



2018-19

Main Contact Information

Telephone: (239) 334-6232

Fax: (239) 332-3474

After School Daycare: (239) 357-5858 (after 2:30 PM)

Address: 2401 Euclid Avenue, Fort Myers, Fl. 33901

Operation Hours and Important Times

School: 7:55 AM - 2:10 PM

Office: 7:25 AM - 3:15 PM

Before School Program: 6:30 AM – 7:25 AM

Afterschool Program: 2:10 PM-6:00 PM

7:25 AM- Buses start to arrive - students may enter classrooms or attend breakfast

7:50 AM- First Bell- Morning announcements/Café stops serving breakfast

7:55 AM- Second Bell - Students must be in class seated by this time

2:10 PM- Dismissal

*At Edison Park Creative & Expressive Arts Elementary School,
We Believe!*

School Mission

The mission of Edison Park Creative & Expressive Arts School is to celebrate diversity, encourage creativity, and nurture a love of learning in pursuit of excellence.

School Vision

To prepare every student for success

School District Mission

To ensure that each student achieves his/her highest personal potential

School District Vision

To be a world-class school system

At Edison Park all students are provided:

- a strong academic education with emphasis on reading and writing
- problem solving and inquiry skills
- knowledge, appreciation and application of the fine arts
- opportunities to learn the value of cooperation and teamwork
- a knowledge base and application of technology
- an understanding of democracy and how it works

The Edison Park team:

- helps every child develop a healthy self-esteem through continued academic and artistic success
- teaches the value of honesty, kindness, self-discipline and respect for others
- increases participation of community/parent/school partnerships

Edison Park is a school where:

- cultural diversity is valued
- every child experiences success every day
- success is a product of hard work
- the environment is loving, challenging and supportive

Dear Parents and Students,

The staff at Edison Park Creative and Expressive Arts School welcomes you to the 2018-19 school year! Our theme this year is “Take Learning to the Next Level.”

Please use this planner as a reference. Inside you will find a copy of our calendar, school procedures, rules and expectations so you and your child can review them together. It is very important that you are fully informed regarding standards related to Edison Park for a safe and productive school year.

We look forward to partnering with you to challenge our children to achieve their highest potential. We recognize that in order to be successful, our children need support from both the home and school. A strong partnership with you will make a great difference in your child’s education. As partners, we share the responsibility for our children’s success. We ask that you guide and support your child’s learning by ensuring that he/she:

- 1) Attends school daily and arrives on time, ready for the day’s learning experience
- 2) Completes all homework assignments given by teachers
- 3) Reads daily to develop a love for reading and to improve literacy skills
- 4) Shares school experiences with you so that you are aware of his/her school life
- 5) Informs you if he/she needs additional support in any area or subject
- 6) Knows that you expect him/her to succeed in school and go on to college

Please consider joining our school volunteer program as our students can greatly benefit from your involvement. We seek volunteers to help us with the following activities:

- 1) Teacher-led instructional support, usually in the classroom
- 2) Reading with children who need extra help
- 3) School-wide events
- 4) Student recognition events
- 5) Outreach and recruitment of parent and community volunteers

The mission of Edison Park Creative & Expressive Arts School is to celebrate diversity, encourage creativity, and nurture a love of learning in pursuit of excellence.

Our school vision is “To prepare every student for success”.

We feel privileged to be a part of this school family. Thank you for your support.

An electronic copy of this handbook and calendar is available on our school’s website at <http://epe.leeschools.net/>

Cherise Trent

Principal

Attendance Policy

OFFICE OPENS AT 7:25. All students arriving prior to this time will need to enter near the lunchroom/media center East bldg. door. ALL DOORS ARE LOCKED AT 7:50 AM ENTRY WILL ONLY BE THROUGH FRONT DOORS.

A tardy pass is given when a student is not in their seat at 7:55 ready to begin their day. Students will not be able to enter their classroom without a pass.

Parents should notify the school if a child is going to be absent or late for the day. If the school has not been contacted by 9:30 am, the school shall contact the parent to discuss the absence. Attendance at school is vital to a child's educational experience. It is important for a child to attend school every day unless he/she is sick. Students may not leave school during the school day without permission. Students are never permitted to go home alone during school hours. This is for their safety.

