THOMAS A. EDISON ELEMENTARY SCHOOL
Port Chester, NY

2021-2022

FAMILY HANDBOOK

A FULL SERVICE COMMUNITY SCHOOL

Ivan Tolentino, Principal

GENERAL INFORMATION

A. Mission Statement

At Edison, we believe that improving the quality of life within the general community and strengthening community connections has a positive impact on children's growth and learning. The child's intellectual, social-emotional, ethical and physical development is at the center of all school initiatives. Our school seeks to strengthen the network of relationships between the child's home and community, thereby enabling students to come to school ready to learn and to experience academic success.

B. EDISON'S Core Values

The Core Values serve as a guide to our daily lives at Edison as well as our lives beyond the classroom.

Kindness – Edison community members make sure to treat others the way that they themselves would want to be treated. We make sure to value other people's beliefs and ideals even if we don't necessarily agree with them. Edison community members always display kindness and compassion to others.

Respect – Edison community members make decisions to do what is right even in difficult situations. We are people that lead by example and show others the way to act while making a commitment to better themselves through learning inside and outside of school.

Empathy – Edison community members strive to understand and share the feelings of others. We place ourselves in other people's shoes so that we as individuals understand what others are experiencing as if we were feeling it ourselves.

Tolerance – Edison community members live in a diverse city with many different cultures and ideals. We learn from people who have different customs and beliefs to help make our community stronger.

Responsibility - Edison community members understand that hard work, listening to others around us, and compromise are important in achieving both individual and community goals. We are responsible for each other and must ensure that we grow and develop the community around us.

Core values should not be taught in isolation, but instead modeled through our daily interactions with each other, our students, and the community at-large.

C. Daily Schedule

Kindergarten thru 5th Grade

8:25AM-2:45PM Kindergarten
8:25AM-2:50PM 1st & 2nd Grade
8:25AM-2:55PM 3rd, 4th , & 5th Grade

Due to COVID protocols, the typical arrival and dismissal procedures will be altered. Students will arrive and dismiss at the following locations/times:

- Kindergarten- Gym 8:00AM-8:10AM (Dismissal 2:45PM at gym doors)
- 1st Grade- Center Court Yard Doors 8:10AM-8:25AM (Dismissal 2:50PM)
- 2nd Grade- Main Office Entrance 8:10AM-8:25AM (Dismissal 2:50PM)
- 3rd Grade- Orchard Street Entrance 8:15AM-8:25AM (Dismissal 2:50PM)
- 4th Grade- Rear Cafeteria Entrance 8:15AM- 8:25AM (Dismissal 2:55PM)
- 5th Grade- Locust Street Entrance 8:15AM-8:25AM (Dismissal 2:55PM)

*Some classes for individual students may run until 3PM on certain days.

Breakfast

- Due to COVID-19 protocols, breakfast will be delivered to classrooms at the end of the day for students to eat at home the next morning. Only those students who order breakfast will be given one.

D. Important Contact Information

Edison Main Office	914-934-7981
Edison FAX	914-934-7879
Edison Website	www.tae.portchesterschools.org

Email for all EDISON Staff can be found at www.tae.portchesterschools.org

E. Common Expectations for All Students

At EDISON, all students are expected to:

- Be prepared for each lesson/class (i.e., have the proper tools – paper, pens, notebooks, etc.)
- Follow instructions of all staff the first time they are given.
- Display the behaviors that are apart of Accountable Talk:
  - Maintain a calm body
  - Look at the speaker
  - Participate in classes by asking and answering questions and sharing ideas
- Respect all members of the community as well as visitors.
- Not chew gum, eat candy, or drink any beverage other than 100% juice or water. These may be confiscated by EDISON staff.
- Not bring handheld cellular phones, electronic games, toys, or music systems to school. These will be confiscated by EDISON staff. In cases

where a communication device is needed for safety, please discuss with an EDISON staff member.

- Use appropriate language while on school grounds.
- Be safe and considerate while moving through common spaces.
- Be on time for all activities.

F. Thomas A. Edison Elementary School Community

Thomas A. Edison Elementary School Community Expectations

Staff, family members, and students are expected to abide by these expectations which are detailed for each constituency. These are the "non-negotiables" of Edison. This agreement will be reviewed at school open houses/orientations or on a 1 to 1 basis as needed. Please review this document, as well as the Port Chester-Rye Union Free School District Code of Conduct, with your child in order to clearly understand Edison's expectations:

The underlying belief at EDISON is that strong teaching in a caring environment combined with an intensive and holistic school day will stimulate the child's mind, nourish their bodies, and develop their character. Staff, students and parents must each do their part to ensure that this belief is realized.

