

THOMAS EDISON K-8 SCHOOL

Everyone belongs. Everyone achieves.



STUDENT AND FAMILY HANDBOOK 2018-2019 SCHOOL YEAR

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-Everyone belongs. Everyone achieves.-

Edison K8 Operational Routines, Systems and Student Behavior Non-Negotiables

PLEASE READ CAREFULLY

We are the Edison Bright Lights and we live by the 5Rs: Respect, Responsibility, Rigor, Righteousness, and Resourcefulness. Edison students and staff are expected to practice the 5Rs EVERYDAY through their actions, words and thoughts. Each month there is a focus on a particular core value. At the end of each month there are school wide assemblies to recognize staff and students who exemplify the Edison 5Rs.

Respectful: I will treat myself, others and property the same way I want to be treated, with the care and kindness all people deserve.

Responsible: I will think before I act and consider the impact my actions and choices have on other community members and their property.

Rigorous: I will try my best and work my hardest in the classroom every day. I will take the positive risks necessary to achieve success.

Righteous: I will be honest and trustworthy. I will stand up for what I believe in and what is right in appropriate ways and allow others to do the same.

Resourceful: I will take an active role in making my community the happiest and safest it can be. I will speak up/seek help when I, or a member of my community is in need.

This year we will continue to implement our systems for recognizing appropriate behavior and responding to inappropriate behavior. The purpose of these systems is to create a positive school climate, support students' social, emotional and behavioral development and create conditions for academic achievement.

School Wide Expectations

- ✓ Teachers are expected to establish relationships with students!
- ✓ Students are expected to behave in accordance with the Edison Behavior Matrix (see next page). Teachers are expected to teach expected behaviors.
- ✓ Teachers will consistently give out Bright Lights to recognize student actions and behaviors that meet or exceed our Edison expectations.
- ✓ Homeroom teachers will give simple weekly acknowledgements for positive behavior.
- ✓ Students and families will receive weekly feedback about students' status within their grade level's Behavior Accountability System.
- ✓ Grade level teams will give at least one larger monthly acknowledgement for positive behavior.
- ✓ Many classroom teachers will use Class DoJo as a way to track behavior and communicate with families.

K-5 Behavior Accountability System

- ✓ Each classroom will have a level system (i.e color cards, Zone of Regulation) that is clear, visible, and accessible to students. Level systems may be color coded: 1 (red), 2 (yellow), 3 (green), and 4 (blue). Students who:
 - exceed grade level expectations for behavior will end the day on a 4 (blue).
 - demonstrate grade level behavior throughout the day will end the day on a 3 (green) – meaning that they meet the grade level standards.
 - act in ways that do not meet expectations will end the day on a 1 (red) or a 2 (yellow) depending on the severity and frequency of their behaviors.
- ✓ Each teacher will have a class list/data sheet where daily scores will be recorded.
- ✓ Students at a level 1 at the end of the day will receive a phone call home from the teacher that day.
- ✓ Each teacher will send home a weekly report to families, which will share students' progress.
- ✓ Grade level teams will plan weekly and monthly recognition for students who are consistently at 3 or 4.

6-8 Behavior Accountability System

- ✓ Students will receive Bright Lights for positive behaviors and deductions for low-level negative behaviors. Teachers will keep track of students' deductions. Students are responsible for keeping Bright Lights until they are counted.
- ✓ Class and individual reports for the previous week will be publicized/sent home.

- ✓ Each student's total number of deductions are subtracted from their total number of Bright Lights. Their resulting balance must be within a certain range for students to participate in special events planned by their grade level teachers.
- ✓ Deductions will be cleared at the end of each term. Bright Lights balances will roll over.