The School Board of Lee County believes that regular and punctual school attendance is crucial for a student's academic success. Parents are responsible for their child's daily school attendance. All rules will be followed in accordance with School Board Policy 4.16 Student Attendance.

Below are excerpts of the policy that everyone must follow:

- **Early Sign-Outs** are defined as a parent or guardian signing out a child before the end of the school day. **No student shall be released within the final 30 minutes of the school unless the principal/designee determines it is an emergency.** Excessive early sign-outs will be addressed on a case-by-case basis to determine if there is a pattern of non-attendance. Unless excused under the provisions of this policy, accumulated early sign-outs will be recorded as unexcused absences.
- **Excused Absences**— Excused Absences may be due to:
 - Illness or injury of the child or the child's family member which requires hospitalization or bed rest.
 - Physician or dentist appointment.
 - Infectious disease or parasitic infestation.
 - Funeral service, memorial service, or bereavement upon the death of the child's family member.
 - Life-threatening illness or injury of the child's family member.
 - Compliance with a court order (e.g. visitation, subpoena).
 - Special educator or related services as defined in 10 U.S.C. 1401 (2004) for the child's disability.
 - Observance of a religious holiday or service, because the child's or parent's religion forbids secular activity on the instructional day.
 - Make-up work for credit and grade is allowed for all excused absences. Immediately upon return to school, the student will be given the number of days absent plus one additional day to make up all work missed.
- **Unexcused Absences** – Absences not excused as defined above, are considered unexcused.
- **Tardiness** is defined as a student not being in the classroom when the class is scheduled to begin. Parents must follow the same process to excuse a tardy as they do to excuse an absence. Unless excused under the provisions of this policy, accumulated tardiness will be recorded as unexcused absences.
- **Non-attendance** - If the student exhibits a pattern of non-attendance (excused or unexcused), principals may request documentation for subsequent absences. Non-attendance for instructional activities is established by excessive tardiness (6 or more), early sign outs, or absences for all or any part of the day. Absences, excessive tardies or early sign-outs may result in the following interventions:
 1. A parent conference with the principal/designee
 2. A student conference with the principal/designee
 3. A referral to the Child Study Team or Attendance Review Committee
 4. A referral to the School Social Worker

Students shall not be treated differently with regard to attendance on the basis of their race, color, sex, age, disability, sexual orientation, national origin, or religion. Review the entire policy:

<http://www.leeschools.net/board/policies/>

Campus Information

Café

Breakfast is served from 7:25 to 7:50 A.M. Lunch times on class schedules.

***Lunch is served one hour early on performance and early dismissal days.**

**Parents are welcome to have lunch with only their child in the café or the courtyard.

This year, a new federal program will offer **free** breakfast **AND** lunches to all students regardless of their family income at Edison Park. **If** a student wants extra items, they will be charged the à la carte price. No longer will families need to fill out paperwork and financially qualify for either free or reduced lunch. Monies to pay for extras can be prepaid by checks made payable to *Edison Park Elementary* (please do not include payments for anything other than lunches on this check) or online at: <http://mylunchmoney.com>.

*We **MUST** have a **WRITTEN DOCTOR'S NOTE** if your child has allergies that prevent them from drinking or eating specific items.

Lunch Room Expectations

- Use kind words.
- Use your table manners.
- Stay seated. Raise your hand if you need anything.
- **No Glass bottles, soda, gum or candy are allowed.**
- Food may not be shared, (a safety precaution due to allergies).
- Food must be eaten or packed away before leaving the table.
- Students will be assigned tasks on a rotating basis (sweeping & wiping tables).

Lunch Room Process

- Students enter and walk to table or lunch line.
- Extras are purchased when going through line.
- Sit facing the table with feet on the floor.
- Use a quiet voice to talk at your table.
- Noise decibel level is monitored electronically.
- When noise level is too loud, a warning is given.
- When noise level is exceeded, a 2 minute silent lunch is put in effect.
- Students may be moved if rules are not followed.

Locked Doors

Prior to 7:25, the only entry to school is through the morning care doors in East Building. If you have an early meeting, please enter through East doors. Any student arriving early must be in the early morning Before Care Program for a fee. At 7:25 the parent drop off area is opened and students may enter at drop off.

Lost and Found

The lost and found is located in the cubbies near the library and is accessible during aftercare hours. Please label all outer clothing, book bags and lunch boxes on the inside to help items be identified. Unclaimed clothing/items will be disposed of at the end of each quarter.

