

## **WELCOME**

Welcome to Edison Local High School. We are beginning a new school year with lots of enthusiasm and hope that this year will be both enjoyable and successful for you. This handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year. Carefully read this handbook to familiarize yourself with the rules, regulations, and student expectations.

### **THE EDISON CREED**

We are Edison:

We Embrace the POWERR to Succeed

We Persevere

We remain Optimistic

We are Willing to learn

We display Enthusiasm

We show Respect, and

We accept Responsibility

We strive to reach the high expectations that are set for us.

Why?

Because, WE ARE EDISON!

### **BUILDING MISSION STATEMENT**

It is our mission to create school climate to achieve enriched academic and appropriate social outcomes to increase learning for all students.

### **EHS ALMA MATER**

Fond memories we forever share.

Our black and silver we'll always bear.

Loyal, sincere and faithful too, our alma mater will see us through.

Here's to our alma mater dear

All united sons and daughters here

Joined to be the best school in the land.

May Edison High forever stand.

### **VISITORS**

Your visitations are encouraged and welcomed throughout the school year. Please contact the main office or your child's teacher to make arrangements for visitations. All visitors are required to report to the Main office when entering the building so that

school personnel know the whereabouts of every visitor. Unauthorized persons will not be permitted in the school or on the school grounds.

### **EQUAL EDUCATION OPPORTUNITY**

The Edison Local Board of Education declares it to be the policy of this District to provide an equal opportunity for all students regardless of race, color, creed, disability, religion, gender, ancestry, age, national origin, place of residence within the boundaries of the District, or social or economic background to team the curriculum offered in this District.

### **SCHOOL HOURS**

The high school building is open for Students from 7:15 a.m. until 2:50 p.m. Students are considered tardy after 7:42 with classes beginning at 7:42 each day. Student dismissal is at 2:50 p.m.

### **SECTION I – GENERAL INFORMATION**

#### **ENROLLMENT/TRANSFER/WITHDRAWAL**

All new enrollment and withdrawal actions must be completed in the Main Office. For further information, contact that office at 740-765-4313 or 740-765-4266.

#### **SCHEDULING**

Assignment is based upon the student's needs and available classes. Only necessary schedule changes will be made with a completed 'change of schedule' form completed by the student and signed by the parents and the teachers affected. If the request is approved a drop/add form will notify the persons affected.

## **EMERGENCY MEDICAL INFORMATION**

Each student is required to have an emergency medical authorization form on file. The form lists information vital for the care of the student in case of a medical emergency at school or at a school related activity. Please notify the office immediately if there are any changes in the information listed on the form.

## **CONTROL OF COMMUNICABLE DISEASES/IMMUNIZATION**

All students must be immunized against certain communicable diseases in accordance with state statutes. The school's professional staff has the authority to remove or isolate a student who has been ill or exposed to a communicable disease or highly transient pest, such as lice. The school has the obligation to protect the students and staff against non-casual communicable diseases but will seek to keep all persons in the school unless there is definitive evidence to warrant exclusion.

## **INJURY/ILLNESS/MEDICATIONS**

Students with minor injuries and illnesses will be appropriately treated by school personnel and returned to class. If medical attention is required, the office will follow the school's emergency procedure.

Students who become ill must report to the clinic with a signed agenda from their teacher. In the clinic, personnel will determine whether the child has a temperature, an apparent pale coloration of the skin or observable mood or behavior as reported by the teacher.

Parents will be notified and requested to pick their child up from school for any of these symptoms. A student leaving for the day must be signed out by the parent/guardian in the main office and all guidelines for early dismissal will be followed.

Prescribed medications should be taken at home, if possible. Students who must take prescribed medications during the school day must report to the clinic with a signed pass

from their teacher. Prescription or over-the-counter medications may be administered under the following guidelines:

- ◆ Completed medication form by physician and parents
- ◆ Name of medicine, dose, diagnosis, purpose of medication, time to be administered and possible side effects
- ◆ Medication must be in original container
- ◆ Parents are responsible for transportation of medicine to and from school
- ◆ Physician's signature
- ◆ No employee may use procedures requiring injections or medication without training
- ◆ No staff member will be permitted to dispense non-prescribed, over-the-counter medications
- ◆ All medications not picked up within one week of being discontinued or at the end of the school year will be destroyed
- ◆ Cough drops require a doctor's authorization and complete medication form to be taken at school.
- ◆ Telephones are available in the school for students' use with office consent and a telephone pass. Students are not permitted to use pay phone for illness. Misuse of the payphone may result in 1 After School.