2018-2019 EDISON K8 BEHAVIOR EXPECTATIONS

| | Classroom | Hallway | Cafeteria | Recess Yard | Auditorium |
|------------------------|--|--|---|--|--|
| Respect | <ul style="list-style-type: none"> ● Raise your hand/take turns talking ● Eyes and ears on the speaker ● Be supportive of one another ● Care for your materials and environment ● Know and use each other's names | <ul style="list-style-type: none"> ● Silent filing to the right ● Keep your hands by your side and feet to yourself ● Smile and make eye contact | <ul style="list-style-type: none"> ● Use 12 inch voices ● Keep conversations positive ● Use good manners – say please and thank you ● Follow staff directions the first time they are given | <ul style="list-style-type: none"> ● Play safe ● Speak and act kindly ● Follow directions the first time they are given ● Transition quietly | <ul style="list-style-type: none"> ● Listen carefully ● Silence during performances ● Give polite applause at appropriate times |
| Responsibility | <ul style="list-style-type: none"> ● Follow the Code of Conduct ● Be prepared – supplies, homework, uniform, personal needs, mindset ● Clean up your materials when done | <ul style="list-style-type: none"> ● Stay with your group ● Be on time ● Only use your locker during designated times ● Keep hallways clean ● If you are by yourself, stick to your purpose | <ul style="list-style-type: none"> ● Eat ● Clean up after yourself – recycle what you can ● Stay in your own space – keep your feet under your table ● Help others if they need it | <ul style="list-style-type: none"> ● Be aware of your actions ● Return equipment ● Listen for the bell and line up immediately ● Dress for the weather ● Take all belongings with you when you leave ● Recognize unsafe situations and get an adult for help | <ul style="list-style-type: none"> ● Enter quietly and go directly to your seat ● Keep your hands and feet still ● Sit facing the stage |
| Rigor | <ul style="list-style-type: none"> ● Do your best work ● Be willing to do more than is expected ● Think it through ● Push yourself! | <ul style="list-style-type: none"> ● Straight lines ● If you are by yourself, stick to your purpose | <ul style="list-style-type: none"> ● Make sure everyone feels included in the conversation | <ul style="list-style-type: none"> ● Prepare to return to a learning mindset ● Try new activities ● Keep moving the whole time | <ul style="list-style-type: none"> ● Be an active participant ● Watch and listen with purpose ● Learn from the performers or presenters |
| Resourcefulness | <ul style="list-style-type: none"> ● Use your peers – ask three, then me ● Use classroom materials – charts, notebooks, dictionaries, internet ● Think outside the box | <ul style="list-style-type: none"> ● Know your stops ● Notice boards ● Bring everything to class | <ul style="list-style-type: none"> ● Always bring a book ● Be a peacemaker | <ul style="list-style-type: none"> ● Make the most of space, time, and equipment ● Be creative with activities and games ● Adapt to different activities | <ul style="list-style-type: none"> ● Put all belongings under your seat ● Wait for instructions to exit |
| Righteousness | <ul style="list-style-type: none"> ● Be accountable for your own behavior ● Speak up for what is right ● Respect differences in thought or opinion ● Make sure everyone has a turn ● Be honest | <ul style="list-style-type: none"> ● Hold the door ● Apologize if you bump into or hurt someone ● Keep to your task ● Report unsafe behavior | <ul style="list-style-type: none"> ● Encourage others to recycle ● Don't waste food | <ul style="list-style-type: none"> ● Stand up for each other ● Share ● Demonstrate sportsmanship ● Use encouragement | <ul style="list-style-type: none"> ● Be patient and appreciative |

*****Students will also be accountable to the Boston Public Schools Code of Conduct.***

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Communication with Families

School Messenger

As part of our communication system with families, The Edison K8 uses the School Messenger System. The School Messenger System allows the school to send you information via phone, email and text that is time sensitive and relevant to the safety and education of our students. You will be asked to provide the school with a phone number and an alternative number. During the school year you will receive school messages, for example: snow days, parent nights, academic events and reminders such as early release days. If your phone number changes please let the school know of the change in a timely manner.

Student Information System – BPS Family Portal

Families and students can log in to monitor academic progress and engage with their schools through the BPS Family Portal. The BPS Family Portal is a safe, secure, online tool that helps families engage in their child's education.

The following instructions will show you how to create a Family Portal account in the Boston Public Schools' Student information System.

1. Use any Internet browser and type <http://sis.mybps.org> in the address bar.
2. Click the "Create an Account" button on the login screen.
3. Select the "**I am a parent new to Aspen**" option and click **Next**.
4. Enter the security code that you were given in a letter from your child's school. This security code is unique and can only be used once. Enter your last name as it appears on the letter and click **Next**.
5. Enter your personal email address. Your email address will become your login ID to the SIS. Choose a password and a security question. The security question will be used to reset your account in case you forget your password.
6. Click **OK** and you will immediately be granted access to your child's attendance, grades, and testing information!

Any time a student changes his/her address or telephone number the school office should be notified immediately. Families can now also update this information themselves by using the BPS Family Portal.