School Parties

Parties will be arranged by individual classroom teachers. Birthday "snacks" cannot be homemade (due to allergies) and must be pre-arranged with the teacher and served in the cafeteria or outside. To maintain confidentiality of school records we will not be permitted to provide lists of student's names. Please do not send birthday or other invitations to school unless all children are invited from the class.

School Property

Students are responsible for damaged or lost library books, textbooks, dance shoes, props or technology assigned to them. Therefore, the student or student's parent must pay the purchase price of any instructional material the pupil has lost, destroyed, or unnecessarily damaged.

The School Store

The school store is open on Tuesday, Wednesday and Thursday mornings from 7:30 to 7:50 a.m. Students may purchase pencils, crayons, paper, erasers, folders, glue, school shirts, etc. Additional School planners and parent pick up hang tags may be purchased through the office for a nominal fee.

Edison Park Daycare Program

Telephone: (239) 357-5858 (after 2:30 PM)

The goal of the Edison Park Afterschool Daycare Program is to meet childcare needs while providing a safe, instructional and fun-filled experience for children. Children must be registered prior to attending.

Fees/Payments/Hours:

Before School Program Hours: 6:30-7:25 am & Afterschool Program Hours: 2:10-6:00 pm. **Afterschool program is closed on all early dismissal days.**

Program rates: Annual Registration fee of \$20 **per family**. Before School: \$2 **per day per child** paid upon arrival. Afterschool: \$12.00 **per day per child**/\$10.00/sibling. The After School Program works on a pre-pay basis. At 2:30 pm students will be signed into daycare and accrue afterschool program charges.

- ***Fees are due every Monday prior to attendance** and you must pre-pay the entire week of your child's attendance. Now accepting credit card payments!
- Children will NOT be accepted into the program with an unpaid balance. Please be aware, if your account becomes past due, you will be called to pick up your child. Unpaid balances are subject to collection and may prevent your child from participating in our Extra Curricular School activities.

Following: The Florida Constitution Article VII, Section 10, Pledging Credit **The State of Florida Constitution Article 17 does not allow a governmental agency to extend credit.**

Emergency/Safety Procedures

The School District of Lee County emphasizes the importance of providing a Safe, Secure and Healthy Environment for all. It is important for our families to know that safety for our children, employees and community is our priority. We work closely with local, state and federal agencies to ensure that our School District meets regulatory requirements and utilizes preventative safety measures. Schools regularly participate in emergency drills in order to be prepared in an emergency situation. We follow all district procedures for drills and emergencies. Staff are trained in active shooter, OSHA precautions and student safety annually. Safety is our priority. ***Parents please understand for safety purposes there is a formal procedure on how students will be released during emergency situations.**

School Closings

The School District of Lee County will always consider student and staff safety of primary importance when making a decision to close schools when severe weather threatens. Unless there is a clear threat of danger, the decision to close schools will be made in the early morning, and announced through NBC-2, WINK, ABC-7 TV morning news shows, district based communication system and via NOAA Weather Alert Radios. Parents should listen to local media beginning at 5:00 am for the latest information pertaining to school closings during severe weather months.

Bomb Threat Drills

All students and staff members will evacuate to the Edison Home Parking Lot. Drills are performed twice a year.

Fire Drills

Signal for fire drill: Voice with strobe and alarm alerting you to exit the building. Fire drills are required by State Law and are performed monthly.

Lockdown Drills

Doors are locked and no one will be allowed into classrooms. Drills are performed monthly.

Tornado Drills

A tornado warning will be given verbally over the intercom. Students will take protective cover under a desk and away from windows or glass. Classes on the second floor will proceed to their appropriate safety locations downstairs. **Edison Park Elementary has an NOAA Weather Radio with tone alert capability to allow office staff to disseminate tornado WATCH and WARNING alerts.**

Dress Code

Personal appearance shall not detract from the educational process. The following establishes the minimum acceptable standards for student dress to be interpreted and enforced by the principal or designee. We encourage all students, staff, volunteers and mentors to dress suitably and maintain a clean, orderly appearance at all times. At school, the principal has final authority to determine whether dress is appropriate or deemed disruptive to the learning environment. Our goal is to maintain focus on learning and the dress code will provide our students with a feeling of Edison Park pride. **Parents may be required to bring a change of clothes for the child. The code of conduct will be followed regarding dress code procedures and violations.**

Shirts



- Shirts or blouses shall be appropriately worn/fastened in accord with the design of that shirt or blouse.
- Girl's blouses made to be worn out are acceptable as long as they are not past fingertip length.
- Long, oversized jerseys are prohibited.
- There will be **no** spaghetti straps allowed. This also includes dresses for graduation or off campus field trips. No bare midriffs (If student's hands are raised, no midriff should be exposed.)