## **STUDENT RECORDS**

Student records contain information to provide the best education for your child. These records are confidential and are used only by authorized personnel. The district maintains a record of those persons having access to these records and their locations. Parents have the right to review their child's records and request copies for the cost of reproduction. Any request will be granted within a reasonable period of time and no later than 45 days following the date of the request.

## EMERGENCY EVACUATION

Emergency drill procedures are conducted throughout the school year as required by State Law. These procedures are posted in each classroom and students should follow the instructions of their teacher.

## EMERGENCY CLOSINGS AND DELAYS

When school is canceled, has delayed starting time, or is closing early because of emergency conditions; announcements will be made over WELA, WOHI, 106.3 and WKBN radio stations and local television stations, WTOV Channel 9. Please use these resources to adjust your schedules.

## SCHOOL EQUIPMENT AND FACILITIES

The Board of Education believes that the school should help student's team to respect property and develop feelings of pride in community institutions. All students are expected to take proper care of school property, equipment, and materials entrusted to their use. Students are assigned lockers and assume the responsibility for the safekeeping of their own books and personal property. These lockers are school property and are subject to inspection, announced or unannounced. Textbooks are issued to students on a loan basis. These books must be returned at the end of the year or when transferring to another school. Damaged or lost books will result in an assessed cost charged to the student.

Telephones are available in the school for students' use with office consent and a telephone pass.

## STUDENT SERVICES

The media center is available for reference work and reading interests. Students may visit the center with a pass and check out materials according to guidelines set by the media

specialist. All materials are on loan and should be returned promptly to avoid fines.

Guidance services are available to students and include orientation, placement, testing, and academic, vocational and personal counseling. These services assist the student in obtaining the maximum benefit from their middle school experience. Students are encouraged to take their problems to the guidance department.

Academic assistance is available through a homework policy, a tutoring program, and proficiency activities. These services are available through After School and students should contact the school office.

## SECTION II – ACADEMICS PROGRESS AND EVALUATION

Progress reports are mailed to parents in the middle of the nine-week term. This notification to students at risk of failure provides time for a parent/teacher conference to develop plans to help the student raise his grade. Grade reports are distributed at the end of each nine-week term. This report advises students and parents of progress and evaluation in each course. The following guidelines will help explain how the grades have been determined:

1. The grade scale is as follows:

<u>Letter Grade</u>	<u>% Scale</u>	<u>Points Equivalents</u>
A	90 - 100	4
B	80 - 89	3
C	70 - 79	2
D	60 - 69	1
F	0 - 59	0

2. Incomplete Grades

- A. Incomplete grades may be assigned at the end of a grading period. The grade will be updated within two weeks of the end of the nine weeks. Equivalent time is allowed for all excused absences.
- B. Within two weeks incomplete grades will be converted to failing grades if a teacher has not

- received all assignments and notified the office of the change.
- C. Students not completing course requirements will not receive credit for the class. There will be no incomplete grades given at the end of the year for a final grade unless approved by the principal.

### **ASSESSMENT**

Classroom tests will be used to assess student progress and assign grades. These are selected or prepared by teacher to assess how well the students have achieved specific objectives. Vocational and Interest Surveys may be given to identify particular areas of student interest or talent.

### **SECTION III – STUDENT ACTIVITIES**

Students who have had a history of discipline problems during the school year may not be allowed to participate in school activities. Each case will be evaluated by the administration.

#### **SCHOOL SPONSORED CLUBS AND ACTIVITIES**

It is the District's policy that only authorized groups are those approved by the Board Of Education and sponsored by a staff member.. All students are subject to the rules and regulations of the activities and must meet eligibility requirements to participate. All Edison Local School Conduct Code and rules apply to these activities.

#### **NON-SCHOOL SPONSORED CLUBS AND ACTIVITIES**

Non-school sponsored student groups may meet during non-instructional hours. The application for permission can be obtained from the Principal. The application must verify that the activity is being initiated by students, attendance is voluntary, that no school staff person is actively involved in the event, that the event will not interfere with

school activities and that non-school persons do not play a regular role in the event. Conduct code and rules apply regarding behavior and equal opportunity to participate.

