student's participation for medical reasons. Such requests will be honored if accompanied by a note from the Doctor.

Illness and Control of Communicable and Infectious Diseases

DISEASE:	EXCLUSION FROM SCHOOL FOR THE FOLLOWING PERIOD:
Scabies and Pediculosis (Body lice and Head lice)	During period of communicability *Students with head lice must be treated with a lice shampoo and have all nits/eggs removed in order to return to school. A verification check will be given.
German Measles (Rubella, 3-day measles)	Until rash disappears and temperature is normal.
Measles (Hard or 7-day)	For seven days after the rash appears.
Chicken Pox	Until all lesions are healed.
Scarlet Fever	Until clinical recovery.
Infectious Hepatitis	During 1 st two weeks of illness and at least two weeks after disappearance of jaundice.
Infectious Mononucleosis	Until asymptomatic or until medical authorization is given to return.
Pink Eye	Until completely healed or medical authorization is given to return.
Impetigo	Until completely healed or medical authorization is given to return.
Ringworm	Until area is non-infectious or completely healed or medical authorization is given to return.
Fifth's Disease	A child is contagious during the week before the rash begins. A child with this rash is no longer contagious and does not need to stay at home.
Hand, Foot, and Mouth	Until fever is normal.

Homebound/Hospital Program

Sometimes it becomes necessary for a student to be absent for an extended period of time due to an injury or prolonged illness. If a child is absent from school for more than two weeks, the District may provide a Homebound Teacher who will work with the child's

family and school to provide instruction and tutoring. The family is asked to provide a doctor's slip to begin this program.

Homework

Homework is designed to be an extension of skills taught in the classroom during the school day and assist in the mastery of skills, knowledge, and problem-solving applications. Homework also helps the student develop initiative, self-discipline, responsibility, and independence while encouraging learning. Parent help with homework is encouraged as long as the child is the one who is doing the thinking and working, and not merely writing the answers. The following guidelines suggest the frequency and length of homework for elementary school children:

Kindergarten	15 minutes / 3 times per week
Grades 1 – 3	20-30 minutes / 3 times per week
Grades 4 and 5	40 minutes / 3 times per week

Requests for homework assignments: requested homework may be picked up at the end of the day or sent home with another child. Please note the following important guidelines when requesting homework for your child:

- No requests will be taken for students who are only absent for one day. Students will be able to get make-up work upon their return to school.
- Requests for homework may be called in to the office beginning with the second day of the absence.
- Students missing school due to vacations will make up work upon the student's return to school. Homework will not be given prior to a student leaving.

Injury / First Aid

Occasionally, a student becomes injured during the day at school. For minor injuries, the child may receive first aid at school. If the school deems it necessary, a note may be sent home with the child indicating the treatment the child received at school.

For serious injuries, including head injuries, the school will attempt to contact the names listed on the Emergency Form, beginning with the parents. Should conditions warrant, the school will take necessary action to insure prompt attention to the child's injury or medical condition.

Internet Access

The use of technology and access to the internet offers all of our students a wealth of learning opportunities. The Port Huron Area School District grants all students access to the internet unless parents specifically request, in writing to the building principal, that their child be denied access.

Internet content is filtered as is required by the Child Internet Protection Act. Students are responsible for good behavior on school computer networks and computer usage is monitored by staff to the greatest extent possible. Contact your child's teacher or the school office with any questions or concerns.

Library Books

Students and their families are responsible for the books checked out from the Media Center. Payment is expected for lost or damaged books.

Lost and Found

We have a Lost and Found "Treasure Chest" at school, located in the Cafeteria. If your child is missing something that may have been left at school, please have them check the Treasure Chest. We will attempt to put lost and found items on display a couple times during the year in an effort to find the owner. Unclaimed items will be donated to charity at the end of the school year.

Lunch / Breakfast Program

The Port Huron Area School District offers a balanced hot lunch and breakfast daily. Both of these programs are free to all students. Milk is available for purchase for \$0.40.

Doors open for breakfast at 8:10 a.m. Breakfasts are grab and go style and will be eaten in the room.

If your child is going to be tardy and needs a hot lunch, please call the Office before 8:45 a.m. Otherwise, please send your child with a sack lunch.

If lunches are brought in late they will remain in the office and students will be notified that they need to pick them up on their way to the cafeteria. Parents will not be allowed to take lunches down to the rooms.

Medication

If it is requested that school personnel administer medication to your child during the school day, or if your child uses an inhaler for asthma, a Medical Authorization form must be completed by your family physician and be on file at the school. In addition, the medication is to be in an original container with the name of the medication and the dosage and frequency clearly visible on the label. A staff member will administer the medication, witness it being taken, and document that the child received it. All other medication must be handled between parent and student without assistance from school personnel.