Shorts/ Pants/ Skirts/ Skorts



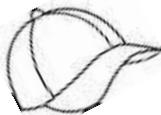
- Pants should fit properly and be fastened at the waist (a waist tie will be provided, if necessary).
- Pants with holes, tears, etc. may not be worn if determined to be disruptive.
- Pants that are baggy enough to cover the student's shoes are unsafe and prohibited.
- All bottom attire must be fingertip length or longer at all times, (field trips, AR celebrations, etc.). Clothing that exposes underwear is not permitted.
- Leggings may only be worn under dress code attire (skirts or shorts).

Shoes



- For maximum safety and participation in physical education and recess: **NO OPEN TOED SHOES, CLOGS, SANDALS/FLIP FLOPS, CLEATS, HEELYS, PLATFORM/ HEELS (over 1")** will be allowed. Shoes must be worn at all times.
- Dance shoes are required for dance class. They must remain at school in order for students to be prepared for dance class. Information will be provided to your child regarding the type of shoe and locations for purchase.

Miscellaneous



- Hats are only to be worn outside.
- No symbols, emblems, badges, or insignias to be worn that represent or promote: alcohol, drugs, tobacco, gang or cult relations, or obscenities.
- No make-up is allowed unless it is for a performance and requested by the school.
- Jewelry may not be distracting to self or others. This will be determined according to teacher judgment.
- Only natural hair colors are permitted at school (green, purple, blue, etc will not be allowed).
- No artificial nails allowed.
- For safety reasons no purses, suitcases, or backpacks with wheels will be allowed.
- No Gum Chewing on campus.
- No Purses

Health Services

Edison Park receives the services of a registered professional school nurse one day per week. The school nurse is available to assist parents and students with the management of student's health conditions in school. Students who become ill or injured in school will be cared for in the school clinic by the Clinic Assistant until parents can be contacted. As a part of the School Health Services Program, students will receive their Health Screening if they are in grades K, 1 or 3, including height, weight, vision and/or hearing.

Ability to learn can be affected by vision, hearing or general health. Health screening tests are not diagnostic but are designed to identify students who may have a health problem of which they are not aware and that needs further evaluation by a doctor or other health professional. The school nurse will notify parents of any problems that are found.

Illness at School

It is important that the clinic and office staff know who to contact in case of an emergency or illness at school. **Be sure to fill out and return your child's emergency form in as soon as possible, with all important information** and return to their teacher. It is extremely important that you notify the office when any information such as address, phone number, work number or custody changes occur.

If a child has a chronic illness such as asthma, or an allergy, it is the parent or guardian's responsibility to give this information to the teacher and clinic personnel. School is not the place for a sick child. Our clinic facilities are limited. If a child is sick, it is better for him/her to stay home.

*Fever with behavior changes or illness (Fever is an elevation of body temperature above normal.) When a fever is elevated to 100 degrees or more, a child must remain at home for 24 hours after temperature returns to normal per district policy.

You may notify the school in writing if you wish to receive a phone call if your child is sent to the clinic. Per district policy, the following procedures will be followed if your child needs medication administered at school.

Medication

Ideally, medications would be given at home, but we understand that it is not always possible. We can accommodate most medications, including both routine and as needed medications for ADHD, allergies, asthma, etc.

1. Parent AND physician consent must be obtained before any medication can be administered at school. Contact the School Nurse or Clinic Assistant to get the appropriate forms. **Medications must be dropped off by an adult, never a child.**
2. Prescription medications must be brought to school in the **original** container with a pharmacy label and will be kept in the school clinic.
3. **ABSOLUTELY NO OVER-THE-COUNTER MEDICATION** (i.e. aspirin, aspergum, cough drops, cough syrup, decongestants, etc.) will be given without consent from the doctor.
4. All medications **must** be picked up by an adult by the end of the last day of school, otherwise they will be properly discarded.