### **ATHLETICS**

Edison Local School provides a variety of athletic activities in which students may participate providing they meet all eligibility requirements. Students participating in any athletic activity are subject to all rules and regulations established by policy and by sponsors. The conduct code and rules apply regarding behavior at all athletic events. The

All student athletes must have a physical to participate in high school athletics.

### **FIELD TRIPS**

Field trips are academic activities that are held off school grounds and under the supervision of a teacher. Students may not participate in any field trip unless they have submitted a signed parental consent form and medical authorization form. The permission form includes the name of the sponsor, the event, and the dates. The form also provides guidelines that students must follow in obtaining and submitting assignments and the consequences for failure to meet those guidelines. Students who have had a history of discipline problems during the school year will not be allowed to participate in a field trip. Each case will be evaluated by the administration.

### **SECTION IV – STUDENT CONDUCT ATTENDANCE**

Compulsory education in Ohio has been established by law for many years (3321.03) and each parent, guardian, or other person having charge of any child of compulsory school age must send such child to school for the full time the school attended is in session. The attitude of the Edison Local Schools is that maximum educational

benefits are gained through the continuity of instruction a child receives by attending school regularly. To support this philosophy the following student and absenteeism policy will be followed:

1. The classroom teacher will maintain and report accurate attendance for each student.
2. Parent/Guardians will be notified of absence through written communication, phone calls, progress and report cards, parent conferences, informal court hearings, etc.
3. Three (3) days of absence will result in a parental phone call by building principal/Resource Officer.
4. Five (5) days of absence will result in written notification to the parent.
5. Seven (7) days of absence will result in written notification to the parent and a visit from resource officer and scheduled meeting with the parent.
6. Ten (10) days of absence will result in written notification to the parent and "Truancy" charges will be filed with Juvenile Court for mediation hearing and School Liaison Officer will be contacted.
7. In accordance with State Law, unruly charges will be filed with the Juvenile Court under the following circumstances: 5 consecutive days unexcused, 7 days unexcused in one month, or 12 unexcused days in one school year.
8. Student's attendance will be monitored throughout the school year. Students will also be required to start restitution hours after twenty days absent.
9. **TARDIES TO CLASS**  
Tardies to class, study hall, lunch, or assigned area will result in a loss of a hall pass. If a student has depleted his/her hall passes for the nine-weeks (described on page 12), he/she will receive a detention for that tardy. Progressive discipline will occur thereafter.
9. **TARDIES TO SCHOOL**

Tardies to school will count as a tardy or absence for the student's 1<sup>st</sup> period class. It is advised that students with 10 or more unexcused tardies to school will be referred to the courts for mediation (described on page 8).

A.M Tardy	7:42 a.m.
½ day absent A.M	9:26 a.m.
Whole day absent	12:30 p.m.
½ day P.M.	1:16 p.m.
P.M. Tardy	2:30 p.m.

The common reasons for excused absence are as follows:

1. Personal illness
  2. Death of a relative
  3. Religious holiday
  4. Quarantine
  5. Emergency situations personally approved by the principal
  6. Medical and dental appointments
  7. Students must bring in a request for a vacation one week prior to the desired date.
  8. Seniors are permitted two excused days for college visits and juniors are permitted one excused day for college visit. Students must bring in note prior to the visit.
- ◆ The student will receive a vacation form and is responsible for obtaining all written assignments and for having these completed upon the day of return.
  - ◆ The student is responsible for making up tests before the end of the nine weeks.
  - ◆ Any assignments not completed or any test not made up will result in an incomplete for that grading period.
  - ◆ Parents must provide an approved, certified tutor at their own expense to assist students in making up work missed for vacation time in excess of five days.

#### **ABSENCE REPORTING GUIDELINES**

1. Parents should notify the school at (740) 765-4313 or (740) 765-4266 to report student absence.
2. Parents will receive a telephone call for any absent student.

3. Students should report to the attendance table or office when entering the building upon return to school.
4. A dated excuse signed by the parent must identify the students and give the dates and the reasons for absence.
5. Students who are absent from school are not permitted to participate in any activity during the day or the evening of absence. Athletes and cheerleaders must:
  - ◆ Attend school ½ day to participate in an athletic event that day.
  - ◆ Attend school ½ day to participate in practice.

