

## SCHOOL FACILITIES

With the 2016-17 school year, Edison's long construction project is finally over and we have full access to our campus again. This year will be the first that the Edison preschool building will open. It will be home to the new Edison Seaside Preschool and Edison Bridges Transitional Kindergarten programs.

## INSTRUCTIONAL PROGRAM

### DUAL IMMERSION AT EDISON

The dual immersion program in the Santa Monica-Malibu School District begins at Edison Language Academy in Preschool through 5<sup>th</sup> grade and continues through John Adams Middle School and Santa Monica High School. All students on the Edison campus are engaged in learning two languages and the staff and school community work together to help students develop a strong foundation for learning. Our goals are for our students to develop:

- ◆ High levels of proficiency in English and Spanish;
- ◆ High achievement in all academic areas; and
- ◆ Positive cross-cultural attitudes and high self-esteem.

Edison uses a 90:10 dual immersion model. This means that 90% of instructional time in Preschool, Transitional Kindergarten, Kindergarten and First Grade is offered in Spanish and all Edison students learn to read first in Spanish. Students initially receive 10% of instruction in English and every year more English is added to the program. By 5<sup>th</sup> grade, the instruction is evenly divided between the two languages.

Edison is a diverse multicultural community where Spanish and English speakers work and learn together. Students are models of native-speaker use of languages, learn about each other's heritage and traditions, and form friendships that cross racial, ethnic, language and socioeconomic differences.

### STANDARDS-BASED INSTRUCTION

Children at Edison learn the same curriculum and are held to the same high academic standards as are students in all Santa Monica-Malibu Unified Schools. But at Edison, children learn through both English and Spanish and are guided to develop literacy in both languages. Instruction in all SMMUSD schools is guided by the State Curriculum Standards adopted by the State of California. You can view content standards by grade level at [www.cde.ca.gov/re/cc](http://www.cde.ca.gov/re/cc)

## HOMEWORK POLICIES

Homework is a part of your child's instructional program in Grades K-5 and is designed primarily to provide the practice that young children need when learning to read and write, develop number sense and memorize math facts, and learn a second language. Becoming a proficient reader (in two languages!) requires lots of student practice, so your student should be reading books at his or her independent reading level every day. In the early years, homework requires parental participation; however, parents are not expected to re-teach a lesson or to do the homework themselves. Homework is meant to provide independent practice of skills taught in the classroom. At Edison, homework is assigned Monday through Thursday, following district homework guidelines, with adjustments made as needed for a dual language program. Additional independent reading time supplements the homework assignments. There may be some nights when teachers do not assign homework, but independent reading should happen every night. Assignments should take no longer than:

TK and K	15 minutes daily
1 <sup>st</sup> grade	15 to 20 minutes daily
2 <sup>nd</sup> grade	20 to 30 minutes daily
3 <sup>rd</sup> grade	30 to 40 minutes daily
4 <sup>th</sup> grade	40 to 50 minutes daily
5 <sup>th</sup> grade	50 to 60 minutes daily

If it is taking your child an excessive amount of time to complete his/her homework assignments, if your child appears not to understand the concept, or if you are having trouble supporting a task that is not in your native language, please, communicate with the teacher. We want to work with you to make homework time productive and positive!

## SCHOOL SCHEDULES

### BELL SCHEDULE

The Edison daily schedule is as follows:

- 8:10 a.m. – Line Up for Class, Grades TK, K-1-2
- 8:15 a.m. – Tardy Bell for Grades TK, K-1-2
- 8:25 a.m. – Line Up for Class, Grades 3-4-5
- 8:30 a.m. – Tardy Bell for Grades 3-4-5
- 9:00 a.m. – Preschool Class Begins
- 12:25 p.m. –Minimum Day Dismissal for Pre-K, TK, and Kindergarten
- 1:35 p.m. – TK and Kinder Dismissal
- 1:35 p.m.– Grades 1-2 Early Dismissal (Wednesdays)
- 1:50 p.m. – Grades 3-4-5 Early Dismissal (Wednesdays)
- 2:00 p.m. – TK Early Dismissal (Wednesdays)
- 2:45 p.m. – Grades 1-2 Regular Dismissal

3:00 p.m. – Grades 3-4-5 and Preschool Regular Dismissal  
 3:00 p.m. - Pre-School Dismissal

### DAILY SCHEDULES

Office Hours – 8:00 a.m. – 4:00 p.m., Monday-Friday.

Grade Level	Minimum Day	Regular Days	Wednesday Schedule
Preschool	9:00-12:25	9:00-3:00	9:00-2:00
TK	8:15 -12:25	8:15-1:35	8:15 –1:35
Kindergarten	8:15 -12:25	8:15–1:35	8:15 –1:35
1 <sup>st</sup> and 2 <sup>nd</sup>	8:15 – 1:35	8:15 – 2:45	8:15 – 1:35
3 <sup>rd</sup> , 4 <sup>th</sup> , 5 <sup>th</sup>	8:30 – 1:50	8:30 –3:00	8:30 –1:50

### MINIMUM AND PUPIL FREE DAYS

The District designates a few days each year as minimum days for students in grades Preschool through 5<sup>th</sup> Grade.

PRE-K, TK AND KINDER	GRADES 1-5
<b>MINIMUM DAYS</b>	
Aug. 22, Aug. 23, 30, Nov. 7, 8, 9, 10, 23, Dec. 23, May 25, June 9	Aug. 22, 30, Sept. 6, Nov. 7, 8, 9, 10, 23, Dec. 23, May 25, June 9
<b>PUPIL FREE DAY FOR PARENT-TEACHER CONFERENCES</b>	
November 4	<b>November 4</b>

### WEDNESDAY SCHEDULE – BANKED TIME DAYS

All SMMUSD schools designate one day each week so teachers can participate in on-going professional development. Extra minutes are added to the other four days to off-set the early dismissal on Wednesdays (Edison’s Banked Time Day). Having time to meet together as a professional learning community, to plan and reflect on instruction, and learn new skills helps teachers provide a rigorous and high quality program for students. The different Wednesday schedule affects our Pre-K – 5<sup>th</sup> Grade students. **Please adjust your schedule and/or notify your afterschool child care provider for the earlier pick up on Wednesdays.**

## SAFETY

Each year the Edison Safety Committee creates a Comprehensive School Safety Plan (CCSP) designed to keep students safe on our campus every day and in a variety of different emergencies. In monthly safety drills, we practice our responses to a variety of emergency situations described in the plan. We keep emergency supplies in each classroom and in a bin on campus in case of emergencies that might require extra food, water, shelter, temporary restroom supplies, first aid supplies,

etc. Our site Safety Committee meets regularly to review conditions on campus, staff training needs, and the implementation of our safety plan. The specific policies that follow are designed to keep children safe while they are on campus every day and in emergency situations.

**ARRIVAL AND DISMISSAL** - Edison’s morning arrival policies are designed to ensure that all children are safely supervised between the time that their parents drop them off and the time that classes begin. If your child in TK-5<sup>th</sup> grade is enrolled in supervised before-school care, he or she may arrive beginning at 7:00 a.m. A parent or guardian must sign your child into the program. Park in the drop off zone for a few minutes between 7:00 a.m. and 7:45 a.m. and walk your child to the child care classroom.

Children in grades TK-5 who are not in the on-campus child care programs but who are having breakfast in the cafeteria may arrive beginning 7:45 am when the Breakfast Program begins. Students coming at that time must go directly to the cafeteria and remain there until it is time for them to line up for class. Students who are not in child care programs and who are not eating breakfast on campus should not arrive on campus until 8:00 am. and should line up with their class in the cafeteria patio. Teachers will meet students in the patio, and walk the students to their classrooms. Parents or guardians are welcome to wait with their students in the patio until teachers arrive.

- **TK, Kinder, First and Second Grade Students** should be lined up with their class in the cafeteria courtyard beginning at 8:10 a.m. Children who have not arrived by 8:15 am are considered tardy and should report to the office for an admit slip.
- **3<sup>rd</sup>-5<sup>th</sup> Grade Students** should line up in the courtyard at 8:25 am and will also be met by their teachers. The upper grade tardy bell will sound at 8:30 am and children arriving after that should report to the office for an admit slip.

Students may not be dropped at school in the morning before there is adult supervision on campus. Please time your morning commute so that your child is lined up with his or her class before the tardy bell sounds. **No students are allowed upstairs or in the central patio before the school day begins.**

**Preschool students** must be signed in to their classroom by parents or guardians. Look for neighborhood parking or use one of the visitor spots in the small parking lot on Virginia Avenue in front of the preschool building, and walk into the classroom. Repeat the same procedures at

the end of the day. Please note that aside from the designated visitor spots, other parking spaces are reserved for school staff.