Attendance Expectations

Family Responsibility

The Edison K-8 School seeks to promote excellent school attendance. Massachusetts General Laws, Chapter 76 states that parents/guardians are legally responsible for ensuring that a child under their control attends school daily. The school system employs an attendance officer to support families and encourage regular compliance with the state statute. Parents, guardians and other concerned individuals may contact the school main office, 617-635-8436 regarding school attendance issues.

Absences

To ensure maximum learning time, students must attend school each day and arrive on time (8:20 am). Families are expected to telephone the school office prior to 8:00am to report that their child will be absent on any given day. In addition, a written excuse from the parent and/or guardian must be presented the day the student returns to school from absence. Any situation resulting in an absence that may have serious extenuating circumstances must be brought to the attention of the principal, by the family, as soon as those circumstances are apparent.

Absence notes are given to the child's homeroom teacher. The date(s) of the absence(s), the student's full name, the reason for the absence, the student's homeroom number, and a parent/guardian signature should be on the note. Any student who is absent over three consecutive days must return to school with medical documentation.

If a child fails to attend school for eight full days within a marking period, the supervisor of attendance may file a CHINS (Child in Need of Services) against the responsible parent and/or guardian. When a student has been absent for a total of four days the Guidance Counselor will make a call home to the parent/guardian. When a student has been absent for a total of six days, a parent/guardian meeting set-up by the guidance counselor with a school administrator is required.

Excused Absences are limited to the following:

- ✓ An illness or injury that prevents the student from attending school.
- ✓ A death in the immediate family.
- ✓ A significant personal or family crisis that prevents the student from attending school.
- ✓ Suspension from school.
- ✓ Court appearances: Students must provide documentation of the required appearance.
- ✓ Medical or psychological tests during the school day that cannot be scheduled after school or on the weekend: Students must show documentation of medical testing.
- ✓ Religious holy days that require an absence from school to meet religious obligations.
- ✓ Other extraordinary situations approved by school Administration.

Vacations other than school vacations are considered unexcused absences.

Tardiness

Any student who is not **in their seat ready to learn** by 8:30 will be marked TARDY by homeroom teachers. Any student arriving after 8:45 will need to report to the main office. The student will receive a tardy slip, which should be presented to the first period/homeroom teacher. Any unexcused tardiness may result in disciplinary action. Habitual tardiness may result in detention, family involvement and/or school suspension. A tardy after 11:00 am will be counted as an absence and may result in an administrative search.

Dress Code and Uniform Policy

In accordance with Massachusetts State Law, there is an expectation that student's dress keeps with reasonable standards of safety, health, and cleanliness, so as not to detract from the educational process. There is an expectation that students dress in a manner that is appropriate for a professional place of work and study. An individual's grooming, dress, and behavior does affect how others react to him/her. Dress and grooming should be clean and neat. If style demonstrates that it is disruptive to the educational process, constitutes a threat to safety and health of self and others, or is in violation of any statute, it will not be permitted in school. At the end of the 2009-2010 school year Edison parents voted to have a mandatory uniform policy. **EVERY student is expected to wear Edison attire EVERYDAY!** The Edison K8 uniform requires students to wear EITHER tan khaki pants, skirt or shorts OR dark blue pants, skirt or shorts AND a navy blue shirt. The Edison logo shirts are available, but not mandatory. Students may purchase their own navy blue shirts from their favorite store. Staff will work with the family and student to come up with an effective solution to prepare the student to begin their day in uniform. **We appreciate your support in ensuring your child arrive prepared everyday in a uniform shirt. Please contact the main office to purchase Edison attire. Short sleeve T-shirts: \$5.00, long-sleeve T-shirts: \$8.00, crew neck sweatshirts: \$10.00, sweatpants: \$10.00, knitted caps: \$8.00.**

Due to the disruption caused by the wearing of certain items, the following are **not permitted**:

- ✓ Clothing with any picture and/or wording that relates to sex, alcohol, drugs, tobacco, or improper language
- ✓ Hats, headbands, hoods, bandanas, or any other head coverings (except for religious reasons) and sweatbands or wristbands
- ✓ Clothing worn in such a manner as to reveal underwear, cleavage, or bare skin between the upper-chest, mid-thigh and waist/stomach areas
- ✓ Spaghetti straps, strapless tops, and halter tops
- ✓ See through, mesh garments
- ✓ Clothing that is excessively baggy or tight
- ✓ Skirts and shorts shorter than "finger-tip" length
- ✓ Sunglasses worn inside the school building
- ✓ Clothing that advertises adult entertainment symbols (Playboy, Playgirl, etc)
- ✓ Clothing or articles that suggests gang activities
- ✓ Chains (wallet, belt, large neck chains, etc.)
- ✓ Spikes collars, spiked belts, spiked bracelets
- ✓ Pants, when the waist falls below hip or the length of the pant touches the floor
- ✓ Leggings worn by themselves or worn under skirts and shorts that are shorter than "finger-tip" length
- ✓ Any other article of appearance that is physically revealing or provocative

The school administration, has discretion to render judgments regarding what is and what is not appropriate, and may, if necessary, waive these policy restrictions in religious and/or medical situations. The administration will determine what consequences should follow when a student does not comply with this policy. An inappropriate item may be confiscated. A student may also be given an Edison T-shirt to wear for the day or a parent may be asked to bring a change of clothing. All outer garments (i.e. jackets, parkas, etc.) and book bags must be removed and left in a student's locker during the school day. Students should bring a sweater or sweatshirt to wear in school during the cooler months.

Lunch and Recess Expectations

All students will receive free universal lunch. Teachers will escort student all the way to the cafeteria or recess yard and have their respective classes seated at their assigned tables. Students will be monitored by staff and lunch monitors at ALL TIMES. All elementary classes are scheduled for 25 minutes of recess and all middle school classes are scheduled for 20 minutes of recess. Recess is not optional and will occur before or after lunch depending on the schedule. All lunchtime eating and drinking is confined to the cafeteria. Students found with food outside of the cafeteria may be required to throw it away. While in the cafeteria students may purchase a hot lunch, sandwich, or bring their own lunch from home. *Students are expected to abide by the Cafeteria and Recess Yard expectations laid out in the Edison Behavior Matrix of the Handbook.*

Individual and independent travel throughout the day

- Students MUST have Edison Pass visible at all times during travel.
- Teachers must have pass logs in classrooms. Departure, arrival times and teacher signature must be recorded on pass logs.

Technology/Electronics

The Edison School encourages students to leave valuable electronic devices at home. **The school does not assume responsibility for valuables.** Any students bringing electronic devices to school should do so with the permission of their parent/guardian. Per the BPS district policy, parents are responsible for lost or stolen devices.

The Edison K-8 policy on internet enabled telephones and other electronic devices is designed to harness the power of common handheld electronic devices to enhance student learning, while establishing clear standards that prevent them from interfering with teaching and learning.

- Electronics must be silenced or powered off in lockers at the start of the day. **Any electronic devices that are visible at any point in the day can be confiscated.** Any confiscated devices can be turned over to the grade level administrator and housed in a locked area.

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|---|
| <p><u>1st Offence: Device is confiscated and parent picks up.</u></p> <p><u>2nd Offence: Device is confiscated, parent picks up and there is a formal conversation with parent.</u></p> <p><u>3rd Offence: Device is confiscated and held till June.</u></p> |
|---|

- Students committing repeated violations of this policy may be subject to additional disciplinary action, consistent with the *Code of Conduct*.
- **In order for devices to be used in classrooms, teacher must have details about device usage written into formal lesson plans.**

Profanity

- Students that use profanity in non-aggressive/abusive ways (i.e. in conversation with another student, social speech) will be addressed/corrected by the nearest adult. Students may be consequence through deductions, level drops, etc.

- Students that use profanity in aggressive/abusive ways, which is defined as chronic usage of profanity in everyday speech or profane language, which is directed at individual (i.e. “You’re a f*** b****!”) will have a disciplinary hearing. Hearings may result in further disciplinary action.

Instructional time

- **Instructional time is the MOST SACRED AND IMPORTANT part of the school day.** Students who interrupt learning time should be addressed immediately by classroom teachers. Students that pose chronic disruptions, which is defined as 3 or more disruptions within one class period, may be removed from the classroom for a temporary period of time.
- Students who are removed from the classroom setting will be removed by an administrator or other support staff. When a student is removed the following steps will be taken:
 - Administrator or support staff will consult with teacher about the problem. Teacher may submit a disciplinary referral via Educator’s Handbook.
 - Administrator or support staff will process with student about problem behavior.
 - Parent will be contacted and informed about problem behavior. Depending on severity of behavior and/or student response, a disciplinary hearing may be requested or some other disciplinary action may be issued (i.e. afterschool detention).