### **STUDENT DRESS CODE**

It is the belief of the Board of Education, Faculty, and Administrations that personal appearance has a direct relationship with student academic achievement. To promote success and create an educational environment that will allow all students to achieve their fullest potential, personal appearance should be clean, and not attract undue attention to the wearer. Students not following the guidelines may be removed from class or school and be required to change into clothing that meets the dress code. Repeated violations will result in Disciplinary Action.

- ◆ Facial hair is permitted but must be kept neatly trimmed.
- ◆ Hats, sweatbands, visors, and sunglasses are not to be worn in the building.
- ◆ Shoes must be worn.
- ◆ See-through clothing, cami tops, spaghetti straps, halter tops, tube tops, crop tops, muscle shirts, or clothing that exposes the torso is not permitted. Garments that reveal underclothing are not permitted.
- ◆ Clothing with obscene, profane, or disruptive remarks is not permitted.

- ◆ Clothing with product endorsement, emblems, or remarks contrary to the educational program is not permitted.
- ◆ Clothing with rips, holes, or tears above the knee are also unacceptable.
- ◆ Pajamas are unacceptable for school.
- ◆ Skirts, and dresses must be no more than 5 inches above knee. Shorts need to meet or exceed finger tip length.
- ◆ Clothing that constitutes a health threat to self or others are not permitted (i.e.: studded bracelets, spiked jewelry.)
- ◆ Physical Education instructor will advise students on required dress code for Physical Education. Failure to dress appropriately for physical education will result in disciplinary measures.
- ◆ No heavy chains (i.e. chain drive wallets, dog chains, etc.)
- ◆ No body piercing (with the exception of ears and nose studs) will be permitted.
- ◆ No sagging pants below the hip bone.
- ◆ No pant length should go below the heel of the shoe. Cuff pants if they are too long.

### **TRANSPORTATION POLICY AND GUIDELINES**

The board furnishes transportation in compliance with Ohio law. This fact does not relieve parents of students from the responsibility of supervision until such time as the student boards the bus and after the students leaves the bus at the end of the day.

The driver is responsible for student safety and has the authority to enforce the established regulations for bus conduct. Disorderly conduct or refusal to submit to the authority of the driver is sufficient reason for refusing transportation services or suspending services to any student following due process procedures. When transportation privileges are lost, it is the responsibility of the parent/guardian to provide transportation to and from school. Students failing to attend school will be declared truant.

The bus schedule and route is available by contacting the transportation supervisor at 330-532-1096 X1112. Requests to ride a different bus to and from school are to be made

for emergency situations only. This written request must explain the emergency situation and be submitted to the building principal for approval.

All regulations of the conduct/discipline code are in effect on the bus. A violation of the conduct code or any of the following guidelines for safe transportation may result in disciplinary action. These are considered as Tier 1 Regulations.

- ◆ Remain in assigned seat or area of the bus.
- ◆ Do not interfere with other drivers and vehicles on the road.
- ◆ Keep hands, feet and other objects to self and away from windows.
- ◆ Maintain moderate noise level determined by the driver.
- ◆ No eating, drinking, or glass containers.

NOTICE: The Board of Education has approved the installations and use of video cameras on districts school buses. These cameras are rotated as needed to reduce the number of discipline problems and increase safe transportation for all students.

### **CONDUCT/DISCIPLINE CODE**

The staff of Edison Local School believes that the best discipline is self-imposed and students should team to assume responsibility for their own behavior and for the consequences of their actions. The result of self-governed discipline during these formative years is individuals who can live and work effectively with others through their school years and adult lives. Whenever violations of the discipline code occur, it is the responsibility of teachers, counselors, and administrators to work with the student, the parent or guardian, and other support personnel to help correct behavior.

Responses to misconduct include, but are not limited, to the following:

- ◆ Warning

- ◆ Parent/Guardian contact
- ◆ Denial of privileges
- ◆ Grounding
- ◆ Counseling
- ◆ Emergency Removal
- ◆ Morning/After-School Detention
- ◆ Extended After-School Detention
- ◆ Place in the Behavior Intervention Unit (BIU)
- ◆ External Suspension
- ◆ Referral to outside agencies
- ◆ Expulsion referral

### **Disciplinary Measures**

The school has the authority to take corrective disciplinary action against any behavior, whether covered specifically in this written code or not. No behavior should be disruptive of the educational process of the school. The discipline process will be dealt with by the Principal/Assistant Principal as deemed necessary to provide a safe, clean, and productive school with an environment conducive to learning.