Parent Involvement

The strength of our school is enhanced by parent involvement. Active participation in a student's education begins at home by providing encouragement, support and supervision. In order to keep current with your child's development, we encourage you to communicate with his/her teacher periodically. The following provide other opportunities for you to be actively involved at Edison Park:

The School Advisory Council

SAC is composed of parents, teachers, an administrator and a community representative. The team will work closely with the principal and staff to: advise and assist with educational needs, establish priorities, inform and advise school staff of community conditions, and facilitate communications among school, parents and community. If you are interested in becoming a member of this team, please contact the school office. Check the calendar for meeting dates and times.

It is our hope that every parent will become a member of the **Edison Park PTA**. We also encourage grandparents, friends, and business associates to join. The common bond that draws us all together is the passion for our children and youth. Your membership is an investment in your child's future. Meetings and PTA sponsored activities will be held several times during the school year. Check the calendar for PTA meeting dates.

Student Led-Conferences

It is expected that every parent or guardian attends the student led conferences with his or her child. These are held the first and third quarters for grades 1-5. Kindergarten students will be notified separately. The teacher will notify the parent/guardian when their student led conference time is scheduled. The student led conferences are an opportunity for the students to be able to show you their progress, work and goals. The students will bring home information as those dates approach.

Visiting & Volunteering

If you have one hour, or many, to share with students and staff at Edison Park, please consider being a Parent Volunteer. Contact the teacher or school at 334-6232 to make arrangements. We enjoy having our parents visit and volunteer at our school. According to Florida State Law: All visitors must sign in at the office before going to classrooms and receive a visitor's badge. All visits should be arranged with the school ahead of time. If you would like to have a conference with the principal and/or a teacher, please call the office to arrange an appointment. Our school uses an electronic check-in system to ensure the safety of our campus. You must report to the front office to check in. Upon entering, you will be asked to present a valid, state-issued ID. Thank you for your cooperation.

Websites

School: <http://epe.leeschools.net>

School District: <http://www.leeschools.net>

Managing Café balances: <http://mylunchmoney.com>

Focus (Grades): <http://lee.focusschoolsoftware.com/focus>

Follow directions to log in on the websites. You have access to your child's school grades, attendance, lunch balances or other information. If you are having difficulty accessing ParentLink or Focus and finding the information you need, please contact your child's school and ask to speak to the "ParentLink contact person". These communication tools will keep you informed of your child's progress and school events.

Access to student applications: The students access all of their academic applications through [Http://launchpad.leeschools.net](http://launchpad.leeschools.net) Students use the same log in at home as they do in class. Students will be provided a log in sheet with summary of available applications.

Policies and Expectations

Behavior: PBS (Positive Behavior Support) Vision

Our school is committed to consistently supporting and developing a safe and positive environment, through shared accountability, where students will be equipped with social and behavioral skills necessary to be lifelong learners and successful citizens. Students and teachers are expected to follow the PBS Core 4 Principles:

- ***Be Respectful***
- ***Be Responsible***
- ***Be Safe***
- ***Be a Good Citizen***

Discipline

Edison Park is a **Positive Behavior Support (PBS) school**. Positive Behavior Support aims to build an effective school environment in which students learn that positive behavior helps them to be successful. It is a collaborative, assessment-based approach to developing effective interventions for problem behaviors and emphasizes the use of preventative teaching and reinforcement-based strategies to achieve meaningful and durable behavior outcomes. We expect our students to follow our Core 4 principles daily.

The main role of parents in discipline is to continually show the child that they are interested and supportive of how their child is doing in school, this gives the student an incentive to strive for excellence. Parents and caregivers will be asked to support the teacher in helping the child to learn a particular skill such as independence, remembering homework, or how to handle anger. Teachers are always available to offer suggestions and strategies with home behaviors.