Families must pick students up promptly at the end of their school day. All children need to be in a supervised setting to be on campus past the time their classes are dismissed. Only children enrolled in signed up for School Age Child Care, CREST Child Care, Homework Club, CREST Playground Access or enrolled in CREST Child Care, Sports, or Enrichment programs or students attending academic support classes may be on campus after dismissal. Parents of TK students may pick up their students at the classroom. Parents of Kindergarten students may wait in the Kindergarten yard and teachers will dismiss students to the K yard at the end of the school day. At dismissal, older students will walk to their afterschool on-campus programs or will meet their parents at a designated location near the Virginia or Kansas gates. For families of children in grades 1-5 using the drop off/pick up zone, we will have valets at both gates to help your child safely into your car. However, these valets are only on campus until 15 minutes after the last dismissal, so please time your arrival accordingly. Children will not be left un-escorted outside the gates after the valet service ends and will be brought to the office to call their parents.

While drop off and pick up traffic can be stressful, please model courtesy and respect in the presence of the children and be thoughtful of our neighbors. We all need to work together to keep children safe. The crossing guards are trained to stop traffic and to cross with children at busy intersections. Please do not coax your child to cross the street at any point outside a designated cross walk. Our school is located in the middle of a residential neighborhood with narrow streets, so please respect speed limits, do not attempt to make u-turns or three-point turns in the middle of these streets, and be on the lookout for cyclists and young children. If you have someone else pick up your child, please make them aware of drop off and pick up policies so we all stay safe.

### **BICYCLE SAFETY**

If children ride their bikes to school, helmets are mandatory! All bikes must be secured to campus bike racks with locks provided by students. Always walk bicycles on school grounds. **Riding bicycles, skateboards, rollerblades/skates, scooters, using shoes with retractable wheels, or motorized items are not allowed on school grounds at any time. Please do not allow your children to bring these items to school or to evening events.**

### **CLOTHING**

Providing your child with appropriate clothing is an important way to keep him or her safe during playground activities and their Physical Education class. Students should wear clothing appropriate for school that allows them to move, climb, run and stretch safely. Shoes must have rubber soles, laces, straps or buckles and protect toes and heels. Sandals, open-toe shoes, platform shoes, or shoes with wheels are unsafe and are not allowed at school at any time. Spaghetti straps, bare midriffs, short shorts or overly baggy clothing are not appropriate at school, nor is clothing with inappropriate or disrespectful language, symbols or references. Shorts are recommended under skirts or dresses so that students feel free to climb and play. Hats or caps (no team logos or offensive language) and sunglasses are recommended for outdoor play and daily use of sunscreen is highly recommended. A variety of Edison spirit wear is available for purchase on Wednesday mornings at Cafecito. Children are encouraged to wear Edison spirit wear on Fridays and on field trips.

### **EARTHQUAKE PREPAREDNESS**

State and local disaster officials tell us that in the event of a major disaster we should all be prepared to be on our own to up to 72 hours. This could mean that many of our students would need to be at school for one to three days. Staff has been trained in first aid and search and rescue. There are emergency supplies in each classroom as well as in an emergency supply bin in the event that students need to remain in the classroom or at school for an extended period of time. Earthquake kits are a part of our disaster plan. The PTA prepares this kit for you (for a nominal charge), or you may assemble a kit yourselves, using a large zip lock bag clearly marked with your child's name and room number. If you choose to assemble your own kit, please provide: two small cans of juice (pop top); several granola bars, and two plastic bottles of water.

If your child is on a daily medication, you must provide the school Health Office with at least a 72-hour supply in case of emergency and a signed medical release form (available in the health office). If your child needs emergency devices such as asthma inhalers or epi-pens, we also need to have a medical release form and the devices in the nurse's office.

### **EMERGENCY CARDS**

**Every child must have two emergency cards on file in the school office.** These cards are critical in order to get in touch with you in case of emergency or illness. Include home, work, and cell phone numbers. Please make sure

the contact information is accurate and keep it current throughout the year. It is your responsibility to advise the office immediately if your addresses or phone numbers change. Note on your card any custody agreements or orders that affect who may pick up your child. If parents have shared custody, each parent must fill out two emergency cards with his/her contact information and list of relatives or friends authorized to pick up children in case of emergency. Medical information on the back of the card must be complete and the cards must be signed. **Without an emergency card on file, we cannot release your child to anyone but you in the event of an emergency or if you need to have someone else pick him or her up early.** Also, without complete emergency cards on file, we cannot responsibly allow your child to leave campus on field trips and we may not know how to appropriately care for your child in the event of a medical emergency. Please take care of this important responsibility early in the school year.

## EMERGENCY DRILLS

So that students and staff are prepared to deal effectively with emergencies, we have regular safety drills (fire, earthquake, lock down, etc.). This is standard practice in schools and if you are on campus during an emergency drill, you are expected to evacuate along with the students as we must account for all persons on campus. This is one of the reasons that we ask you to sign in and out when you visit campus during the day. If you show up on campus while a drill is in progress, you will find a sign on the office door letting you know that a drill is in process and you will have to wait a few minutes.

## EMERGENCY PROCEDURES

If a natural disaster occurs when children are at school, parents are advised to remain calm and to follow these emergency disaster procedures:

1. Tune to emergency radio stations: KFWB (AM 980) or KNX (AM 1070).
2. Stay off the telephone. Communicating with the school via telephone after the disaster will prove difficult and could delay emergency communications.
3. If buildings are unsafe (such as after an earthquake), students will be escorted to an emergency assembly area, located on the playground. We have emergency shelters, toilets, food and water, etc.
4. When arriving at school, parents or other designated adults should report to the Request

Gate. This gate is located on Kansas Avenue. All other gates will be locked.

5. A member of the Reunion Team will be available near the Reunion Gate (entrance from the Kansas Avenue parking lot into the school) to assist parents.
6. No child will be dismissed from the emergency assembly area without the authorization of a parent, Principal or designee.
7. Parents or guardians are to wait at the Reunion Gate (entrance from the parking lot to the school) until child(ren) are escorted to the parent by adult runners. **Photo I.D. will be required.** Parent or guardian must sign-out each child and give destination.
8. If Parent/guardian/designee is unable to pick up child(ren) immediately following the emergency disaster, students will REMAIN AT SCHOOL under the supervision of school staff until their arrival.
9. Parents will receive updates on the condition of the school site/classrooms by the Principal and/or member of the communication team as soon as possible.

If the emergency situation is not a disaster, but a local emergency that requires a lockdown or shelter in place, teachers will lock students in classrooms and school staff will secure all entrances to the school. Classrooms are also stocked with emergency toilets, food and water. If your child has food allergies, please provide something appropriate for him/her to snack on in case of a lockdown. Give the food, labeled with your child's name in a plastic bag to the classroom teacher. In a lockdown, children may not be released until the lockdown is lifted by local law enforcement authorities. In such cases, parents should wait until the lockdown is lifted to come to school as the area outside the school may be unsafe. School will notify parents by a phone dialer when the emergency is over and children may be picked up.

## TRAFFIC AND PARKING

Helping children get to and from campus safely is also an important part of the safety plan. At drop off and pick up times, the campus is accessible via the front gate and drop-off zone on Virginia Avenue and via the back gate and drop-off zone on Kansas Avenue. All gates are locked after instruction begins and the only way out of campus is through the main office.

Since there is no on-campus parking, many parents park elsewhere in the neighborhood and walk with their children to school. This is a great way to spend a few

extra minutes with your child, get some morning exercise, and reduce congestion around the school – which contributes to safety for everyone. There is **short-term** street parking on Kansas and Virginia Avenues (watch the signs for street cleaning parking restrictions) in the Edison neighborhood further east on Kansas, at the meters on Pico Blvd., on Virginia Avenue west of Cloverfield. Plan to arrive a little early so you can find parking and get your child to school safely and on time. Please be especially watchful as there are many small children arriving at school at the same time. Please observe the following to promote student safety:

- Have your child’s backpack, lunchbox etc. ready to go before you enter the drop off/pick up zone.
- Drop or pick up your child off only in designated drop-off/pick up zones.
- Never double park or leave your car blocking another car.
- Always stay in your car when in the drop-off zone. Pull forward and follow the directions of staff and parent volunteers helping with drop off or pick up.
- Do not park in a handicapped parking zone without a handicapped-parking sticker.
- Children must cross with the crossing guards. If you jaywalk you are subject to a citation by SMPD.
- Stay off the cell phone when you are in the drop off/ pick up zones.
- Please consciously model safe traffic behavior and courtesy to others during drop off and pick up – our children learn from what they see us do and say.
- Please be courteous of our neighbors on Kansas and Virginia Avenues. They bear the daily burden of extra traffic in the neighborhood. Do not block their driveways.