Immediate suspension will occur for the following reasons (TIER 3 VIOLATIONS):

1. Drugs and Alcoholic Beverages
2. Paraphernalia/Counterfeit/  
Look-A-Like Drugs
3. Assault/Physical Injury/  
Fighting
4. Dangerous Weapons and  
Instruments
5. False Alarms or Reports
6. Smoking/Tobacco Products
7. Network and Internet  
Access Agreement

## SERIOUS MISCONDUCT CODE

A violation of any rule herein may result in disciplinary action including placement in the Behavior Intervention Unit, External Suspension, Juvenile Court Referral, Criminal Charges, Charges for Damages (Restitution), and/or Expulsion Referral.

### MEDIATION

Mediation is a process initiated by the school's administration to address a student's attendance and/or behavior. A mediator who is appointed by the Juvenile Court conducts the process. An attempt is made to arrive at an agreement between the student, parents and school in order to improve attendance and/or behavior.

### UNRULY CHARGES

Unruly charges, more serious than mediation, are filed against a student because of truancy and/or behavior. The charges are filed in Juvenile Court, and a probation officer conducts a hearing.

### ALTERNATIVE SCHOOL

Students attending the alternative school are NOT permitted to attend Edison School events/activities unless permission is granted by the building principal.

TIER 3: Disciplinary penalties, which call for immediate student suspension and/or expulsion and/or police, court, or agency referral, include the following:

1. DRUGS AND ALCOHOLIC BEVERAGES

A student shall not knowingly possess, use, transmit, sell or be under the influence of any drug or alcoholic beverage of any kind. The office and teachers should be informed in regard to medicine.

- a) On the school grounds during, before, or after school hours.
- b) Off the school grounds at a school activity, function, or event
- c) On school buses or rent carriers

students found in possession or under the influence of drugs/alcohol or "mood modifier" will be immediately suspended from classes for 10 days pending further investigation. In addition, the students may be referred to civil authorities. Repetitions of this violation will lead to recommendation for expulsion.

2. PARAPHERNALIA/COUNTERFEIT/LOOK-A-LIKE DRUGS

A student shall not possess, use, transmit, or conceal substances, which are thought to be drugs, sold as drugs, inferred by the seller or buyer to be mind-altering substances or illegal drugs, or equipment used in taking drugs or containing an illegal substance.

10 day suspension will result.

3. ASSAULT/PHYSICAL INJURY/FIGHTING

A student shall not cause physical injury or behave in such a way, which could threaten to cause physical injury to school staff, other students, or visitors while under the jurisdiction of the school.

1<sup>st</sup> Offense - 2-5 Days of BIU

2<sup>nd</sup> Offense – 5 Days OSS

3<sup>rd</sup> Offense – 10 Days OSS + Mediation Charges

4. DANGEROUS WEAPONS AND INSTRUMENTS

A student shall not possess, handle, transmit, or conceal any object, which might be considered a dangerous weapon or instrument of violence including firecrackers. 2 to 10 day suspension will result.

Expulsion for Firearms: Federal law requires that any student who brings

a firearm on school property to be expelled from school for a period of one year. A firearm, under Federal law is defined as:

- ◆ Any Weapon (including a starter gun) which will or is designed to or may be readily converted to expel a projectile by action of an explosive;
- ◆ The frame or revolver of any such weapon;
- ◆ Any firearm muffler or firearm silencer; or
- ◆ Any destructive devices.

5. FALSE ALARMS OR REPORTS

A student shall not initiate a fire alarm, or initiate a warning of a fire, bombing, or other catastrophe leading to panic or give false testimony or false report of school incidents. 2 to 10 day suspension will result and/or a recommendation for expulsion.

6. SMOKING/TOBACCO PRODUCTS

In accordance with Ohio Revised Code a student shall not smoke or use any tobacco products or products that may contain nicotine or alcohol on school property, within school buildings, buses, or at any school events.

1<sup>st</sup> Offense-3 days of BIU + a citation from the school resource officer.

