YOU are somebody!

Edison Elementary’s mission is to establish a community that empowers, inspires, and motivates all students to become lifelong learners who are college and career ready.

Edison Elementary School
5830 S Pine St
Tacoma, WA 98409
(253) 571-1700

Principal Henry Smith
Assistant Principal Joanne Portmann
Handbook Table of Contents

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2019-2020 Tacoma Public Schools Calendar

[Calendar showing dates and events for each month from September to June]
Harassment, Intimidation, and Bullying (HIB)

HIB-Harassment, Intimidation, and Bullying: is an intentional electronic, written, verbal, auditory or physical act that:

- physically harms a student; or
- damages the student’s property; or
- has the effect of substantially interfering with a student’s education; or
- is so severe, persistent or pervasive that it creates an intimidating or threatening educational environment; or
- has the effect of substantially disrupting the orderly operation of the school.

Conduct that is “substantially interfering with a student’s education” will be determined by, but not limited to, the following considerations: grades, attendance, demeanor, interaction with peers, participation in activities or other indicators.

Conduct that may rise to the level of harassment, intimidation or bullying may take many forms, including, but not limited to: slurs, rumors, jokes, innuendoes, demeaning comments, drawings, cartoons, pranks, ostracism, physical attacks, threats, gestures or acts relating to an individual or group whether written, verbal, auditory, or physically or electronically transmitted messages or images. There is no requirement that the targeted student actually possess the characteristic that is the basis for the harassment, intimidation or bullying.

Retaliation: is an act of harm or discrimination in response to a report of harassment, intimidation and/or bullying by anyone involved in the incident.

Staff: includes, but is not limited to, certificated employees, classified employees, school board members, substitute and temporary employees or volunteers.

Targeted student: is a student against whom harassment, intimidation or bullying has allegedly been perpetrated.

Please refer to Tacoma School District policy for all HIB issues and policies.
Emergency Procedures

- **Earthquake/Fire Drill Procedure**
  1. At the sound of the alarm: calmly give instructions, line up, and evacuate the building
  2. Take your emergency materials with you and proceed to your evacuation area
  3. Do not re-enter the building unless given district/administrative approval.
  4. Please refer to Edison Safety Plan

- **Lock Down Procedure**
  1. The office will announce “lock down” over the intercom.
  2. All staff will quickly check outside their classroom door for any students in the hallway, bring them in if needed, lock door, and close blinds.
  3. All students and staff shall remain locked down until the “all clear” is given from the office.

- **Modified/Partial Lock Down Procedure**
  1. The office will announce “modified/partial lock down” over the intercom.
  2. Any students outside at recess will be brought into the gym and then returned to their classroom.
  3. Teachers should close the blinds, but each class may continue their learning. Classroom doors should remain locked.
  4. Classes may **NOT** go outside their classroom/hallway until the “all clear” is given from the office.
Frequently Asked Questions

What are regular school hours?
9:00 a.m. to 3:30 p.m. for grades Kindergarten to 5th Grade. Doors open at 8:30 a.m. Students are to be promptly picked up at 3:30 p.m.

What are the hours when it is early release day?
9:00 a.m. to 12:15 p.m. for grades Kindergarten to 5th Grade

What do I do if my child will be absent for the school day?
Call the school (253-571-1700) between 8:30 a.m. and 9:30 a.m. to report the child’s name, teacher and reason for absence. If possible, report absences BEFORE 9:30 a.m. to avoid automated call to parents.

If I know my child will be absent in advance, what do I do?
It is mandatory that the office be notified of all pre-planned absences (including vacations, extended leave, etc). Parents need to provide the office with a written note for vacations or leave **OR** or a doctor’s note (in the case of medical circumstance) prior to the planned absence.

When my child returns to school after an absence, what do I do?
The child must return with a note explaining the absence. The dates and your signature are required. The note is to be given to the teacher. A note must explain every day of absence or the child will be marked with an unexcused absence.