## VISITORS

For the protection of our students, Edison maintains a closed campus during the school day. After morning arrival time, gates are locked and all visitors must enter through the Edison office and be cleared to come on to campus. All visitors and volunteers must sign in at the main desk as soon as they enter school premises and sign out upon exit. “Visitor” badges are next to the sign-in book and must be worn and be visible at all times. Adult visitors to campus are NEVER to use the children’s restrooms. There are adult restrooms in the library.

## WEAPONS

Weapons of any kind are prohibited on campus. This includes, students, staff, parents and visitors. Action taken for possession or use of weapons includes police notification and suspension or expulsion.

# ATTENDANCE POLICY

## ABSENCES (FULL AND PARTIAL DAY)

Attendance practices at Edison are governed by SMMUSD’s attendance policies and California’s compulsory attendance laws. Each time your child is absent, he or she is missing an important day of school. Absences also impact school budgets as schools do not receive state funding for students who are not physically present in school. So, please make sure your child attends school each day that he or she is healthy. Avoid scheduling family trips or doctor’s appointments while school is in session.

Attendance is reported on a central computer-based system and we have limited ability to correct errors after the fact. So, please review the following information carefully so that you understand attendance policies and how to report absences and tardies

If your child will be absent, call the front office and leave a message stating your child’s name and teacher, your name, the length of the absence and the reason for the absence. If you do not call in the day of the absence, your child must bring a note from home within the next two days, signed by the parent or guardian and stating the specific reason for the absence when he returns to school (i.e. "flu", "fever", etc.). You can also call or e-mail Edison’s Senior Office Specialist Kathy Fagnoli within two days with the reason for the absence (310) 828-0335, ext. 61-348. Absences of three or more days due to illness require a doctor’s note for re-admission. Absences that are not explained by a call or a note from a parent or guardian within three days must be marked as unexcused absences and may lead to your child being classified as truant. If your child misses school for a medical or dental appointment (this includes arriving late or leaving early), please bring a note from your health care provider or their absence is unexcused.

## HOMEWORK FOR ABSENT STUDENTS

If your child is absent and you wish to pick up school assignments, call the office before 9:30 am to request the assignments. The child’s homework (for classes where homework assignments are given on a daily basis) may be picked up in the office after 3:00 pm that same day. Students should have an independent reading book(s) with them each day so that they do not miss independent reading homework. Please, make sure your child has at least two “study buddies” in class that he or she can call regarding missed assignments.

## INDEPENDENT STUDY

If your child absolutely must be absent for five or more days for reasons other than illness, please use the District Independent Study Program so he or she can keep up with instruction. You must speak to the office and classroom teacher one week in advance of the absence to arrange for this and sign an independent study contract. The school also benefits by still receiving funds when your child completes the work specified in the Independent Study contract and the absence is reported as excused for your child. If your child will be absent for an extended period for medical reasons, please talk with the office staff about independent or home study options.

## INTER-DISTRICT ATTENDANCE PERMITS

Edison is a modified magnet school. Students living outside Santa Monica are admitted to maintain the language balance that dual immersion programs need to be effective. These students must obtain an inter-district permit from their school district of residence, fill out a SMMUSD acceptance of policies, and the permit must be on file with SMMUSD before children can be assigned to a class or admitted to school. If you enter Edison as a Santa Monica resident but subsequently move to another community, you must notify Edison of your new address immediately and it is your responsibility to get an inter-district permit from your new school district and from SMMUSD. Please note that you will be required to show change of address form from the Department of Motor Vehicles (DMV) for your California Drivers License or State Identification Card. If you are applying for an inter-district attendance permit, please make sure you pay close attention to the requirements and deadlines of your home school district and follow them exactly. Children attending on inter-district attendance permits must renew them annually through SMMUSD. Inter-district permits are also subject to review at any time and may be canceled or denied renewal for any of the following reasons:

1. Excessive tardiness or absence;
2. Students are brought to school excessively early or left excessively late;
3. Failure to uphold appropriate behavior standards;
4. Failure to make appropriate academic effort;
5. Reason for the original issuance of the permit by the school district of residence is no longer valid;
6. Student becomes eligible for a program or class other than the one to which he/she was admitted and there is no available space in the new program or class; and/or
7. Other conditions that may occur that would render continuance inadvisable.

Inter-district permits for Edison are awarded to allow students to participate in the Language Academy and can be extended beyond Edison if students continue to be enrolled in the Language Academy at John Adams Middle School and then at Santa Monica High School and meet the above conditions. However, Language Academy permits are distinct from the process used to award inter-district permits at other schools in SMMUSD and are not transferable to other schools in the district.

## EARLY RELEASE FROM SCHOOL

Students may be excused from school before the end of the school day in the company of an adult only when the adult has been properly identified by a school authority and is listed on the emergency card. Such releases are permitted only with the full knowledge and consent of the parent or guardian. A student may not be released at his/her own request. When students are released early for medical appointments, parents must bring a note from the dentist or doctor the next day. Children who miss more than 30 minutes at the end of the day for any reason other than illness or doctor's appointments are charged with an unexcused early departure.

## TARDIES AND LATE ARRIVALS

Children in Grades TK-K-1-2 who arrive after 8:15 am and/or students in Grades 3-4-5 who arrive after 8:30 am. are tardy. Teachers will note this on their records. Students who arrive after the tardy bell must come to the office, sign in and get an admit slip to go to class. At Edison, we use every available minute for instruction and late-arriving students miss valuable information and language practice. Please be considerate of the other students and the teacher and help your own child get a good start to the day by arriving on time.

## UNEXCUSED ABSENCES/TRUANCY

Any student who is absent from school without a valid excuse for more than three days, or who is tardy in excess of 30 minutes on each of more than five days in one school year is considered truant. Three unexcused absences are defined by the State of California's Education Code as a truancy; three truanancies classify your child as a habitual truant. If your child has excessive absences or tardies, you will receive a letter from the school advising you of the absences and asking that you take steps to improve your child's attendance records. If you have any questions about your child's attendance record, these policies, or how to improve attendance, please call the Senior Office Specialist or the Principal. Unexcused absences, excessive absences and excessive tardy arrivals violate the state compulsory attendance laws for school-age children and can result in referral to the Student Attendance Review Board (SARB) or

revocation of an inter-district attendance permit. Most significantly, erratic attendance and habitual tardiness mean that your child is missing instruction and may fall behind **You can avoid being marked for unintentional unexcused absences by making sure you call the office any time your child is out ill and/or sending a note to the office stating the reason for the absence upon his/her return to school.**

## CAFETERIA AND FOOD POLICY

SMMUSD's Food and Nutrition Services takes part in the National School Lunch and Breakfast Programs, and meals are served on campus every day. Monthly school menus are available on line and are included in the Wednesday packets. If you have Internet access, please acquaint yourself with the Food and Nutrition Services website at <http://www.smmusd.org/foodservices/index.html>. There you can find monthly menus, the application for the Free and Reduced Price Lunch Program, information about the Farmers Market Salad Bar, and a link to on-line lunch payment program – MyLunchMoney.

For the 2016-2017 school year, the full price for single lunches is \$3.00 and \$1.25 for breakfast. Please consider purchasing meals in advance. It's more secure and convenient. We discourage students from carrying money each day in their pockets. Parents can prepay with cash or check made out to SMMUSD or buy a monthly meal ticket on line.

## FINANCIAL AID/ SCHOOL LUNCH PROGRAM

Applications for free or reduced-cost breakfasts and lunches are available in the office and will be available on line at the beginning of the school year. Parents must submit applications every year. Reduced price lunches cost \$0.40. Reduced price breakfasts are \$0.30. To make sure your eligibility does not lapse, submit your application by early-September each year. All students have a lunch card that resembles a credit card. The cards are identical for children who purchase lunches for full price, pay a reduced fee, or receive free lunch – all the information is coded in the magnetic strip to protect your child's privacy.

## BREAKFAST

Breakfast is served in the school cafeteria from 7:45 am to 8:10 am (and until 8:25 am for grades 3-4-5). A monthly menu is sent home at the beginning of the month to help you plan your child's meals. Food service menus are also listed on the district web site. Breakfast costs \$1.25. Reduced price is \$0.30. If your child qualifies for free or reduced price lunch, you also qualify for free or reduced

price breakfast. Breakfast is a very important meal and all children are welcome to participate in the breakfast program – either regularly or on an as needed basis.