Differences in Methods

Traditional Discipline:

Goal:

- Stop undesirable behavior through punishment

Focus:

- The student is the problem

Core Curriculum Goals:

- Prevent problem behavior
- Promote appropriate behavior
- Increase instructional time
- Enhance school safety
- Build a positive school culture

Positive Behavior Support:

Goal:

- Alter the environment to prevent common problems
- Replace problem behavior with appropriate behavior
- Teach new skills
- Reward the demonstration of appropriate behavior
- Use data to identify appropriate supports for students

Problem behaviors often occur due to:

- Skill deficits
 - Performance deficits
 - Skills are not taught in context
 - Skills are not rewarded and encouraged consistently
-
- To **learn a new behavior**, it needs to be repeated an average of **8 times**
 - To **unlearn** an old behavior and replace it with a new behavior, it must be repeated an average of **28 times** ~Harry Wong

Rewards/Reinforcements

Students are recognized for positive behaviors within the classroom and school-wide. Teachers reward positive behavior (following Core 4 Expectations) by signing individual's Core 4 tags. Each time a student's card is full, he/she is entered into the Core 4 drawing, winners from each class are announced on the morning news show. Students may choose prizes from the weekly drawing. Students are also rewarded within their classroom.

When a disruption happens, one or more of following interventions may occur:

a verbal cue/warning/redirection, reteach desired behaviors, a seating change, a time out, a time out in another class, documentation on the Behavior Intervention Form, student contract, peer mediation, loss of privileges, office trip, or referral.

Some behaviors may require immediate attention and student may be sent immediately to the office.

The school/home connection is key to a child's success.

Field Trip Policy

Participation in a school-sponsored extracurricular activity or field trip is a privilege. Therefore, it is communicated to the students that they must adhere to the Edison Park's Core 4 Expectations (refer to pg.9) to participate in the field trip. There will be a process followed for the students who do not meet these expectations and parents will be notified if their child is unable to participate. While on the field trip, the standard of behavior should exhibit pride, politeness, and responsibility. All students participating in extracurricular activities and field trips must comply with the *Code of Conduct for Students* (school Board Policy).

- **Lee County permission form must be signed and turned in by the deadline**
- Dress appropriately for trip - No phone calls home for the proper attire
- Monies may not be refunded
- Behavior directly impacts safety of our students, each student must demonstrate the ability to listen and follow rules and directions. Students may lose the privilege of participating in field trips due to behavior infractions.
- Principal has the authority to deny any trip
- Although parents are asked to attend for supervision purposes (depending on numbers, all parents might not be able to go). The teacher will select parents based on first notice given by interested parents.
- Students should remain in class until school is over, as there will be educational activities planned in class upon return.

Performances & Performance Expectations

School Performances:

- Kindergarten- Open classroom
- Grades 1, 3, 5- Play
- Grades 2 & 4- Dance performance
- Music Programs:
 - Winter Concert (December)
 - Music in Our Schools Month (Spring)
- Violin Programs

Performers are expected to:

- Return permission slips on time
- Attend **ALL** rehearsals and performances
- Bring in required materials/costumes by the assigned deadline
- Display appropriate behavior, audience and stage etiquette

Parent reminders:

Rehearsals are closed to outside visitors. A student's failure to follow performance expectations could result in a lowered art's grade, disciplinary action and/or dismissal from the performance.

Transportation Information

All dismissal changes must be in writing or called in to the office no later than noon on regular dismissal days and 10am on early dismissal days.

Bus Changes

Permission for a student to ride a bus other than the one assigned, or to get off at a stop other than the one assigned, will be approved only in cases of **emergency and must be in writing per district policy**. Riding other buses for the purpose of going home with friends, going to non-school meetings and clubs and other personal conveniences will not be approved. Students will be refused transportation if they do not have a School Bus Special Request Form signed by the principal. A permission slip may be obtained from the office; it must be filled out from a parental request. The permission slip must be given to the bus driver before they can ride the bus.

*Bus rules must be followed for safe travel. Students must be standing at bus stop 15 minutes prior to scheduled stop time.

*Bus Referrals may result in suspension of bus privileges.

Parent Drop-off Procedures

Parents must drop off their students in the designated area: East building if before 7:25 and front doors are now the parent drop off area (please refer to map on next page for more details). Parents who do not follow this process pose the risk of being ticketed by the city as it is randomly patrolled by officers. Walking your child to class is permitted in the first 10 days of school only. Use this time to acclimate your young children and teach them how to get to and from their classroom in a responsible and punctual manner. Please follow this procedure as it helps teach them independence and responsibility.

Parent Pickup Procedures

At dismissal (2:10 PM) teachers have assigned duties to aid students in getting to the proper place in a safe and timely manner. Parent pickup will be at the back of the school on Edison Ave.