Function of Hallways

- Hallways are for transitioning and traveling purposes only. Hallways may not be used as “time out” spaces. Teachers must create “time out” spaces inside the classroom.
- Teachers that allow students to complete class work in the hallway must supervise students while in the hallway.
- Hallways should be quiet at all times.

Skipping Class

- Students who are not attending his or her scheduled class (the class(es) indicated on schedule), but *is* in the building is considered to be skipping class.
- Students in grades K-4 will be referred to Elementary Assistant Principals. Students in grade 5-8 will be referred to Middle Grade Assistant Principal. Students who are skipping classes can be issued after school detention, lunch detention or some other formal consequence.

Transportation

It is a privilege to ride a school bus! The BPS considers the school bus to be “an extension of the classroom.” That means we have the same standards of behavior on the school bus (or on the MBTA going to and from school) as we do in school. Students who violate School-Based Rules or the [Code of Conduct](#) while on the bus may be disciplined, referred to the Bus Safety Program at the BPS Counseling & Intervention Center, and/or denied transportation. All school buses are equipped with video cameras, and the video tapes may be used as evidence in disciplining students who misbehave on the bus. The bus driver shall be considered to have the same authority as a teacher in a classroom. The bus driver’s main responsibility is to keep his/her eyes on the road and get children to their destination safely.

It is the responsibility of the parents to make sure that their children behave properly while waiting at the bus stop and live up to the following expectations. If parents are in need of assistance with transportation or would like to report an incident please contact the school and ask for an administrator.

Transportation Expectations

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General Bus Expectations

Students should:

- ✓ Arrive at the bus stop five minutes before the scheduled pickup time.
- ✓ Remain well back from the roadway while waiting for the bus.
- ✓ Enter the bus in an orderly fashion and proceed directly to a seat. Students should remain seated until the destination is reached. Students should not change seats at another stop unless the driver gives prior approval.
- ✓ Always cooperate with the bus driver for the safety of all concerned
- ✓ Not transport animals on the bus.
- ✓ Not bring hazardous materials, flammable liquids, or weapons of any kind.
- ✓ Be picked up and delivered only at the designated bus stops.
- ✓ Observe and respect the rights and safety of others.
- ✓ Practice the 5Rs.
- ✓ Keep all articles, such as athletic equipment, book bags, musical instruments, etc., out of the aisle.
- ✓ Not eat or drink on the bus.

The following violations will result in a 1-5 day transportation suspension (students who receive a 4 or more day suspension will have a hearing):

- ✓ Throwing or yelling things in the bus or out the window while on the bus.
- ✓ Not keeping hands, arms and heads inside the bus.
- ✓ Eating or drinking on the bus.
- ✓ Using profane language or inappropriate gestures.
- ✓ Littering on the bus.

The following violations will result in a 1-5 day transportation suspension, school suspension and/or additional disciplinary action (students who receive a 3 or more day suspension will have a hearing):

- ✓ Touching safety equipment on the bus, including emergency doors and windows. (Unless there is an actual emergency)
- ✓ Damaging or defacing bus property.
- ✓ Using tobacco products on the bus.
- ✓ Fighting or striking another person while on the bus, including the bus driver.
- ✓ Bringing flammable liquids, or use matches or lighters on the bus.
- ✓ Using any illegal substance while on the bus. (Alcohol or drugs)
- ✓ Bringing hazardous material, fireworks or weapons of any kind on the bus.

Students who receive a bus suspension will have their families contacted and an official suspension letter sent

home. Bus suspensions will begin 24 hours after receiving a suspension letter. Suspension includes transportation to and from school. Students who have a pattern of violations may receive a school suspension, parent meeting or other disciplinary action.



Arrival Expectations

- ✓ Students cannot arrive before 8:00 AM unless enrolled in the before school program. Students who arrive before 8:00 am pose a safety risk, as they are not supervised until 8:00 am. All students should be at school by 8:20 AM.
- ✓ Breakfast is served by 8:15 AM in the cafeteria to students in grades K-5 and in homerooms to students in grades 6-8.
- ✓ All students arriving 8:00-8:30 should report directly to the cafeteria (k-5) and Auditorium (6-8). Students will not be allowed to leave homerooms to go back downstairs to the cafeteria once they leave the cafeteria.
- ✓ Students are expected to be **in their seats ready to learn at 8:30 AM.**

Dismissal Expectations

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Dismissal Policy

- ✓ At 3:05, Elementary walkers will be gathered and delivered to the Foster Street door. Parents will meet there and pick up children. Each student should “shake” their teacher’s hand or give notice of leaving before exiting the schoolyard.
- ✓ Elementary Students riding a big bus will remain in their homeroom class and be escorted to their bus.
- ✓ Middle School students are expected to report directly to and board their bus at dismissal time.
- ✓ Students must ride the bus for which they are assigned. If you want request an alternative bus stop please see the main office to assist you with this process.