## LUNCH

Students may eat lunch in the school cafeteria, have a salad from the Farmer's Market salad bar, or bring a lunch from home. TK, Kindergarten and First Grade students eat inside the Cafetorium. Students in Grades 2-5 have the option of eating inside the cafeteria or in the outside lunch area. Milk is provided with school lunch. If your child has a milk allergy, substitutes are available with a written request from your doctor. Call our school nurse for assistance. The cafeteria offers several types of chilled milk: 1% white milk, non-fat milk, and non-fat chocolate milk (at lunch only). If you do not want your children to have the option to choose chocolate milk, send an email to [fns@smmusd.org](mailto:fns@smmusd.org), with your child's full name, grade, ID number, and school stating that you do not wish him or her to take chocolate milk. Then please advise your child to avoid embarrassment because should he or she take the chocolate milk, staff must remove it from the tray and replace with white milk.

Edison's cafeteria offers a "fresh from the Farmer's Market salad bar" as an alternative to hot lunches. Students may choose from a variety of fresh vegetables, fruits, cheeses, meats and breads. The salad bar also costs \$3.00 and the pre-paid lunches may be used for either hot lunch or salad bar. Milk and juice are also available for purchase separately for children who bring lunch from home.

If your child does not have lunch credit/money, he or she may eat in the cafeteria that day, but parents must repay the cafeteria when they receive a notice of payment. If the balance due exceeds \$10.00 your child can only receive the state required lunch portions (usually a cold cheese sandwich and milk).

Children may also bring their lunches from home. Please send nutritious food and do not send not candy, sodas, chips. Glass containers are not allowed. **Because of food allergies, we strongly discourage nuts and do not allow children to share food.** There is a nut-free table in the cafeteria for those children with serious nut allergies. Very occasionally, a parent may deliver a lunch that meets wellness policy guidelines to school for their child. Please save this for special occasions and understand that we will not interrupt instructional time for delivery but will call your child to pick it up on the way to lunch. If you send a lunch box with your child, please make sure

his/her name is clearly marked inside to facilitate the return of any lost items.

## SNACKS

Children have a mid-morning recess and most children appreciate a mid-morning snack. Fruit, vegetables, granola, yogurt, trail mix (no peanuts please), or a small sandwich and some water or juice make great snacks. Candy, chips, dessert items, “juice” drinks that are less than 50% juice or soft drinks are not allowed. No glass containers are allowed.

## WELLNESS POLICY

The Board of Education recognizes that sound nutrition, optimal physical fitness, emotional well being and the adoption of life long healthy habits correlate with learning readiness, academic achievement and decreased discipline problems. Life-long healthy habits include the daily consumption of fruits and vegetables and daily physical fitness activities. Such habits can prevent Type 2 Diabetes, some Cancers, Cardiovascular Disease, Obesity and Osteoporosis.

As part of the Wellness Policy and consistent with California State law, the Santa Monica-Malibu Unified School District has established policies regarding the types of foods which can be sold or served to elementary school students. The policy governs what we can and cannot provide to students during the school day and for one-half hour before or one-half hour after school. The Wellness Policy has implications for our school breakfast and lunch programs, for food sales after school, and for birthday celebrations, classroom parties, and/or potlucks that are held during the school day.

Because the Wellness Policy is quite restrictive and also because so many children have food allergies or sensitivities, we do not allow parents to bring unplanned birthday treats to school. School is not the appropriate place for birthday parties and we do not interrupt class time for treats. If you want to bring something on the day of your child’s birthday, **consider bringing a handball, basketball, or soccer ball for the classroom, art supplies, or a book for the class library.** All these make a nice gift in honor of your child’s birthday and will be enjoyed by all the students. Please consult your child’s teacher at the beginning of the year about policies for birthday celebrations. If you want to bring in any type of food treat, it must comply with the Wellness Policy, and take into account the allergies or food restrictions in the classroom so that all children can participate. Sugary or fatty snacks (cupcakes, cake and ice cream, chips, etc.) are not allowed during the school day and 30 minutes before or after the school day, and only beverages that are

at least 50% juice, or milk and water may be served to students. If you want to bring in food, stick to fruits or vegetables, 100% juice popsicles or other foods that meet the nutrition guidelines. A complete copy is available from the school office or on the SMMUSD web site at [www.smmusd.org](http://www.smmusd.org). Please do not bring in foodstuffs for the class without teacher approval in advance – you could inadvertently trigger a students’ serious allergy.

## DISCIPLINE POLICIES AND BEHAVIOR STANDARDS

Edison is committed to promoting a caring community for learning in a safe environment. The school’s code of conduct is based on a set of core values:

- Kindness and consideration for others
- Respect for cultural and linguistic diversity
- Effort, determination and perseverance
- Empathy
- Fairness and justice
- Integrity
- Respect for self and others
- Responsibility and self-reliance

We respect ourselves and our neighbors, resolve disputes peacefully, and respect diversity. Teaching about these values and giving children opportunities to put them into practice in daily life give children the opportunity to build good character, learn a set of problem solving skills that will serve them well all their lives, and develop the skills of hard-work and perseverance that contribute so much to their future success as students and adults. Therefore, at Edison Language Academy, we adhere to the following principles:

- **We are respectful of differences of all types. We choose our words and actions to help, not hurt others. We keep our school free of verbal and non-verbal put-downs with regard to:** 1) Academic progress; 2) Age; 3) Appearance/body image/ mannerisms; 4) Athletic ability; 5) Belief systems; 6) Cultural, ethnic and/or racial background, including immigration status; 7) Family background and composition; 8) Friendships; 9) Languages; 10) Learning styles; 11) Physical challenges; and 12) Sexual harassment of any type, including gender stereotypes and homophobic taunts.
- **We use school-appropriate language.**
- **We do tolerate physical abuse, taunts, threats or intimidation of peers (see “Interpersonal Conduct” below for more information about bullying).**

- **We accept responsibility for our words and actions without excuses.**

Edison uses several programs to teach students the skills to get along with others and resolve conflicts non-violently, including *Cool Tools*, the *Caring School Community*, and the *Olweus Bullying Prevention Program*. School behavior expectations and problem solving skills are discussed frequently with students and reinforced in class meetings and schoolwide assemblies.

## BASIC SAFETY RULES

One of our most basic responsibilities is to keep your children safe at school. What we consider to be safe in a school with 450+ children may be a little more cautious than what you consider safe when supervising your own child. We ask your support in letting your child know that school rules are in force at all times on campus, whether it's before or after school, during evening event or meeting, or the middle of the school day. Basic safety rules include:

- We walk in the hallways at all times.
- We walk carefully up and down the stairs, holding the handrail and giving the person in front and behind them sufficient room to walk safely.
- We follow safety directives of staff.
- We only climb on play equipment.
- Children never play on the playgrounds without adult supervision.
- We close doors gently and do not slam them.
- We only leave the classroom with our teacher's permission to go in a timely fashion to a specific destination – where possible, we go with a buddy.
- At lunchtime, we remain in the cafeteria or lunch area until dismissed by a Noon Supervisor to go to the playground or use the restrooms.
- At recess, we stay on the playground in an area being supervised by an adult. We don't play in other unsupervised areas and we use the restrooms closest to the playground.
- We do not use any behavior that puts down others, that puts others or ourselves at risk, or that damages property.
- If we see someone hurt or in trouble, we tell the adult on duty.

## INTERPERSONAL CONDUCT

Developing positive social relationships with adults and peers and the ability to solve problems appropriately are very important goals for elementary school-aged children. To support this learning and make Edison a safe place for all students are expected to abide by the following code of interpersonal conduct:

- We use positive and school-appropriate language with each other;
- We do not invade the space of another child or hit, push, kick, or otherwise hurt another person;
- We do not engage in bullying, name-calling or threats.
- All students are expected to abide by the following pledge:
  - We will not bully others.
  - We will try to help students who are bullied.
  - We will try to include students who are left out.
  - If we know that somebody is being bullied, we will tell an adult at school and an adult at home.

Not all conflict between students is bullying. When students have an occasional conflict and the two parties have equal power, we help students solve these problems using appropriate tools. Bullying is different than conflict; it is peer abuse. When someone repeatedly and on purpose says or does mean or hurtful things to another person who has a hard time defending himself or herself, it may be bullying. Bullying: 1) Involves an aggressive behavior; 2) Typically involves a pattern of behavior repeated over time; 3) Involves an imbalance or power or strength.