What if my child is late or absent due to a doctor appointment?
Any type of medical appointment needs to have a note from the medical provider to have the absence marked as “excused” when they return. Please send your child to the office with the note.

How do I take my child out of school early?
Send a note with your child stating that you will pick them up early. When the time arrives, please report to the office and sign your child out in the early release book. Your child will be called out of class to leave. Students will ONLY be released to those who are listed as parent, guardian or emergency contact in the computer system. They MUST also show valid ID as well. It is highly encouraged that students not be taken out of school early.

What do I do if my child is late for school?
The child is late if he/she arrives after 9:00 a.m. Students must come into the office for a tardy slip.

What do I do if my child is going to be picked up by someone else or wants to go home with a friend after school?
Any changes to a student’s after school plan need to be done in writing. A signed note from the parent concerning any changes in the child’s routine must be sent to the office that day, such as getting picked up by someone else listed as a contact, taking a different bus home, or staying after school for supervised activities. If there is any change in your child’s dismissal plans, please contact the office before 2:00 p.m.

What if on a particular day, I want my child to ride another bus, or to get off at a different stop?
Requests to ride a different bus, or to be dropped at a different stop, can ONLY be granted when the student gives the bus driver a written note signed by a parent or guardian PLUS the school administration. These notes are valid for ONE DAY ONLY. They may not be used on a continuing basis. Notes written by students are not acceptable. Students should also have their student identification on them at all times, and show it to the bus driver if asked. Once the bus has loaded, we cannot pull children off the bus.
School Wide Behavior: Respectful, Responsible, Safe, and Kind

*All technology must stay off, and in personal backpacks*

<table>
<thead>
<tr>
<th>Behavior Expectations</th>
<th>Cafeteria</th>
<th>Playground</th>
<th>Hallways</th>
<th>Assemblies</th>
<th>Restroom</th>
<th>Morning Routine</th>
</tr>
</thead>
</table>
| **Respectful**       | Eat what you take  
Use good manners  
No talking with food in your mouths | Share  
Invite others  
Follow directions  
Listen to playground staff | Don’t distract other students/classes  
Eyes Forward  
Hands to self | Eyes on the speaker | Use the proper amount of soap and paper towels  
Throw everything away  
Be respectful to our custodians, clean up your messes | Eat what you take  
Use good manners  
No talking with food in your mouths  
Let your neighbors enjoy their breakfast |
| **Responsible**      | Walking Feet  
Healthy Choices  
Take the food you ordered  
Clean up after yourself  
Stay in your assigned seat until you are excused | Take Turns  
Share equipment  
Clean up after yourself  
Solve Problems  
Get exercise  
Put back equipment  
Line up quickly after signal | Go straight to your destination  
Straight Line  
Hall pass visible | Enter quietly  
Focused  
Stay on your seat | Go  
Flush  
Wash  
Leave | Have a book to read ready  
Eat your breakfast  
Finish homework  
Do morning work  
Line up at a volume zero when your teacher picks you up |
| **Safe**             | Hands to yourself  
Eat slowly  
Walk Carefully | No rough games  
Keep an eye out for danger or someone who is hurt  
Keep hands and feet to yourself | Walk; don’t run  
Stay on the right side of the hall  
Use the handrails  
Watch your step | Keep hands to self  
Sit on your pockets  
Stay with your class | Be careful of soap and water getting on the floor  
Walking feet  
One per stall | Hands to yourself  
Stay in assigned area  
Walk  
Sitting |
| **Kind**             | “Please,” and “Thank You”  
Offer to help clean up for yourself and others  
Be patient and caring in line | Show sportsmanship and fair play  
Help each other  
Use positive language | Silent Smile or Waves  
Pick up trash | Attentive listening  
Appraise/appropriate appreciation | Keep our bathrooms clean | Greet one another  
Get to know your classmates more  
Help new students |
I am an Edison Eagle.
I am respectful, responsible,
safe & kind.
I am somebody.
I was somebody when
I walked in the door.
I will be a better somebody when I leave.
I will be successful every day!
No exceptions, no excuses.
Here at Edison Elementary School, dress code standards reflect pride and dignity and demonstrate that school is a place to study and learn. Our standards, which are conservative in nature, support student safety and promote a focused, orderly school climate. They have been chosen to be consistent, affordable and available. Standards are designed to provide an atmosphere to help students develop the lifelong habit of dressing appropriately for the workplace and not to keep up with current fashion trends. Edison Gear is sold twice a year via online store. **ALL EDISON GEAR IS PERMITTED FOR STUDENTS TO WEAR AT SCHOOL AT ALL TIMES.** If you have questions about dress code guidelines, please call the school at 253.571.1700 before making a purchase.