At parent pickup please adhere to the following procedures:

- Students will not be permitted to leave with anyone other than the parent/guardian or individuals listed on the emergency card. (Some government agencies showing proper documentation do have authority).
- When a parent pulls up in the assigned parent pickup area and the car in front of them has a cone on their car, they should pull into the next row.
- Each vehicle should have a “parent pick up card” (available in the office) displayed with the student’s first name, last initial and grade level listed on it.
- Each grade level has a teacher standing with the students until all students have been directed to an appropriate cone for pickup.
- A staff member communicates, via Walkie Talkie, the cone number where students will wait for their ride (Cones 1-8).
- NO parent/guardian should leave their vehicle unattended at any time during this process.
- Any students remaining at PPU once all cars have left, will be escorted to the cafeteria (After School Program) where they will wait for pickup. Proceed to the East building’s parking lot and go to the cafeteria to pick up your student. **At 2:30 pm students will be signed into daycare and accrue afterschool program charges.**
- Please follow staff directions while waiting, safety is our priority.
- Please do not use your cell phone while in the parent pick up line.

Student Walker Procedures

- Students living under 2 miles are considered walkers. They will be dismissed from walker area following bus departure for safety reasons.

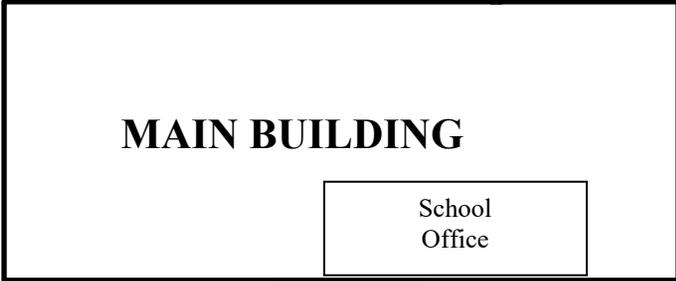
Edison Park School Map

Please Note: For your child's protection, the front door will be the only door that will remain unlocked after 7:55 a.m. daily.

EDISON PARK SCHOOL PARKING LOT
(You may park here)
(Parent Pickup Area)



Parent Pick up & AM Bus drop off

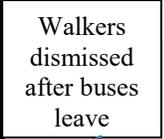


Secure Parking during school hours. Drop off for Before School Program. Pickup for afterschool program.

SCHOOL
(school hours)



Parking in spots near playground fence



Front of school: No parking on opposite side of road. No parking in loading zone marked area during a.m. parent drop off and bus p.m. pick up. Watch for signs.



This year's theme for our school is... Take Learning to the Next Level!

Having a school-wide theme provides a common purpose and focus. Students feel connected having a common goal and are empowered to learn and share their learning. This theme will help us complete our mission to celebrate diversity, encourage creativity, and nurture a love of learning in pursuit of excellence. Posted throughout our school are clearly defined expectations based on our Core 4 principles. Our theme is intended to inspire every child to find their passion and reach their fullest potential.

Auditorium Rules

Enter and exit in a straight, silent line.

Sit up straight with your feet on the floor.

Give your full attention to the performance.

Applaud appropriately.

Cafeteria Manners

Use your utensils and napkin.

Chew with your mouth closed.

Swallow before you speak.

Say please, thank you and you're welcome.

Eat over your tray.

Clean up after yourself.

Bus Rules

Arrive at your bus stop early and wait in a safe location.

Follow bus driver/ attendant directions at all times.

Remain on bottom in seat, wear seatbelt if one is available.

Promote positive/quiet conversation.

Student safety comes first.

Report inappropriate behavior.

Cafeteria Rules

Sit facing the table with feet on the floor.

Use a quiet voice to talk at your table.

Use kind words.

Use your table manners!

Stay seated. Raise your hand if you need anything.

Food must be eaten or packed away before leaving the table.



Hallway Rules

Classes walk in a silent single file line.

Small groups walk quietly and go directly to their destination.

Keep your hands to yourself.

Use quiet feet.

Line Manners

Keep your nose and toes facing forward.

Keep your hands and feet to yourself.

Stand one foot away from the wall.

Lines are silent and single file.

Follow line order.

Media Center Rules

Make quick and correct book choices.

Use a shelf marker.

Use a whisper voice.

Ask for help if needed.

Restroom Rules

Respect the privacy of others.

Wash your hands.

Keep the area clean.

Report any problems.