While bullying is usually carried out repeatedly and over time, a serious hurtful behavior that happens only once can also be bullying. Bullying may be direct (hitting, taunting, name calling) or indirect (rumors, exclusion, cyber-bullying). Bullying behaviors negatively affect the child who is being bullied, the child (children) using bullying behaviors, bystanders who witness the behaviors, and the fabric of our school community. We work with our students to learn to be Upstanders not Bystanders. If your child is experiencing negative peer relationships or you suspect bullying behavior, please start by sharing your concerns with the classroom teacher or child care teacher. Our staff will investigate and follow up. We ask that parents not approach other parents directly with bullying concerns as it is very easy for misunderstandings to occur.

## RESPONSIBLE CONDUCT AND RESPECT FOR OUR SCHOOL

- We are all responsible for putting trash into trashcans or recycling bins.
- We clean up after ourselves at snack and lunchtime, putting waste into trashcans or recycling bins.

- We don't waste resources and we take only what we need.
- We use the restrooms with good hygiene and respect for others who use and clean the restrooms.
- We write on paper, not on walls, books, or desks.
- We play handball only on the handball courts and **never** against the buildings.
- We play ball games only on the playground.

## PLAYGROUND RULES

- Anyone who is willing to play the game by the rules and use good sportsmanship may play – make a line and take turns if only a limited number of people can play at a time.
- During morning recess, students eat snacks while sitting at a bench and must place all food waste in trash cans. Eating on the yard, under the play structures, or while playing games is not allowed.
- Students use the “bubble tool” (Cool Tools) when waiting in line and leave space between themselves and other students.
- At school, there is no tackle football, slide tackles in soccer, or any other games that involve pulling or throwing another person to the ground. Games like dodgeball that involve throwing balls at others are not allowed at school.
- Students must use the slides one at a time and go down feet first sitting up.
- Some games have specific rules – rules in force will be those taught by the Coaches.
- Arguments or problems that arise on the playground are settled with Cool Tools, never with violence, name-calling, or bullying. When students cannot come to a good compromise, they should go to the adults on duty for help.

## PROGRESSIVE DISCIPLINE SYSTEM

Because the first responsibility of all staff is the safety of children, any staff person will immediately interrupt any behavior that violates school rules. Our second responsibility is to use a teachable moment to help children learn to use safe, respectful behavior and learn how to settle problems appropriately. To interrupt inappropriate behavior and teach appropriate behavior, we often use the phrase: “Stop, that’s not OK at Edison” and then we tell children how something should be done. Our goals are to understand why the problem is happening and find a productive solution.

Progressive discipline begins with **clear expectations**. We discuss these in class and ask parents to make sure that children are familiar with school rules and our behavior expectations. Should a negative behavior or

violation of school rules occur, in general we follow these steps:

- 1) Any school staff member who witnesses unsafe or inappropriate behavior is responsible for interrupting the behavior, naming the inappropriate behavior, re-directing the student, and teaching the appropriate behavior or skill.
- 2) If the behavior continues, we repeat that above steps plus checking for clear understanding and investigate further to see if something else is going on that we're not seeing and that might be causing the negative behavior. Problem behaviors on the playground or lunch area are reported by the Yard or Lunch Supervisors to the classroom teachers on Yellow Slips/Avisos.
- 3) For inappropriate behavior that persists after the first two steps, we assign a logical consequence (put-ups to repair hurt feelings, time away from the activity or playmates with whom the child had a problem), provide time to talk and/or write what they did and could have/should have done instead.
- 4) If these steps fail to change a problematic behavior, we make a call home to the parents or send a note that requests parent discussion/action. These notes require a signature and return (Pink slips). We know that parents want to be informed about challenges children may be having and desire to help teach them appropriate behavior.
- 5) If the inappropriate behavior continues, or if the behavior is a suspendable offense or involves bullying, children are sent to the principal's office with a discipline referral for a conference with the principal or administrative designee. Generally, a phone call will be made or a pink slip will come home after a conference with the principal so that parents are informed and can follow up with children at home. If appropriate, an additional consequence may be assigned.
- 6) Additional parent contact, parent conferences and/or referral to a counselor may be requested as needed to help children learn and use appropriate behavior at school.

Notwithstanding the above steps, any behavior that hurts others, involves bullying, destroys property, creates an unsafe situation, continues to disrupt the learning environment for others, or violates the Education Code (violence, weapons, destruction of property, theft, etc.) goes directly to the principal for a conference and disciplinary action. Consequences, depending on the severity of the offense, may include a phone call to parents, community service, referral to a counselor or Student Study Team, development of a positive behavior support plan, in-school suspension, or suspension from

school. These progressive steps may vary depending on the severity of the behavior, prior incidents of discipline for the student in question, and/or whether or not the student represents a danger to others.

### **SUSPENDABLE OFFENSES**

The progressive discipline system helps students resolve most problems before they get to the point of meriting suspension. However, there are some behaviors that the State Education Code 48900 deems to be grounds for suspension from the school (by the administrator) or from the classroom (by the teacher). Parents will be notified if either of these consequences are assigned. While in most cases, out-of-school suspension is meant to be used after other corrective actions have been tried, there are a few serious offenses that trigger automatic suspensions. Also, please note that some offenses trigger more serious responses for children in Fourth and Fifth Grades than they do for younger children. Suspendable and expellable offenses are detailed in the California Education Code and listed in the District Rights and Responsibilities Booklet provided to parents each year.

When students are suspended from the classroom, they are sent to another supervised setting with class work provided; they are expected to continue their class work and make up any assignments they miss. Students who are suspended from school must leave with a parent or guardian and may not return to campus during the day or after school until the suspension is over. Wherever possible, assignments are sent home so that children can continue their class work.

### **POSITIVE RECOGNITION AND STUDENT PARTICIPATION**

Each teacher recognizes students who follow school rules and values. Some send conduct and effort reports home – either on paper or on-line, some hold class meetings, others have charts, lists, or graphs recognizing effort and persistence. Outside their classrooms, students also receive recognition for helping others and solving problems appropriately by receiving a Green Slip. Classes that earn a designated number of Green Slips receive a class reward. Edison also operates a Buddy Program that pairs primary classes with upper grade classes who become their “big buddies” during the school year. The classes meet together periodically to foster relationships between students, read, and do projects together.

## **HEALTH POLICIES**

### **ACCIDENT INSURANCE**

Information on accident insurance that you can purchase is sent home in the First Day packet. Insurance information is also kept in the office.

### **ILLNESS**

If your child is ill and cannot come to school, kindly call the school office the day of the illness (310) 828-0335, ext. 61-348 and leave us a message. Give your child’s name, grade and room number, your name and relationship to the child, and tell us the reason for the absence. If your child was sent home from school because of a fever, or develops a fever at home, he or she must be fever-free for 24 hours before returning to school.

If your child will be out of school because of a **communicable disease**, please notify the school immediately. When returning after recovery from a communicable disease, such as measles, mumps, chicken pox, or strep throat, the child must bring a release slip from the family doctor. All children with any communicable disease must be checked through the nurse’s office before returning to the classroom. All cases of head lice and pink eye should be reported to the school nurse. The school nurse, when available, can approve your child’s return to school after chicken pox or after appropriate treatment for head lice.

### **IMMUNIZATIONS**

State law requires all children entering school to have all the required immunizations up to date. In addition, a medical examination is required prior to entering the first grade. Most students have this examination done when they enter Kindergarten. This provides early detection of issues that can affect learning. For more information call the school nurse.

### **INJURIES**

If your child sustains any type of major injury, (e.g. a broken bone), a note from your doctor is required before your child returns to school. Students needing any supportive appliances (crutches, cast, wheelchair, etc.) must also have a written order from the prescribing physician and may not be on the playground with appliances. Call the school nurse for details.

### **MEDICATION**

If your child needs to take medication at school, be sure that the medication is in the original bottle with the child’s name and dosage on the bottle. All medications,

prescription or over the counter medications must be accompanied by a note from the parent/guardian and a form (available in the Health Office) filled out by your doctor. All medications must be kept in the Health office.

## SCHOOL NURSE

Nursing services are provided at designated times during the week. We have a health clerk on campus during the mornings to staff the nurse's office and our office staff are in charge of the Health Office the rest of the time. To reach the Health Office call 310-828-0335. If you have questions about health policies or specific (non-emergency) concerns about the health of your child, please leave a message for the school nurse.

## TESTS AND CHECKUPS

Tests and checkups of your child's vision and hearing are done periodically by the school nurse and other professionals. State law requires that all classroom volunteers have a current Mantoux TB test before they enter the classrooms. The school nurse will administer and check the test for parent volunteers at no charge. Please see the nurse to schedule a time if you are interested in volunteering in the classroom. The test must be re-given every three years. If you have had prior exposure to TB, you will probably need to get a chest x-ray in order to be cleared.