2<sup>nd</sup> Offense-5 days of OSS + a citation from the school resource officer.

3<sup>rd</sup> Offense – 10 days of OSS + a citation from the school resource officer.

7. NETWORK AND INTERNET ACCESS AGREEMENT

Students and parents are required to sign a Network and Internet Access Agreement before students are permitted to use the computer network system in the building. The use of the network is a privilege that may be revoked at any time. Any misuse of

the system will result in the loss of access privileges and may involve out of school suspension from 2-10 days.

8. CELL PHONE / ELECTRONIC DEVICE

Any unauthorized videotaping, recording or picture taking while on school grounds including the bus is prohibited. The device will be confiscated for investigation purposes and a 2 to 10 day suspension will result.

9. SEXUAL HARASSMENT

A. Verbal: Written, texted or oral sexual innuendoes, suggestive comments, joke of a sexual nature, sexual propositions, or threats.

B. Nonverbal: Placing sexually suggestive objects, pictures, or graphic commentaries in the school environment or making sexually suggestive or insulting gestures, sounds, leering, whistling, and the like.

C. Physical Contact: Threatened, attempted, or actual, unwanted bodily contact, including patting, pinching, pushing the body, or coerced sexual intercourse.

10. TITLE 9 VIOLATIONS

Any discrimination of the basis of sex will not be tolerated. Violations of TITLE 9 will be reported to the appropriate authorities and will result in a 2-10 Day Suspension.

TIER 2: Violations of the following incidents result in assignment to after school or Saturday School. Repeated violations result in external suspension and/or recommended expulsion from school.

1. DISRUPTION OF SCHOOL AND/OR CLASS

A student shall not by use of violence, force, coercion, threat, harassment, or

- repeated violation of code cause material disruption or obstruction to the educational process, including all curricular and extracurricular activities.  
1 to 3 days After School  
External Suspension
2. **DAMAGE TO SCHOOL PROPERTY**  
A student shall not invade private property or attempt to cause damage to private property on school premises, or at any school activity on or off school grounds  
Restitution for damages  
1 to 3 days After School  
External Suspension
3. **INVASION/DAMAGE TO PRIVATE PROPERTY**  
A student shall not invade private property or attempt to cause damage to private property on school premises, or at any school activity on or off school grounds.  
Restitution for damages  
1 to 3 days After School  
External Suspension.
4. **THEFT/GAMBLING**  
A student shall not cause or attempt to take into possession the public property or equipment of the school district or the property of another person by theft or gambling.  
Restitution for damages  
1 to 3 days After School  
External Suspension
5. **POSSESSION OF TOBACCO PRODUCTS**  
Students are prohibited from possessing tobacco products such as cigarettes, chewing tobacco, items that may contain nicotine, or drug paraphernalia that may or may not contain nicotine on school grounds.  
1<sup>st</sup> Offense – Extended After School  
2<sup>nd</sup> Offense – 1 Day OSS
6. **USE OF PROFANITY AND/OR OBSCENE LANGUAGE**  
A student shall not use any form of profanity, written or verbal. Included in this prohibition would be the use of
- obscene gestures, signs, pictures, or publications.  
1 to 3 days After School  
External Suspension  
Any of the above that are directed to faculty/staff will result in immediate External Suspension
7. **INSUBORDINATION**  
A student shall not disregard or refuse to obey reasonable directions given by school personnel.  
1 to 3 days After School.  
External Suspension
8. **INTIMIDATING, THREATENING, DEGRADING OBSCENE, DISGRACEFUL ACTS, OR SEXUAL ACTIVITY**  
A student shall not engage in any act which intimidates, threatens, degrades, endangers, disgraces, or tends to intimidate, threaten, degrade, endanger, or disgrace a staff member, fellow student, visitor, administrator, or member of the school board by written, verbal, or gestural means.  
A student shall not engage in any sexual activity while on school premises, under school authority, or while attending any school-sponsored activity.  
1 to 3 days After School  
External Suspension
9. **SKIPPING OR CUTTING CLASS**  
Skipping or cutting class is defined as not being in the assigned area.  
1 to 3 days After School and Grounded.  
External Suspension
10. **LEAVING SCHOOL GROUNDS DURING SCHOOL HOURS WITHOUT PROPER PERMISSION**  
1 to 3 days After School and Grounded.  
External Suspension
11. **FORGERY/FALSE INFORMATION**  
A student shall not in written or verbal form use the name of another person, falsify times, dates, grades, addresses, or other data on school forms or correspondence directed to the school.  
1 to 3 days After School  
External Suspension