Therefore,

As a staff member at EDISON, I promise to:

- Provide students with a safe, nurturing, environment.
- Hold students to high standards and doing the best work they are capable of.
- Share information and resources with parents that will aid in student learning.
- Have zero tolerance for off task behavior or lack of effort.
- Become an expert in the field of teaching and use the best instructional practices.
- Assess students on a regular basis and work with students and parents to provide the best possible individualized instruction.
- Be direct and respectful in communication with all members of the EDISON community.
- Hold myself to behaving in accordance with EDISON'S Core Values.

As a parent/caring adult at EDISON, I promise to:

- Work with EDISON staff to support my child's learning and development.
- Maintain clear and frequent communication with the school including returning all signed documents when they are due.
- Attend all required school meetings.
- Support EDISON'S behavioral policy, its rewards, and its consequences; work with the EDISON staff to make sure that my child is following the school and class rules so as to protect the safety, feelings and rights of other students, staff, parents and him or herself.
- Have zero tolerance for off task behavior or lack of effort.
- Ensure that my child maintains a minimum of 95% attendance and is on time each day
- Check my child's homework each night to make sure it is complete and done with care.
- Make arrangements so that my child is appropriately taken care of at dismissal each day.
- Come in immediately when it is requested by the school.
- Be direct and respectful in communication with all members of the EDISON community.
- Hold myself to behaving in accordance with EDISON'S Core Values.

As a student at EDISON, I promise to:

- Participate in class.
- Arrive at school on time each day.
- Complete all my class-work and homework with care.
- Respect other peoples' bodies and feelings.
- Be on task and work hard at all times.
- Take advantage of enrichment opportunities made available.
- Follow school rules and regulations.
- Hold myself to behaving in accordance with EDISON'S Core Values.
- Try hard at everything I do.

G. Contacting Staff

Parents can call the main office number and leave a message for a staff member. Please note that EDISON staff members will likely be working with children so their availability during the school day is limited. You may also contact staff via e- mail.

Meetings with staff are by appointment only. Please call **914-934-7981** if you would like to schedule an appointment to discuss your child's progress. You can also reach us via e-mail.

SCHOOL POLICIES

H. Absences

Students are expected to maintain 95% attendance throughout the school year (so for every 20 days, you should be absent no more than once). Please alert the school if your child will be absent by calling the following phone number: 914-934-7981. Please make sure to identify yourself, your child, the class your child is in, the reason for absence and his/her birth date. You may also email us with the same information. The email must be sent from the email we have on file for you. Please note we may call you to verify the authenticity of your email and/or phone call.

In the event that your child is absent 3 consecutive days or more, the school will require written documentation concerning the absences (official doctor's note, legal notices, etc.).

The school may call you to verify any information regarding absences, as well as discuss the circumstances around your child's absence. Students and their families are responsible for making up all missed assignments while absent. Students will have two days for each absence to make up any work missed.

I. Appointments

Teachers are available for meetings. However, **appointments need to be made in advance**. Our secretary can help you schedule an appointment. Parents/Guardians may also request appointments to sit in and observe classroom lessons in their child's class.

The principal is available for **appointments, but they must be made in advance.** These can be scheduled with the school secretary.

J. Cellular Phones, Electronic Devices, & Toys

The use of cellular phones, electronic devices, and/or toys by students is prohibited at EDISON unless otherwise stated. Cell phones or other electronic devices that are on and/or being used will be confiscated. Call the main office to schedule an appointment to retrieve confiscated items.

K. Copies of Student Records and Verification Letters

Student records will be copied with 72 hours advance notice on business days. Verification letters, and any other requested documentation, will be printed within 3 business days or as early as possible.

L. Discipline

EDISON follows the Port Chester-Rye Union Free School District Code of Conduct. Please ensure that you have a copy of this document and have reviewed it.

Proper behavior in a classroom is essential to learning. Our school employs the Responsive Classroom approach to working with children throughout the school day in a positive, pro-active manner. Logical consequences will result when children misbehave. Depending on the actions of the child, school staff may provide any of the following interventions: (1) Verbal reminder (2) "Take a Break" Chair within the classroom for a short period of time (this chair is located just outside the lesson area, but the child remains an active part of the lesson) (3) "Buddy Classroom" visit-this is where the child visits another classroom to reflect on how they can improve their behavior (4) Principal's Suspension and (5) Superintendent's Suspension.