Health Office

Medications

It is vital that the School Nurse knows if your child has a medical condition that may require special treatment. If your child has Asthma, Diabetes, Seizures, a life threatening allergy or any other medical condition that requires supplies and medications to care for them, you must provide them on the first day of school. If your child requires daily medication, you must provide a signed order from your doctor. New orders from their physicians must be provided each school year. They may be faxed to school to 617-635-8446, to the attention of the School Nurse.

Consents to take over the counter medications (Tylenol, Motrin, and Benadryl) and topical medications for cuts/scrapes will be sent home with each child for your signature. If your child presents with a headache, pain, fever, or menstrual cramps, the School Nurse cannot distribute medications without a signed consent. You will be called to pick your child up from school if their discomfort requires medication and we do not have a signed consent on file. Children experiencing fevers will need to be dismissed home even if medicated at school.

Health Records

It is expected that every student will have their immunizations up to date and it is the responsibility of families to provide this information to the School Nurse. Notice of non-compliance will be sent home to students in October. Please forward the most recent immunization records as well as any current physical examination documents to the nurse each year. Should your child not be current with their immunizations, you will need to provide evidence of a scheduled appointment or your child will be not be able to participate in extracurricular activities and possibly excluded from school until they show evidence their immunizations are current. Students that do not have current health records on file may be excluded from field trips, rewards, etc.

Visits

Students must have a pass from their teacher to visit the Health Office. Unless a student has a medical emergency (injury, needs asthma/diabetic care) they must first report to their assigned classroom for a pass. Please be certain the School Nurse has the your most current emergency contact information so you may be reached if your child is injured or becomes ill. All children should have their parent/guardian’s telephone number written in their planners/backpacks should school staff need to reach you during the day.

Water/Nutrition

Water coolers are located throughout the school for students to use and many teachers have water pitchers in their classrooms. Keeping your child hydrated is crucial to maintaining proper physical health. Please provide your child with a water bottle to keep at school. In order to respect the privacy of students being treated in the Health Office, only students being cared for by the nurses will have access to the water cooler in the Health Office.

The Health Office has a supply of snacks for children who are experiencing low blood sugar or need food to take medication. Snacks will not be provided to students that have not eaten breakfast or lunch. Breakfast is served to all students at no charge. If your child is late due to their bus being delayed, they will be allowed to go to the Cafeteria for a cold breakfast. Please make every effort to see that your child eats breakfast. If your child does not want to purchase lunch at school, please send them with a lunch from home. Proper nutrition is vital to doing their best in school and staying healthy.

Sports

It is the sole responsibility of all families who wish to have their child participate in a sports team to provide a current physical examination from their physician. Students who cannot provide documentation of a physical examination within the

past 11 months and are not up to date with their immunizations will not be allowed to participate until they see their physician.

All coaches will have received training and guidelines pertaining to athletes who have sustained an injury resulting in a concussion. Students who have been concussed will be monitored closely and must be cleared to return to their respective sport by their physicians. Please notify the School Nurse if your child has sustained a concussion so I can monitor your child while in school and work with their teachers to make accommodations during the healing process.

Head Lice

Families will be notified if their child has contracted head lice. If a live louse is discovered in your child's hair, you will be called to pick your child up from school. A letter will be sent home to students in each classroom your child attends to ask families to inspect their child for head lice. If lice are found, you must treat your family and your home in order to get rid of them. It is suggested you contact your health care provider for their preferred treatment. Please be advised, although this is an uncomfortable situation is not considered a life threatening condition and is very common amongst Elementary School aged children.