## OTHER SCHOOL POLICIES

### CLASS ASSIGNMENTS

Planning for class assignments is done in the spring of the previous year by school staff. The school sends a form home in the spring so parents can inform us in writing if there are any concerns or learning issues that they would like us to consider in making their child's placement. We appreciate your input and will take it into careful consideration. However, parents do not choose their children's teachers. Teachers make recommendations for student placements based on the needs of each student and the fact that our program works best with language-balanced classes. Final assignments are made by the principal. We consider:

- The specific needs of individual children;
- Heterogeneous groupings (a mixture of instructional needs, academic abilities and talents, gender balance, equitable class sizes);
- Language balance (optimal is 50% Spanish dominant and 50% English dominant); and
- Creating appropriate emotional and behavioral dynamics in each class.

Because classes are very carefully balanced and our classrooms tend to be full with absolute attendance caps,

changes in assignment are rare and no changes will be made in the first month of school. Most initial concerns work themselves out as children make friends and develop relationships with their new teachers. Please try to help your child make a good adjustment to his or her class and teacher.

## LOST AND FOUND

Label all of your child's belongings with his or her full name. A labeled lunch box or jacket has a much better chance of finding its rightful owner. Unclaimed items are gathered and placed in the Lost and Found and are donated to charity periodically. Please check the Lost and Found area if you notice that a jacket, umbrella, lunch box, etc. has gone missing. The custodians and office staff are not able to unlock classroom doors if items are left in the classroom; they should be retrieved the next day.

## MESSAGES AND DELIVERIES

Every effort is made not to interrupt instructional time. Please only ask the office to transmit messages to your child in the event of an emergency. If you must contact your child during the school day, come to the office and do not go directly to the classroom. Likewise, deliveries or messages go to office so that the item can be picked up or delivered to your child at an appropriate time.

## PHONES, TOYS, ELECTRONICS, AND OTHER ITEMS BROUGHT FROM HOME

**Leave toys and electronics at home.** Toys, iPods or other MP3 players, action figures, electronic games, trading cards, yo-yos, sports balls, dangerous objects, matches, lighters, toy guns, toy knives or any other look-alike weapons are not allowed at school. These items may be confiscated and held until the end of the school year. The afterschool care programs follow school policy regarding toys from home and electronics.

**Cell phone use:** Students, visitors, or volunteers may not use cell phones and pagers during school hours on campus. **SMMUSD Board policy prohibits the possession and/or use of any electronic signaling device while on school property by elementary school students.** If you believe there is a safety reason why your child needs to have a cell phone at school, please contact the principal and put your request in writing. If your request is approved, you and your child will sign a waiver and a copy of the rules on cell phone use. The device must remain turned off and put away during school hours. If your child has a cell phone on campus without an approved request, or if your child turns on the device during the day, the device will be confiscated. It may only be retrieved by the parent after meeting with the

principal. Students and parents assume full responsibility for any electronic devices brought to school. In no event will the school district or school personnel assume liability for the theft, loss or damage of the device, including for any confiscated devices.

**Please do not send valuable items to school with your children. This includes money.** If your child needs to bring money for lunch, pictures, the book fair, or some other obligation, we suggest that you seal it in an envelope marked with your child's name, room number, the amount and the purpose. Most teachers, especially in the primary grades, will hold the envelopes for children until they are needed.

## SPECIAL PROGRAMS AT EDISON

### COUNSELING SERVICES

The City of Santa Monica contracts with Family Services of Santa Monica to provide counseling services on the Edison campus. Additional counseling resources are also available through an Edison partnership with the UCLA School Function Program. A counselor and counseling interns are available to help parents and children deal with a wide range of behavioral and family issues. You can ask your child's teacher to refer your child or you may request assistance directly by calling School Counselor Tina Gonzalez at (310)-828-0335.

### CAMPUS-BASED SCHOOL-AGE CHILD CARE

Before- and after-school child care is offered on a sliding-fee basis on the Edison campus. SMMUSD's Child Development Services (CDS) offers child care for students in Kindergarten through 3<sup>rd</sup> Grade. For information on enrollment or fees for the School Age Child Care Program, contact the Child Development Office at (310)-399-5865. The CREST program, operated by the City of Santa Monica, provides campus-based children care for students in 4<sup>th</sup> and 5<sup>th</sup> Grades. For CREST Child Care information, call (310) 458-8540 or contact our on-site CREST Coordinator at (310) 828-0335, ext. 61-206.

### CREST (CHILD CARE, RECREATION, ENRICHMENT, SPORTS TOGETHER)

The City of Santa Monica and the Santa Monica-Malibu Unified School District sponsor the CREST program, which offers sports, and enrichment programs. CREST offers a homework club each quarter and a variety of sports programs and enrichment classes. CREST programs are available on a fee-basis (with generous financial aid available) after school. Program options and enrollment information are sent home quarterly in the

Wednesday packets. You can also visit the CREST website for information or on line enrollment at <http://www.smgov.net/Departments/CCS/content.aspx?id=32847>

### LIBRARY

Teaching library and research skills is a part of the Edison program and students have weekly time in the library with their teachers and the Library Coordinator. A large number of books and other materials in Spanish and English are available for student use and are catalogued on a computerized library system. **Parent volunteers in the library are welcome and appreciated.** The library checks out free reading books, research materials, and textbooks to students at no charge. However, families are responsible for paying for lost or damaged books. Many families like to donate books to the school library in honor of children's birthdays. Please see the Library Coordinator for ideas.

### MUSIC PROGRAMS

Music is part of the curriculum for all students at Edison. With funding from SMMEF, Edison provides a vocal music program in Spanish for students in TK, Kinder, 1<sup>st</sup> and 2<sup>nd</sup> Grades. The District provides 3<sup>rd</sup> graders with general music and offers 4<sup>th</sup> and 5<sup>th</sup> graders instrumental music or choir. Students receive grades in music as they do in other subject areas and behavior expectations are the same in music classes as in the classrooms.

### SPECIAL EDUCATION PROGRAMS

SMMUSD offers a variety of services to ensure that all students have the opportunity to succeed in school. Our Special Education staff includes a bilingual speech pathologist (Ms. Danielle Drosdick), bilingual school psychologist (Ms. Christina Khoury), and a bilingual Specialized Academic Instruction (SAI) teacher (Ms. Deniz Oyman). This team can provide assessment for students experiencing problems with learning to determine if a child has a qualifying learning disability and meets eligibility criteria for Special Education. Edison offers a Specialized Academic Instruction (SAI) program that serves students in Pre-K to 5<sup>th</sup> grades who have identified learning disabilities and a speech program for students with identified speech and language disabilities. Additional services detailed in an IEP are provided by other specialized staff from SMMUSD as needs are identified. If you have questions about special education, contact Principal Orum or the SAI Teacher.

## TECHNOLOGY

Each classroom is equipped with eight computers and a printer, linked together in a school-wide network. Classrooms are also equipped with SmartBoards, document cameras, LCD projectors and a voice amplification system for the teacher. Additionally, each classroom in grades 1-5 has a cart of laptops or Chromebooks for lessons when more classroom computers are needed. Edison also has a computer lab available for whole class media projects and a mobile lab of tablets. Internet content is filtered and access to inappropriate sites is blocked.

SMMUSD has policies for student use of the Internet and of school technology resources. All students and parents must review and sign this policy annually and failure to respect technology use guidelines may result in suspension of a student's privileges to use school technology resources. The Internet and our computers are valuable educational tools and are to be used for instructional purposes only at school, always in a purposeful, guided and supervised manner. Unsupervised "surfing", checking e-mail, or checking personal pages in on-line communities are not allowed. We teach about these policies and appropriate use of the equipment at school, but ask that you also review these policies carefully with your children.

## TESTING AND ASSESSMENT

Students at Edison are assessed periodically in a variety of ways to determine their progress towards grade level standards and their development in both languages. In addition to on-going assessment by teachers, students take periodic district evaluations in language arts, writing and math. Students in grades 3-5 participate in the required state testing program and take the California Assessment of Student Performance and Progress (CAASPP) tests in English language arts and literacy and math. These computer-based tests are given only in English and are spaced over several days to avoid fatiguing students. Please do your best to avoid absences during testing windows.

## ARTS PROGRAM

Through a partnership between the Santa Monica Malibu Education Foundation (SMMEF) and PS Arts, Edison is able to offer instruction in the arts as part of the core instructional program. All students have weekly arts classes, conducted in Spanish by [our PS Arts Artist in Residence Martha Ramírez Oropeza](#). Students receive both theater arts and visual arts during the year and there are opportunities offered for parents to come and see performances or informances of student work.