Children who repeatedly need behavior intervention may be placed on behavior improvement plans that will be developed in tandem with the child's teacher, parent, and a school administrator.

New York State enacted the Dignity for All Students Act (DASA) in 2012. This legislation calls for schools to promote an environment that is free of harassment, "bullying", or unwanted behaviors for all members of our school community. If you believe your child has been harassed or "bullied", please report this immediately to your child's teacher or the school's Dignity Act Coordinator, Mr. Tolentino (School Principal).

M. Dismissal

Parents need to inform classroom teachers at the beginning of the school year about how student pick-up will be handled. (i.e. babysitter picks up student, family member, after school program, etc.). Any adult who picks up your child must be listed on the emergency contact card.

- Dismissal times are as listed above in the "DAILY SCHEDULE" section
- Parents/Guardians of students in **Kindergarten, 1st and 2nd Grade** must wait **outside** or arrange for an adult (who is listed on the emergency dismissal card) to pick the student up.
- Parents/Guardians of students in **3rd, 4th, and 5th grade** who are picking up their children must wait outside the designated doors for their grade. Children will be released between 2:55PM and 3:00PM. Children in grades 3, 4, and 5 will be allowed to walk home alone. If you do not wish for your child to walk home alone, please let your child's teacher know as well as note on the emergency dismissal card.
- Parents should arrive at the school at least 5 minutes prior to dismissal in order to ensure a timely pick-up

Please Note: Students will only be dismissed EARLY to a guardian or an adult (18 years or older) listed on the emergency contact sheet who arrives in

person for pick up only. This person must have proper identification. Early pickups after 2:30PM will not be permitted unless there is an emergency.

Students that are not picked up immediately upon dismissal will be brought to the school's gym or a designated classroom for late pick-up children. **Families who fail to observe the school's pick up policy consistently may be referred to the school's social worker/attendance teacher for follow-up.**

Parents are responsible for ensuring that after-school centers pick up on time each day. In addition, if your child is in an afterschool program where the child is picked up directly from the school, EDISON must have written notification from the family.

If you know you are running late to pick up your child, please contact the main office to inform us.

N. Dress Code/Uniforms

Please refer to the Port Chester-Rye Union Free School District regulations regarding student dress code. In time, the school will make available for purchase school spirit wear which may be worn to school as parents wish (t-shirts, hooded sweatshirts, sweatpants, etc.).

O. School-Home Communication

Students will receive a communication folder at the beginning of the year. This folder will be used to send homework, periodic reports, and other notices home to families. **It should be checked on a daily basis by an adult caregiver.** All forms requiring caregiver signatures should be returned to school within 2 days.

The school's website will post important communications as necessary. Please check our website (www.tae.portchesterschools.org) frequently to ensure you are receiving all notices.

P. Late Arrivals

Children arriving after 8:30AM will be marked late and will need to obtain a late pass depending on time of arrival. If entrances are closed, please proceed to the main office entrance to obtain a late pass.

Q. Field Trips

Students will be taking field trips this year. In order to be able to attend trips, students must be able to follow the directions of *all* adults who work at EDISON at *all* times, as any one of the adults may be responsible for their safety. If we feel that your child poses a safety concern due to difficulties in following adult directions, he/she will not be permitted to attend trips (the option of an adult family member attending with the child may be discussed).

If you are a trip chaperone, please understand that your child/group must meet the same behavioral/work expectations on the trip as all EDISON students, and should not have special privileges, including trips to gift shops, food vendors, etc. **You must be an active participant in helping supervise children on the trip.**

R. Grading

Grades K-5

Children will be assessed regularly in all areas of instruction. Parents may ask to see assignments at report card conferences or by appointment. Further information on grading policies will be sent home during the school year.

S. Homework *(Grades K thru 5)*

Homework at EDISON is designed to reinforce learning in the classroom and provides teachers with an opportunity to assess students' independent mastery of material that has been previously taught. It can also provide students with an opportunity to preview material that will be addressed in class in order to help them build background knowledge prior to learning. Due to this, homework is an essential part of the teaching and learning at EDISON. Our expectations for homework are outlined below:

Student's Responsibilities:

- To complete all assignments on time
- To ask teachers for help when needed
- To make your best effort to complete the assignment fully and correctly
- To read independently every night (when appropriate)

Parent/Guardian's Responsibilities:

- **Ask to see daily homework assignments and insist that the assignments are completed**
- Encourage students to read on a daily basis
- Ensure that there is a quiet time and place where your child can work on their homework
- Contact the school when there are questions or concerns, or to check on your child's progress

The system for assigning homework will be at the discretion of each teacher (daily homework, homework packets, etc.).