Opening Exercises

School is opened each day with announcements and the Pledge to the Flag.

Parent-Teacher Organization

Thomas Edison School has an active parent organization called PTO (Parent Teacher Organization). Meetings are normally held the second Tuesday of the month at 6:00 p.m. in the Media Center. We encourage you to become actively involved by joining and participating in the many activities sponsored by the Edison PTO. All parents are welcome.

PTO Officers for the 2017/2018 School Year:

President ~ Anne Orlando-Brewer
Secretary ~ Amy Kandell

Vice-President ~ Becky Krafft
Treasurer ~ Robin Ganger

Parent-Teacher Conferences

Parent-Teacher Conferences are held once a year in November. Parent(s) will be assigned an appointment time by your child's teacher. Time allows for only one scheduled conference per student. Please make every effort to attend and be on time for your conference.

Should you wish to meet with your child's teacher at another time in addition to Parent-Teacher Conferences, please contact him/her for an appointment. It is the school's belief that parents should meet with the teacher before contacting the Principal should a classroom concern arise.

Parking/Student Drop-off and Pick-up

Traffic congestion is a major problem at Thomas Edison School during student arrival and dismissal time. All of us want to ensure a safe and orderly environment when dropping off and picking up students. Parents, please follow the parking lots rules:

- Obey the one-way signs for entering and exiting the parking lot.
- Use the diagonal spaces in front of the school and along the east/west axis sidewalk for dropping off and picking up your children.
- Parking is prohibited in designated drop off areas.
- If you need to enter the building, please park in one of the parking spaces in the lot. When coming into the school with your children, make sure they stay with you.
- Please do not park in the areas marked "No Parking."
- Do not have your child wait in the car in a drop-off space until the bell rings. If you arrive before 8:15 a.m., let your child line up at the door until the bell rings.

Parties

Generally speaking, Halloween, Christmas, and Valentine's Day are celebrated with classroom parties.

Personal Property

Parents are encouraged to put their child's name on items of personal property. This helps to locate the rightful owner in the event that the item is misplaced.

It is asked that students not bring toys, Game systems, etc., to school unless previously approved by the classroom teacher. It has been our experience that these items sometimes wind up being lost or broken, and it takes away from classroom instruction, both on the part of the student and the teacher to try to find out what or how it happened.

Pets/Animals

From time to time students ask to bring unusual pets or their cats/dogs to school. Animals are not allowed at the school. We need to be conscious of the many students who have animal allergies, and pets that may not be accustomed to a room or building full of excited children. Parents, please also leave family pets home when bringing students to school and picking them up. Help us avoid any situation that could cause harm to our students and their pets.

Should a stray pet arrive on the school grounds and we are able to determine the owner, we will attempt to contact the family to come and get the animal. Otherwise, the Animal Control Officer will be called.

Playground Rules

Use equipment properly

Report concerns to an adult

Line up promptly and quietly when a signal is given

Return recess equipment to the appropriate place

Throw away your trash

Enter the building with quiet voices and walking feet

Practice kindness with others

Boots are necessary for playground in the winter. Students not having boots will remain on the play pad.

K-3 students will need to have snow pants on to play in the snow

Play by the rules

Playground Safety

Play Pad: To be used for jump rope, four square, and basketball. Jump ropes will only be used for jumping.

Swings: One person to a seat, only forward and back motions, stop the swing completely before getting off. Stay a safe distance from other children on the swings. Hold on with both hands tightly.

Tire Swing: No more than two people on the tire swing at a time, and one person pushing. Children on the tire swing must SIT with their feet inside the tire swing at all times. Children on the tire swing get three pushes or count to 60, then switch so others may have a turn.

Slides: Slides are for going down. One at a time up on the ladder and going down the slide. Sit on your bottom with feet first.

Climbers: Be aware of others around you. Do not push or pull another student, do not jump off. No chasing or tag.

Play Field: To be used for Frisbee, kickball, soccer, catch, and running. Hardballs, footballs, and playing of dodgeball is prohibited. Tag is not permitted.

The parking lots are off limits, as well as ice patches and water puddles. Contact games such as football, king of the mountain, etc., are not allowed. Throwing of snowballs is prohibited.

Good sportsmanship is expected to be practiced at times.

Recess Breaks

Students usually have classroom breaks built into the school day. They may include a morning or afternoon recess, as well as a lunch recess. Recess periods are designed as a time for students to take a break from their classroom activities. Outside recess is part of the planned school day unless it is raining or temperatures are below 10 degrees..

If a child is well enough to come to school, s/he is considered well enough to go outside for class and lunch recess breaks. An exception will be made if a child has a doctor's note requesting that s/he be permitted to stay indoors for health reasons.