## TITLE I

Title I is a federally-funded program to assist schools serving a high number of students from low-income families. Title 1 supplements the regular school program to ensure academic success. Edison is designated as a school-wide Title I school. We use our Title 1 funds for many instructional purposes including the hiring of reading specialists, technology to support learning, parent education and support, and extra support academic classes. Our School Site Council reviews and approves Title I budgets.

## PARENT AND FAMILY INVOLVEMENT POLICY

As a community dedicated to the informed involvement of all parents, Edison has developed a written parental involvement policy with input from parents. Input is gathered each year from parent groups, town hall meetings, and via an annual parent survey. The Edison Site Council is charged with reviewing input and revising policies as needed. As a school with a schoolwide Title I program, all our parents are Title I parents and we dedicate some of our Title I resources each year to helping parents be informed, equipped to support students, and able to participate as partners with the school. Because we are a school rich in diversity, Edison has developed a set of Guiding Principles to help all who work with parents, special events, or fundraising construct programs and events that are accessible and respectful to all parents. These Guiding Principles are shared with all PTA and ELAC Board Members and all Site Council Members and may also be found on our school web page.

## FAMILY-SCHOOL COMMUNICATION

Parent concerns or questions and fostering strong family-school communication are very important to our school. We want to hear from you and be helpful in directing you to information you may need or help resolve a problem. Our staff will try to respond as quickly as possible to parent questions or concerns. Please help us do this by leaving a clear message with your name, your child's name, your contact information and when it is best for us to contact you. While any of us will happily refer you to the person who can best respond to your request, the following information is offered to help you determine who might be the best person to contact with different concerns.

Your child's teacher is the primary contact point for questions or concerns about your child's progress. Each teacher shares the best ways for parents to contact him/her in welcoming letters and during Back to School Night. Teachers all have voicemail and e-mail and reserve time to answer parent questions and talk with families about concerns. The principal has also blocked out time each week in her schedule to address individual parent questions about schoolwide issues or concerns that remain after an initial discussion has been held with the classroom teacher. We try to schedule appointments during these hours both to provide ample opportunities for communication with parents and to reserve significant time for the principal to be in classrooms to observe instruction and assist students and staff members.

The steps below are the best ways to get answers to your questions or have important and/or confidential conversations about your child.

1. For questions related to your child's academic or social progress, a concern about problematic peer relationships, a concern about homework or anything occurring in the classroom, please contact your child's teacher first. Likewise, if there is something going on in your child's life that may affect his or her classroom performance or emotions, it is often helpful to share this with the teacher so that he or she can keep an eye out and provide support for your child. Most concerns can be best addressed and resolved at this level.
2. If you have questions about ELAC, community or school resources and programs, volunteering at school, or programs provided through our parent groups, or applying for Kindergarten, or would like support in a meeting with school staff, Edison's Community Liaison can assist you (ext. 61-312).
3. If you need to report an absence, inquire about your child's attendance record, schedule a conference related to an attendance/truancy warning notice, complete independent study forms, or request school records, please contact Edison's Senior Office Specialist (ext. 61-348).
4. If you have a question or concern that may require the support of a counselor, contact Edison's School Counselor (ext. 61-319)
5. If your question or concern is about one of the site-based child care or afterschool enrichment programs on our campus, please contact CREST site coordinator (ext.61-206) or primary childcare staff at (61-110, 61-109, or 61-108)
6. If your question or concern is about an event sponsored by the Edison PTA, you can leave a message for the PTA President with the front office.
7. If you have a question about school policy and services or if you have not been able to get your questions or concerns addressed by other staff, please let the principal help you. Office Manager Alicia Alvarez (ext. 61-349) can schedule an appointment for you. If you share some information about your question or concern, Ms. Alvarez can make an appointment for an appropriate amount of time to address your concerns, or direct you to another staff person who may be able to best address your question. If your purpose in meeting with the principal is related to a concern about your child's teacher, it is District policy to ask you to first meet with your child's teacher to try to resolve the problem or issue at that level before meeting with the principal. If your call is about an urgent, time-sensitive, or confidential matter, please make Ms. Alvarez aware of that so we can schedule a meeting as quickly as possible.

Please don't hesitate to contact us if there are concerns that affect your child. If the above information does not answer your question about who to contact, start with Ms. Alvarez at ext. 61-349 and she will route your call appropriately. We want to partner with you in supporting your child. Don't hesitate to call or wait until a small problem becomes a large one.

## **OPPORTUNITIES TO STAY INFORMED**

### **BACK TO SCHOOL NIGHTS**

Back to School Night provide an opportunity to visit school and learn about important programs, projects, and policies for the school year. Information about grade level standards, parent communication and support plans, expectations about homework and behavior, and the academic program are provided during classroom meetings. *This evening is for parents and, if at all possible, students should not attend.* Students who do

attend must remain with their families at all times. During the 2016-2017 school year, Back to School Nights are scheduled on August 30 (for Pre-K, TK, Kindergarten, First and Second Grades) and on September 6th (for Third, Fourth, and Fifth Grades). Both days are minimum days. There is typically food for sale on campus before the event to make it easier for parents to feed the family before the event.

### **CHATS WITH THE PRINCIPAL**

These informal chats give parents an opportunity to talk with the principal about schoolwide events/initiatives and ask questions or share general concerns or propose ideas. The dates of these chats are announced in *El Semanario*.

### **FALL CONFERENCES**

Information on individual student progress is shared with all parents/families formally during **Fall Conferences**. **Conferences are scheduled this year from November 7-10, with a pupil free day on Friday, November 4, 2016 for parent conferences during the day. There will also be minimum days on November 7-10 for afternoon appointments with teachers. Fall Conferences are individual appointments scheduled ahead of time. Check the grade level bulletin board for a sign up list for your child's classroom.** If you cannot arrange a conference during Fall Conference Week, please call your child's teacher to make another arrangement. We want to conference with every family in the fall. If your child is working below grade level at the Fall Conference, the teacher will work with you to develop an Academic Improvement Plan and plan follow up monitoring conferences.

Conferences with teachers may also be arranged at any time during the year by leaving a message for the teacher in the school office or leaving a voicemail or email request. Please give the teacher a reasonable amount of time to respond and find a mutually convenient time to meet.

### **OBSERVATION IN CLASSROOMS**

Observing a typical day in your child's classroom can often give you a better understanding of his or her experiences during the day. District policy limits observation visits to 20 minutes and asks that you arrange observations at least 24 hours in advance so as to reduce disruptions. Make arrangements with your child's teacher. If you have more time and would like to explore being a classroom volunteer, please talk with your child's teacher and contact Edison's Community Liaison for a volunteer application and screening, a volunteer training workshop, and information on how to obtain a valid TB clearance.

### **OPEN HOUSE**

Because parking is limited around our campus, there will be two Open Houses in the spring of 2017, one for students in Pre-K, TK, K, 1 and 2 on May 18 and the other for students in grades 3-4-5 on May 25. Open House is a special night when your child can show you his/her classroom, their portfolio of student work, and the work the class has been doing. It is an informal time to talk with the teacher and look at the classroom.

### **REPORT CARDS**

Progress Reports are issued at the end of the first semester to provide parents with an update on the progress your child is making toward meeting grade level standards. Please note that not all topics are introduced in the first semester and the rigor and complexity of work will increase as the year goes on. If there's anything you don't understand about the report card or if you have concerns, please contact your child's teacher. Report Cards go home at the end of the school year and provide comprehensive feedback on student progress relative to state standards in key areas.

### **SCHOOL NEWSLETTER: EL SEMANARIO**

Information about events and school issues is provided via a weekly school newsletter *El Semanario*, sent home with students each week in the Wednesday packets. The newsletter is also posted electronically on the Edison Amigos listserv, on our web site at [www.edison.smmusd.org](http://www.edison.smmusd.org), and on the PTA website [www.edisonamigos.com](http://www.edisonamigos.com).

### **STUDENT SUCCESS TEAM (SST)**

If there is a concern about student progress or needs that could benefit from the input of school specialists and the principal in addition to the classroom teacher, either parents or teachers can request a meeting of the Student Success Team (SST). Parents can make this request through their child's teacher. This is an opportunity to air concerns, share information and progress and brainstorm ways of meeting those concerns. Typically the team makes an action plan that may involve actions at home, in the classroom, or by other school specialists – and schedules follow up meeting to monitor progress. Sometimes the SST recommends assessment for possible learning disabilities.

**EDISON WEBSITE --** The school website also has information about school policies and events and contains archived copies of the school newsletter, *El Semanario*.