Parents and/or students are responsible for getting missed assignments when students are absent and have 48 hours to submit completed assignments upon return to school. Parents and/or students are also responsible for getting help from teachers or other families when questions occur.

Time on Homework

Younger children will need assistance with their homework. Children in kindergarten and 1st grade will need parents/adults/older siblings to guide them through their work, including reading to them. Homework in these grades may take 20 to 30 minutes to complete.

As children grow older, homework will become easier to complete independently. However, the length and complexity of assignments will increase. You should still check your child's homework nightly to ensure it is complete and done correctly.

T. Report Cards and Parent/Teacher Conferences

Report cards are issued at the end of each term. Report cards are designed to provide parents and guardians with a detailed picture of their child's progress in all areas taught as well as their social behavior.

Individual Parent/Teacher Conferences are scheduled for each student at the end of grading terms. Conferences are scheduled for parents of students who have been identified as holdovers in the final term. Report cards are distributed and discussed at these conferences and parents/guardians have an opportunity to see and discuss student work. Please refer to the District calendar for dates of report card conferences.

U. Promotion Criteria for Grades K thru 5

The Principal makes final recommendations to the Superintendent on all promotions and retentions, and can, in specific situations make exceptions to the protocol below if she/he deems fit.

Grades K-2

Promotion for students in grades kindergarten thru 2nd Grade will be based on meeting two out of three of the following criteria:

a. Maintains 90% or higher attendance **(please note, this is the minimum criteria for promotion purposes, the school expects a minimum 95% attendance rate.)**
b. Meets EDISON'S curriculum grade level standards as determined by class work and homework and/or demonstrates adequate yearly progress in relation to goals and objectives of their Individualized Education Program (IEP).
c. Meets the following social developmental standards, as gauged by teacher :
   - Follows classroom and school rules appropriately.
   - Makes age appropriate decisions.
   - Forms age appropriate relationships.

Grades 3-5

Promotion for students in grade 3-5 will be based on the following factors:

a. Meets EDISON'S curriculum grade level standards as determined by class work and homework and/or demonstrates adequate yearly progress in relation to goals and objectives of their Individualized Education Program (IEP).
b. Maintains 90% or higher attendance **(please note, this is the minimum criteria for promotion purposes, the school expects a minimum 95% attendance rate.)**
c. Performance on the following standardized tests*****:
   - NYS ELA
   - NYS Mathematics
d. Meets social development standards as gauged by teacher:
   - Follows classroom and school rules appropriately.
   - Makes age appropriate decisions.
   - Forms age appropriate relationships.

***ONLY ADVISORY at this time**

V. Illness and Medication

Students who are not feeling well can notify their teacher and may be sent to the nurse or main office if they appear ill. Students may be allowed to rest and return to

class. If they are seriously ill, parents/guardians will be called to pick the child up from school. Emergency contacts will be called if a parent/guardian can not be reached. **Students will only be released to adults who are listed on the emergency contact card**. In case no adult can be reached, the school may make the decision to seek medical care for your child. **A child may not come to school if they have an illness that may be contagious. Please note that due to COVID-19 procedures, students that display any symptoms associated with COVID-19 will be sent home and may require a negative test to return, or the completion of a quarantine period.**

Students are not allowed to have medication with them at school. If a student has a prescription or other medication that needs to be administered during the day, parents/guardians need to inform the school and an adult from your family (who is listed on the emergency contact card) must come to school and administer the medication or arrangements may be made with the on-site nurse practitioner. Unless the proper medical forms (504 form) have been submitted, no staff member may administer medication to a child.

W. Lost and Found

A lost and found bin will be kept in the main office for any materials that children lose and are found in the school building.

Please label your child's clothing. If your child has lost an article of clothing at the school, please come in to check for it the same day or the next day at the latest.

X. Lunch Payment

Students who consume school lunches and do not qualify for free/reduced lunch need to pay for lunch each day. In the event that a child forgets their money, it is expected that payment will be received in a prompt manner on the following day.