<table>
<thead>
<tr>
<th>Item</th>
<th>Color</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td><strong>TOPS</strong></td>
<td></td>
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</tr>
<tr>
<td>(long- or short-sleeve crew neck t-shirts, polo collared shirts, hoodies, sweatshirts)</td>
<td>All solid colors OR Edison Gear</td>
<td>* NO logo, words, pictures, visible writing on clothing is permitted—EXCEPTIONS for Edison gear apply.</td>
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<tr>
<td><strong>BOTTOMS</strong></td>
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</tbody>
</table>
| (denim jeans, twill khakis or corduroy pants, twill uniform shorts, skirts, jumpers) | Blue or black denim ... tan, navy or black twill slacks or shorts | * Denim jeans must be blue or black jeans  
* Jumpers and skirts in navy blue, black, or tan twill are permitted as long as they fall less than 3 inches above the knee.  
* Twill or corduroy pants must be tan, navy blue, or black.  
* Denim, twill, or corduroy shorts in navy, black, or khaki are permitted as long as they fall less than 3 inches above the knee.  
* Yoga pants, leggings, and tights in navy blue or black may be worn UNDER skirts and dresses of appropriate length or pants.  
* NO rips, tears, holes, or cuts  
* NO sweatpants, athletic track pants or gym shorts  
* NO sagging—all bottoms must be worn at the waistline |
|                             |                              |                                                                             |
|                             |                              |                                                                             |
| **FOOTWEAR**                |                              |                                                                             |
| (tennis shoes)              | Any color                    | *Tennis shoes must be worn every day.  
* Boots (for rain or snow) are permitted, but student must also have a pair of tennis shoes for PE every day.  
* NO dress shoes unless for special school performance or picture day |
|                             |                              |                                                                             |
|                             |                              |                                                                             |
| **JEWELRY AND ACCESSORIES** |                              |                                                                             |
|                             |                              | * NO scented lotions, perfume, cologne is permitted.  
* NO lipstick, makeup or beauty products are to be applied or carried at school.  
* Nail polish is allowed (if already applied).  
* Earrings are permitted.  
* Inexpensive watches are permitted (smart watches or valuable timepieces are not permitted).  
* NO rings, bracelets, necklaces, anklets or other jewelry (especially if it is valuable) |
|                             |                              |                                                                             |
|                             |                              |                                                                             |
| **HATS, HOODS, AND OTHER HEADWEAR** |                              | * Hats, hoods, beanies may only be worn outside for recess, busses, bus stops.  
* NO clothing that covers face like masks or full-zip hoods is permitted.  
* Cultural/religious exceptions apply. |


EDISON NEW DRESS CODE

TOPS: Edison gear or long or short sleeve crew neck t-shirts/polo shirts in any SOLID color, no logos or graphics; plain solid color hoodies or crew neck sweatshirts

BOTTOMS: Bottoms must be SOLID dark blue, black or khaki twill pants, jumpers, or uniform shorts and skirts. Material must be denim, twill, or corduroy. No holes or rips.

FOOTWEAR: Tennis shoes must be worn every day because of PE and recess.