The webpage ([www.edison.smmusd.org](http://www.edison.smmusd.org)) also contains staff contact information, links to student on-line learning programs, and a link to our school video.

**PTA COMMUNICATIONS** – In addition to information from the school, the Edison PTA maintains a website with school information ([www.edisonamigos.com](http://www.edisonamigos.com)), operates an e-mail list-serve that you can use to receive electronic copies of the Wednesday packets and receive other announcements, sends out a weekly e-Blast, and operates a Facebook page. You may want to connect with some of these electronic media information sources for additional information about school, PTA and community events.

## PARENT ORGANIZATIONS

### ENGLISH LEARNERS ADVISORY COUNCIL (ELAC)

This group of parents advises the principal and faculty on matters affecting the school's program related to the education of students who are learning English as their second language -- English Language Learners (ELLs). Parent education is often featured at the group's meetings. All parents are welcome to attend; the meetings are generally *conducted in Spanish with translation to English available*. Meetings are generally held the 2nd Wednesday of the month at 8:30 a.m. in the Community Room. For more information contact Edison's Community Liaison.

### EDISON PTA (PARENT TEACHER ASSOCIATION)

The PTA is a non-partisan organization devoted to improving the educational opportunities for all children. Members of the PTA have the opportunity to serve as officers on the PTA board and vote on Association matters. Board members and appointed committees are responsible for organizing PTA community events, parent education events, enrichment activities like assemblies and field trips, school beautification projects, and fundraising activities. Aside from fun, enrichment, and fundraising, the Edison PTA is a strong advocate for every child and a voice at the School Board, the State Legislature and in Washington, D.C.. Annual membership dues are very modest, a portion of which goes to our District Council, to State PTA and National PTA to help our legislative effort. PTA Association meetings are generally held on *the third Wednesday morning of each month at 8:30 am*. Meetings are conducted bilingually and all parents are welcome and encouraged to attend. Topics discussed are matters of importance to all parents. The PTA Executive Board also meets monthly, generally on the first Wednesday of the month in the Community Room at 6:00 p.m. Observers

are welcome. Meetings are conducted bilingually depending on the language needs of the group in attendance, and child care is provided. For more information about PTA Activities, contact 2016-2017 President Magdalena Grijalva and Vice President Maria Loya

**ROOM REPRESENTATIVES** -Parents from each classroom volunteer to serve as room representatives (Room Reps) under the direction of the PTA. Room Reps periodically phone or send home a monthly note to inform parents of classroom activities, teacher needs, or school events. Room Reps serve as a special link between the teachers and the families. At Edison, each classroom needs a Room Rep who speaks Spanish and a Room Rep who speaks English.

**SCHOOL SITE COUNCIL** – The School Site Council is made up of the principal, and teachers, staff members and parent representatives elected by their peers. Members have staggered terms and are elected each Fall. The School Site Council meets monthly on Wednesday afternoons during the school year to develop the Single Plan for School Improvement (SPSA), make decisions about how to use discretionary funding to support school goals, monitor the implementation of the plan, solicit and review input from stakeholders, and review evaluation data. All parents are welcome to attend School Site Council meetings and may address the group during public comment. Meeting agendas and minutes are posted on the in the office and in the Parent Information Center in the Breezeway and on the school web site.

## VOLUNTEER OPPORTUNITIES

Parent volunteer assistance is greatly appreciated. **We ask all parents to make it a goal to give at least 20 volunteer hours to the school each year.** Assist in classrooms, with fundraisers and festivals, or with the many other tasks that it takes to sustain a high quality school. Whatever your schedule and skills, there's something you can do. First time volunteers should fill out a volunteer application and attend a volunteer training.

For the protection of our students, all volunteers must complete the volunteer training and background check, and complete a TB test. This includes parents who want to volunteer by helping to chaperone field trips. Contact the school nurse for assistance with the TB test. Volunteers who work directly with children are always supervised by a member of the school staff. Volunteer applications are good for four years – as long as a valid TB test is in force and parents comply with school volunteer policies. Background checks are updated

annually. If you are new to Edison, please attend the Volunteer Training Meetings early in the school year, fill out an application, and see the nurse about a TB test. When you are volunteering, you must sign in and pick up a badge in the school office and wear it while on campus.

## **FUNDRAISING AND DONATIONS**

Edison has many enrichment programs that have traditionally been funded by monies raised through the Edison PTA. Beginning with the 2014-2015 school year, the Santa Monica Malibu Education Foundation (SMMEF) assumed responsibility for some of these programs to ensure that they were provided equitably across SMMUSD without regard to the income level of the families at the school. All of our bilingual instructional assistants, and most of our arts programs (theater, visual arts, K-2 choral music, and dance) are supported by SMMEF. Additionally, our school receives a Stretch Grant from SMMEF that the School Site Council allocates to address school needs. To ensure that these important programs continue each year, Edison families contribute directly to SMMEF (in whatever amount is comfortable for each family) and the Edison PTA dedicates a percentage of all fundraising activities to SMMEF.

Additionally, the Edison PTA continues to provide important resources for things that enrich and support Edison students, including: field trips, assemblies, extra instructional supplies, after-school support and enrichment programs, technology programs that can be accessed from school and home to support learning, supplies for physical education, arts, and the theater program, and school safety and beautification supplies. To support these programs, the PTA holds a variety of fundraising events during the year and seeks direct donations from families. While there is the suggestion that families give the equivalent of one month of what they paid for pre-school or child care, families donate the amount that feels comfortable to them. All donations – to either SMMEF or the Edison PTA -- are entirely voluntary and may be made anonymously. Employers sometimes match employee contributions, so let the PTA Treasurer know if you need documentation of your contribution to secure a matching grant. The PTA tries to offer a range of opportunities to contribute so that each family can find the ways that best suit their budgets and preferences. The PTA will be publishing a list of 2016-2017 fundraisers so you can plan how you would like to participate.

### **SCHOOL-PARENT COMPACT 2016-2017 SCHOOL YEAR** – Every year Edison parents, students and the

school enter into a compact that describes the responsibilities of each party. A copy of the 2016-2017 compact will be included in the first day packet and should be reviewed, signed and returned as soon as possible. The text of that compact is included below.

The Edison Language Academy and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA) agree that this compact outlines how the parents, school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve California's high academic standards. This compact is reviewed annually by the School Site Council and at the Annual Town Hall Meeting with opportunities provided for parents to give input on proposed revisions. As a collaborative learning community, we have unique roles to play in helping all our students learn to high standards and all of our members strive to treat each other with respect.

#### **School Responsibilities: The Edison Language Academy will:**

- Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's academic achievement standards;
- Hold parent-teacher conferences annually in the fall during which this compact will be discussed as it relates to the individual child's achievement;
- Publish in both Spanish and English a Parent Handbook that details school policies and procedures, and provide an annual calendar with regular parent meeting times. The school also provides weekly information for parents on school activities, parent education and opportunities for involvement;
- Provide parents with reports on their children's progress according to the report card dates scheduled by the Santa Monica-Malibu School District;
- Notify parents of attendance problems and confer as needed with parents in an effort to resolve questions about attendance and improve regular and on-time attendance.
- Provide parents with reasonable access to staff. Staff will be available for consultation by appointment during after school hours; and
- Provide parents opportunities to volunteer and participate in their child's classroom, and to observe classroom activities according to state law and district policy. Parent volunteers must comply with the district's volunteer policy. Parents arrange

volunteer times with their child's teacher and observations with the school office.

**Parents or Guardians will support children's learning by:**

- Making sure children get to school on time, attend school regularly, and are only absent when ill;
- Making sure children are adequately rested for school;
- Making sure children have breakfast before class begins (either at home or in the school cafeteria);
- Establishing and enforcing regular routines for helping children complete school homework each day;
- Reading with children and/or listening to children read and making sure children regularly read independently;
- Helping children access reading books in English and Spanish by taking him/her to the library;
- Limiting amount of television, video games, and social media after school;
- Volunteering in the school or in the classroom when possible;
- Attending periodic school meetings and conferences with their student's teacher;
- Participating, as appropriate, in decisions relating to their student's education;
- Staying informed about their student's education and communicating with the school by reading notices from the school or the school district and responding, as appropriate; and
- Participating to the extent possible in family education offerings, parent committees, and school-wide events.

**Students will contribute to their own learning by:**

- Coming to school ready to learn and making learning the priority at school;
- Completing homework in a timely fashion – including reading independently every day;
- Asking questions when they do not understand;
- Promptly giving parents or guardians all school notices and communications; and;
- Following school safety rules and behavior guidelines.