Y. School Closings and Delays

EDISON will follow all Port Chester-Rye Union Free School District decisions on school closings and delays. Please monitor local media outlets for school closings/delays information. In addition to providing you with EDISON'S yearly school calendar, reminders will be sent home when upcoming off-days for students are nearing. The school's website will be updated whenever possible to relay critical information. In addition, the school or district may use the automated messaging information system to call or email you important information.

Z. Special Education

The Individuals with Disabilities Act (IDEA) requires appropriate services to be administered in the "least restrictive environment." Students with IEP's are included in the classroom to the fullest extent possible and teachers are obligated to make accommodations and modifications to meet the needs of the child. Additionally, students with 504 Accommodation Plans which detail specific accommodations for the regular education classroom are included in this process.

The responsibilities of teachers in this regard are:

- To be aware of which students have IEP's or 504 plans

- To be familiar with the accommodations listed in IEP's and 504 plans
- To provide the appropriate modifications and accommodations.
- Attend and be an active participant in IEP meetings.

Students can only be referred for special education testing after staff have attempted to provide intensive differentiated instruction within the regular education program. Because staff can individualize instruction for students, EDISON has a design that helps meet all student needs, including struggling learners.

AA. Telephone Use

Students may only use a phone with teacher permission. Teachers will use their discretion when allowing students to make calls. Parents/Guardians will only be allowed to talk to students in emergency situations. Otherwise, a message will be taken and given to the child by an EDISON staff member.

BB. Visitors

For safety reasons, no visitors are allowed to go to any room other than EDISON'S main office without visiting our main office first. **All visitors must sign in at the visitor's desk located just inside the main entrance doors.**
COVID-19 UPDATE: Unannounced visitors will not be allowed in the building until further notice.

CC. Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Thomas A. Edison Elementary School, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Thomas A. Edison Elementary School may disclose appropriately designated "directory information" without written consent, unless you have advised the school to the contrary in accordance with school procedures. The primary purpose of directory information is to allow Thomas A. Edison Elementary School to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- An annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for basketball, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local education agencies (LEAs) receiving assistance under

the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories -- names, addresses and telephone listings -- unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.1

If you do not want Thomas A. Edison Elementary School to disclose information from your child's education record without your prior written consent, you must notify the school in writing by September 30, 2019. Thomas A. Edison School and the Port Chester Rye Union Free School District has designated the following information as directory information:

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended

[1] These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the *No Child Left Behind Act of 2001* (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the *National Defense Authorization Act for Fiscal Year 2002* (P.L. 107-107), the legislation that provides funding for the Nation's armed for

THE CONTENTS OF THIS DOCUMENT MAY BE UPDATED PERIODICALLY. UPDATED VERSIONS OF THIS DOCUMENT WILL BE AVAILABLE ON THE SCHOOL'S WEBSITE, WWW.TAE.PORTCHESTERSCHOOLS.ORG.

PARENT INVOLVMENT

II. Parent Involvement Policy

Thomas A. Edison Elementary School believes that all parents and families want the best for their children and strongly supports research showing that children do best when parents are enabled to play four key roles in their children's learning:

(1.) Teachers - Helping children at home
(2.) Supporters - Contributing their skills to the school
(3.) Advocates - Helping children receive fair treatment
(4.) Decision-makers - Participating in joint problem-solving with the school at every level

EDISON recognizes parents/guardians are full partners with teachers, administrators, and the whole school community to achieve the best possible learning experience for each child. A strong program of communication between home and school must be encouraged, continually evaluated and maintained so the school and community are connected in meaningful and productive ways.

Full Service Community School

EDISON is a full service community school that provides a wide range of services to its families. These services include an on-site nurse practitioner that provides several medical services to children, mental health services to students, and a variety of other services designed to meet the needs of our families. For further information on what our full service community school model offers, please visit our main office.

Parent Teacher Association (PTO)

EDISON has formed a Parent-Teacher Organization ("PTO"). The PTO has three major purposes: 1) To be a link between school leaders and the EDISON parent and teacher community, 2) To receive and communicate issues of concern or importance to the EDISON community and 3) To further the mission of Thomas A. Edison Elementary School.

The PTO is made up of parents, elected by the parents, staff members. They meet once a month, at a time decided by the PTO. The PTO also gathers and communicates information about what is happening in the school, including parent programs, past and upcoming school activities and events, and other items of importance to the EDISON community. Elections for the PTO occur at the end of each school year.