Health Office Supplies

Each year Boston Public Schools allows each School Nurse \$0.38 (38 cents) per student to stock their offices with supplies needed to care for students and staff. As you can well imagine, School Nurses and teachers need to supplement this budget. Please consider donating Kleenex, Band-Aids, Hand Sanitizer, or Disinfectant Wipes to your child's classroom. In order to keep our school healthy, we need to teach our children to keep their hands clean. It is recommended washing hands with soap and water before eating and after using the restroom but hand sanitizer in the classroom works very well in cutting down on transmitting germs to one another. Disinfectant wipes to be used on desks and chairs are also a very useful tool in cutting down children passing germs to one another.

Contact Information

The Health Office number is 617-635-8436 ext. 2304. Nurse Julie's phone number is 617-388-6360. Our school fax number is 617-635-8446.

Student Progress and Academic Communication

Student progress is reported to families in several ways.

- ✓ Students in 6-8 grades receive PROGRESS REPORTS and REPORT CARDS four times a year.
- ✓ Students in K2-5 grades receive MID-TERM PROGRESS REPORTS and REPORT CARDS three times a year. K1 students receive progress reports two times a year.
- ✓ School Open House nights occur two times a year.
- ✓ Phone calls are made by Individual staff members and through our School Messenger system.
- ✓ Teachers in grades 6-8 **post grade information in SIS in the grades tab**, which students and parents can access on-line at any time.

Parents who wish to meet with teachers should contact the teacher directly through SIS or call the main office to request an appointment. Parents are welcome to come to the Edison at any time. Any time a family member is coming for a meeting he/she must report to the main office upon entering the building and sign in with the secretary. However, it is not possible to take a teacher out of the classroom while a class is in session without prior notification. In these situations we may ask for a parent to come back at another time or wait until the teacher is available.

MID-TERM PROGRESS REPORTS

The purpose of progress reports and warning notices are as follows:

- ✓ To provide families with information about how their child is doing in school.
- ✓ To provide positive feedback to students who are doing well.
- ✓ To provide information to students who may be struggling and give them an opportunity to improve their performance before the marking period ends.

An unsatisfactory notation may be given to a student for a number of reasons including low or failing grades, incomplete homework, not working up to expectations, not passing in assignments on time, lack of effort, inappropriate behavior, etc. A progress report and/or warning notice is an indicator and is intended to be a motivator for improvement. Students are required to get all progress report and warning notices signed by a parent/guardian. Students who do not bring back signed notices may receive a phone call home, loss of privileges or other disciplinary action.

REPORT CARDS

Students in grades K-5 get 3 report cards a year. Student in grades 6-8 receive 4 report cards a year (the June report card will be mailed to students' homes). The first two (ES)/three (MS) must be signed by a parent/guardian and returned to school within three days. Students who do not bring back signed report cards may receive a phone call home, loss of privileges or other disciplinary action. (Please refer to BPS Guide for Families for more information on dates of marking periods.)

Field Trips

During the school year teachers may schedule educational or recreational field trips for their classes. Before a student is allowed to attend a field trip, he/she must turn in a permission slip signed by their parent/guardian along with any payment (payment requirements will be determined by teachers/grade level teams). Permission slips must include emergency contact and medical (if necessary) information. Students may be ineligible to attend a field trip if schoolwork has been neglected or behavior has been inappropriate. Students who do not wear their uniform shirt may also be ineligible for field trips.

Field Trip Expectations:

When representing our school and community on field trips, students are expected to:

- ✓ Remember to observe all school rules and 5Rs
- ✓ Respect ALL adults
- ✓ Stay with their assigned groups
- ✓ Follow directions of teachers and chaperones
- ✓ Always let their assigned adults know where they are AT ALL TIMES
- ✓ Use appropriate responses- "please, thank you," etc.
- ✓ Follow bus rules
- ✓ Wear Edison uniform

Snow Days

School cancellation announcements will be made on the following radio and television stations or websites:

- ✓ WBZ radio 1030 AM
- ✓ WBZ TV channel 4
- ✓ WHDH radio 850 AM
- ✓ WHDH radio TV channel 7
- ✓ WEEI radio 590 AM
- ✓ WCVB TV channel 5
- ✓ www.cityofboston.gov
- ✓ www.bostonpublicschools.org

Please do not call the school, the police, or the fire department for this information.

Passes

Every student is expected to follow his or her daily schedule. Students must have a pass to deviate from this schedule. Each teacher will have one pass in their classroom. Students may sign out of their classroom with teacher permission and take the pass. Any student out of the classroom must have the classroom pass with them. NO EXCEPTIONS WILL BE ALLOWED. Only one student from each class may be out of the classroom at a time. Students found in unauthorized parts of the building without permission may be subject to a search and/or suspension.