Releasing of Students

During the school day students are to be released through the office where we will ask the person picking up the child to sign them out. If a family member or friend of the family comes to pick up the child they must be listed on the student Emergency Card and be prepared to present identification. Students leaving early will have attendance marked the same as arriving late on the other end of the day (tardy).

Report Cards/Grades

Reporting student academic, social, and behavioral progress is an important part of the learning process. The Port Huron Area School District has trimesters. Report cards are sent home at the end of each trimester and will include letter grades for students in grades **3-5**. Credit or No Credit will be given for Art, Music, Physical Education, and Technology.

Report cards should be reviewed with your child, signed, and promptly returned to the classroom teacher.

Safety

Care and caution should be observed by students at all times. This applies to the classroom, gym, and/or recess activities, on field trip as well as on the way to and from school.

For the safety of our students, once the school day has begun, all visitors and parents must stop in the office to obtain a guest name tag. Do not "drop in" to talk with your child's teacher or take items directly to your child's classroom. Backpacks, lunches, library books, homework, shoes, and other items will be left in the office and students will be sent down in between instruction times to gather their items.

School Closings

Remember to listen to local radio stations, WHLS 1450 and WPHM 1380, or watch Channel 6 for weather related and emergency closing announcements. The phasd.us website will also list any closings.

Please do not phone the Transportation Department or the school because lines will need to remain open for emergency situations.

Discuss alternate plans with your child in case of an emergency closing. Children should know where they are to go if you are not home in the event classes are canceled mid-day. Students will be sent home according to the early dismissal instructions provided in the beginning of the year.

School Hours

The daily schedule is as follows:

First Bell: 8:15 a.m.

Tardy Bell: 8:25 a.m.

Dismissal Time: 3:15 p.m.

Lunch Period: 30 minutes

Students should not arrive to the school earlier than 8:10 a.m. Students should line up at the entrance doors until the first bell rings. During inclement weather or when temperatures are in the single digits, students will be allowed to wait inside the lobby area. Student not in their classrooms by 8:25 a.m. will be marked tardy (the exception being students participating in the breakfast program or on late buses).

At the end of the school day parents are asked to meet their children outside. Kindergarteners will be dismissed first, followed by the other grades. Bus students will be dismissed at the south entrance. Students being picked up will use the north entrance. 3rd grade students will exit through the 3rd grade doors. A parent note must be sent in for change of plans. Please send notes to the teachers.

School Rules

It is our expectation that Thomas Edison students conduct themselves in an appropriate fashion at the bus stop, to and from school, and on school grounds. We also expect our

students to treat each other, staff, and parents with kindness and respect. Harassment, badgering, or insulting a person because of race, color, disability, height, weight, etc., and bully-like behavior, intimidating another by means of force, coercion or verbal abuse, will not be tolerated. Any such behavior will be dealt with according to school and District policies and procedures.

Thomas Edison Rules:

- Practice kindness and respect with your words and actions.
- Keep hands, feet, and objects to yourself.
- Be prepared to think with an enthusiasm for learning.
- Make good choices; be trustworthy.

Lunchroom Rules:

- Use a normal speaking voice and good manners.
- Stay seated until excused.
- Walk quietly with eyes forward in an orderly manner.
- Clean up after yourself.

Failure to comply with the philosophy of Thomas Edison School may result in warning the student, the exclusion from recess periods, the exclusion from school-related activities, suspension from school, or other appropriate disciplinary action.

School Store

Our Thomas Edison Student Council operates a school store in the mornings before school. The store is located in the cafeteria entrance. Items such as pencils, pens, erasers, etc. are available for sale. Students are expected to be in their classrooms before the bells rings at 8:25 a.m.

Student Interviews

Occasionally, non-school personnel may request to interview students at school. Parent permission must be received before a law enforcement official can interview a child at school. However, Protective Services' workers may interview a child at school without parent permission.

Teacher Requests

We are proud of the quality of teachers at Thomas Edison School. From time to time, parents request to have their child placed in a particular classroom. Such requests will be considered along with other factors, including but not limited to, teacher input, academic ability, citizenship, and percentage of boys and girls. **The school will have request forms available during the month of March each school year. A reason for the request and two choices must be included on the form.** All requests will be considered, but are not binding, and, must be submitted to the office.

Telephone

Please remember that our school phones are business phones. Only emergency calls can be made by students on school telephones. Emergency calls do not include such things as forgetfulness or calls home for permission to go home with a friend after school. Students need to have permission from a staff member to use a phone. We are happy to deliver important messages during the school day to your child; however, each telephone call is a disruption to the classroom involved. Therefore, we strongly discourage parents calling school to relay a routine message concerning matters that could have been taken care of before your child left home in the morning.

Textbooks/Materials

The school district provides all required textbooks and workbooks for elementary grade students. Students are responsible for all school equipment and materials used during the year. If texts or materials are lost or damaged beyond everyday wear and tear, students are expected to pay for replacement items.