Lockers

Students in grades 3-8 are assigned individual lockers. This locker is designated only as a place to deposit coats, hats, boots, books and lunches. All lockers are on LOAN to students. Edison staff will assign students lockers in the beginning of the year. Students are not permitted to change or share lockers. Students in grades 5-8 with lockers are REQUIRED to purchase a lock. (Students in grades 3 and 4 will not use locks.) Students must keep lockers LOCKED AT ALL TIMES. Edison administration reserves the right to search lockers at anytime with reasonable cause. **The school is not responsible for any belongings inside lockers.**

Lost and Found

-Everyone belongs. Everyone achieves.-

The lost and found can be found in cafeteria near the girls bathroom. Families are encouraged to label students' clothing and personal items. Please check, or have your child check for missing items. Lost and found will be donated at the end of every month.

Fire Procedures

Students are expected to follow directions of the teachers and obey the posted fire drill procedure for each room.

Fire Procedure Expectations:

- ✓ Walk in silence and at a normal pace
- ✓ Stay with your class at all times and assemble in an area outside the building designated by your teacher
- ✓ Do not return to the building until told to do so by your teacher
- ✓ Upon your re-entry into the building quietly proceed directly to your classroom and resume work
- ✓ If you hear an alarm and you are not with a teacher or class, leave by the closest exit and report to the nearest adult for assistance in finding your class

Enforcement and Penalties

ALL staff may monitor student violations of the cell phone policy.

Penalties for students found to be in violation of the policy will be as follows:

- ✓ First offense: Student's cell phone will be confiscated and returned to the student at the end of the school day.
- ✓ Second and subsequent offenses: Student's cell phone will be confiscated by administrator or designee and returned only to the student's parent or guardian. Administrators will keep any confiscated items in a locked location at all times. The student will be prohibited from bringing a cell phone to school for the remainder of the school year.
- ✓ Students committing repeated violations of this policy may be subject to additional disciplinary action, consistent with the *Code of Conduct*.

Thomas A. Edison School
A Peaceable Community

**At the Thomas A. Edison K8 School, we are defined by the 5 Core Values
that we call the 5Rs. As a student at the Edison I will strive to be:**

RESPECTFUL

RESPONSIBLE

RESOURCEFUL

RIGHTEOUS

RIGOROUS

I will not bully others.

I will try to help students who are bullied.

I will make it a point to include students who are easily left out.

If I know that somebody is being bullied I will tell a trusted adult at school and an adult at home.

As written in The Commonwealth of Massachusetts' Senate Act 2313, **bullying** means the severe or repeated use by one or more students of a written, verbal, or electronic expression, or a physical act or gesture, or any combination thereof, directed at another student that has the effect of: (i) causing physical or emotional harm to the other student or damage to the other student's property; (ii) placing the other student in reasonable fear of harm to himself or of damage to his property; (iii) creating a hostile environment at school for the other student; (iv) infringing on the rights of the other student at school; or (v) materially and substantially disrupting the education process or the orderly operation of a school.

Bullying is against the law. Retaliation against students or school personnel who report incidents of bullying is prohibited.

| As a student at the Edison K8 I will: | As a parent at the Edison K8 I will: | As a staff member at the K8 I will: |
|--|--|---|
| <ul style="list-style-type: none">• I will not bully others.• I will help students who are bullied.• I will make it a point to include students who are easily left out.• If I know that somebody is being bullied (or if I am being bullied) I will tell a trusted adult at school and an adult at home. | <ul style="list-style-type: none">• Report instances of bullying behavior to school administrators.• Implement consequences for bullying at home.• Be willing to meet with other parents if circumstances indicate it is needed. | <ul style="list-style-type: none">• Respond quickly and consistently to reports of bullying.• Engage in learning (professional development) that builds skills in confronting bullying.• Communicate with families of both victims and aggressors about next steps. |

I am signing this document because I understand our school's Core Values. I also understand that we do not tolerate bullying in our school. I agree to seek out an adult if I or a fellow student is being mistreated. I will be honored for exhibiting our Core Values and understand that there are consequences for those who do not follow our rules. I will do my best to create and maintain a peaceable community at the Thomas A. Edison K-8 School.

| Student Signature and Date | Parent Signature and Date | Teacher Signature and Date |
|-----------------------------------|----------------------------------|-----------------------------------|
| | | |