Transportation/Busing

School bus service is handled by the Transportation Department. All questions concerning buses or bus stops should be directed to that office. (810) 984-6567.

Students who ride the bus do so as a privilege. The good behavior expected of a student in the classroom must continue while riding the bus to and from school. All students are under the authority of the bus driver and must obey the driver at all times. Bus rules and regulations of the Port Huron Area School District are:

- Orderly conduct
- Use of proper language
- Stay in your seat while the bus is in motion
- No eating on the bus
- Keep head and arms inside the bus
- No tampering or defacing the bus
- No unnecessary noise
- No fighting or scuffling

Because of obvious safety factors, students who break the rules must be dealt with firmly. Notices will be sent home for any infraction of the rules. Students who do not abide by bus rules may lose the privilege of riding the bus.

Bus Deviations are granted normally for day care and emergency reasons only. Deviations for parties or social reasons may be denied. A written note should be provided to the school office in order to fulfill the deviation request. Bus number and stop location must be provided to the school. This information can be obtained from the Bus Locator link on the main page at www.phasd.us.

Transportation, cont.

Main Roads Only – When area roads become treacherous or impassable due to heavy snow, drifting, or icy conditions, PHASD school bus service will be limited to major hard-surface roads. On “Main Roads Only” days students will be picked up and dropped off at the same location, morning and afternoon. It is critical that the bus drops students off after school at exactly the same location where they were picked up in the morning. In many cases, buses will be picking up students at the intersections of a main road and untraveled road. The location may not be a regular bus stop and may be unfamiliar to the students.

When “Main Roads Only” busing is announced, Port Huron Area School District buses will travel on city streets and listed major hard-surfaced roads only. The main roads list for Thomas Edison is as follows:

- Pine Grove & Simpson
- Krafft & Sapphire
- North & Burtch
- Burtch & Babcock
- North & Norman
- State & Metcalf
- North & McIntyre

- North & Metcalf
- Wildcat & Metcalf
- Wildcat & Myron
- 6437 Burtch
- Wildcat & Norman
- North River & Old Farms
- North River & Angus
- Vincent & Maitland
- Wadhams & Walker
- North & Maitland
- Timberline & Bayberry
- North River & Sunset

Buses will not travel subdivisions

Trips

Educational trips can be a positive extension of the curriculum. Students are required to have a permission slip signed by the parent/guardian in order to go on a field trip. Blanket permission slips are given to each parent/guardian at the beginning of the school year. Parents who drive on field trips must sign a waiver form which will be available from the teacher.

Parent chaperones for class trips are needed and appreciated. If you volunteer to chaperone, please keep the following in mind:

1. All adult volunteers must have a signed volunteer form on file in the school office at least two business days before the scheduled trip.
2. Chaperones must not consume alcoholic beverages or smoke while chaperoning.
3. When chaperoning a field trip, other children (i.e. siblings, child care children) should not accompany you. Only classroom students, teachers, and designated chaperones are permitted to ride the bus. There may be times where the number of chaperones is limited due to available space. Parents may be asked to follow the school bus in cars to the field trip destination.
4. If a bus is used for a field trip, students are expected to ride the bus to and from the field trip. All students will ride the bus to the field trip destination. If a parent has driven to the field trip and the expected return is at or near the end of the school day, a parent/guardian may sign their student out with the teacher and the office before the trip leaves. The student may ride home with their parent/guardian.

Vacations During School Time

The school discourages vacations outside of the designated vacation breaks (Thanksgiving, Christmas, Mid-Winter, and Spring Break). If it is necessary for a student to take part in a family vacation outside of designated school vacations, school work will be made up upon the student's return to school. Vacations are not excluded from the attendance policy.

Visitors

Parents are encouraged to visit and become better acquainted with, and involved in the activities at Edison. If you would like to observe your child's classroom, please contact the school office or classroom teacher and arrangements will be made.

All visitors to the building must report to the school office. Visitors will be checked in and sign in on a guest badge. Pupils attending other schools are discouraged from visiting during the school day. Adults/parents picking up students during school hours must do so in the office and be prepared to present identification.

Volunteer Policy

Important to address that volunteers working within the gen ed rooms understand the need for confidentiality regarding student behavior/performance they observe - maybe this should be on the volunteer form Also to note they don't have access to other students' information/records/progress ie FERPA.

The PHASD encourages parents, family members, and other responsible adult members of the community to volunteer their time to assist in our schools and at school functions. A volunteer form must be on file for each person wishing to participate in school events. A new form is required yearly and checks need to be completed at least 5 days in advance of a trip or activity.

When volunteering within the school or classroom one must also maintain confidentiality. Student information is protected by law and is not accessible to volunteers. If helping students, their progress and information shall remain confidential.