12. **UNAUTHORIZED PRESENCE**  
Students are permitted in the school building or on school premises during the operating hours of 7:15 a.m. until 3:00 p.m. Monday through Friday, according to the school calendar and are also allowed to attend events that are opened to the public as officially scheduled. However, no student is allowed on the premises other than those times unless in a “supervised” official activity of the school.  
1 to 3 days After School  
External Suspension
13. **UNAUTHORIZED FIRE**  
A student possessing or lighting a match, lighter, or other flammable substance without permission or without direction from an instructor is charged with unauthorized fire.  
1 to 3 days After School  
External Suspension
14. **HARASSMENT**  
The harassment of other students, staff, or any other individuals is not permitted. Acts of harassment are defined in the Edison Local Board Policy.  
1 to 3 days After School  
External Suspension
15. **PUBLIC DISPLAY OF AFFECTION**  
No student shall participate in public display of affection.  
1-3 days 2 hr Detentions  
external suspension
16. **REPEATED LEVEL II VIOLATIONS**  
Repeated misconduct of a single Level II or Level III violation may result in external suspension, parent/guardian conference, court and/or police referral, assignment of restitution, and recommended expulsion.
17. **DISCIPLINE GUIDELINES**  
Failure to follow, After School guidelines may result in reassignment External Suspension, Court Referral, or recommendation for expulsion.
18. **USE OF SOCIAL MEDIA/TEXTING DURING SCHOOL HOURS**  
The use of any social media during school hours is prohibited unless for classroom use as explicitly directed by a teacher. This includes but is not limited facebook, twitter, myspace, and texting.  
First offense – 2-Hr Detention  
Second Offense – 2 Day BIU  
Third Offense – 3 Days OSS
19. **DATING VIOLENCE**  
Dating violence will not be tolerated at Edison High School. Dating Violence is defined as a pattern of behavior where a person uses or threatens physical, verbal, sexual or emotional abuse to control the person’s dating partner. Saturday Schools, suspensions or expulsions will result depending on severity.
20. **UNEXUSED TARDIES TO SCHOOL**  
Students who accumulate unexcused tardies to school will be subject to the following discipline.  
5 unexcused tardies = 1 after school  
10 unexcused tardies = 1 extended after school  
15 unexcused tardies = 2 Days of BIU  
20 unexcused tardies = 1 Day of Restitution and a loss of driving privileges
- TIER 1: The following incidents result in disciplinary action by the principal or assistant principal.**
- 1<sup>st</sup> Offense: 1 after School
- Repeated violations may result in external suspension, parent/guardian conference, court and/or police referral, assignment of restitution, and recommended expulsion.
- A. No horseplay, such as hitting, pushing, or running will be tolerated.  
B. No throwing of any objects.  
C. No disruptive language, lying, or disrespectful behavior will be tolerated.  
D. Students shall not be in any area of the building or school grounds without permission.  
E. Laser pointers, compact players and discs, video games, tape recorders, toys, beepers, two way radios, and

paggers, trading cards, or cameras are not to be brought to school without permission of an instructor. Such equipment will be taken directly to the assistant principal's office and will be returned to the parent(s) only.

#### F. SCHOOL BUS VIOLATIONS

All regulations of the conduct/discipline code and transportation policy in effect on all school buses. Any violations may result in After School, external suspension, or transportation suspension.

#### HALL PASSES

Each student will be given 1 warning for being late to class each nine week grading period. After the first warning, the student should be written up for every time he/she is late to class for the remainder of the nine weeks.

#### GROUNDED

A student may become grounded if he/she has exhibited untrustworthy, non-compliant behavior. A grounded student loses all hall-pass privileges for a duration of time. If the grounding occurs prior to interims, the student is grounded until the end of the nine-weeks. If the grounding occurs after interims, the student is grounded for the remainder of that nine-week and the duration of the next nine-weeks. If a grounded student is outside of his/her assigned area, progressive disciplinary action will occur.

#### ATTENDANCE TO AFTER SCHOOL/EXTENDED AFTER SCHOOL DETENTION

It will be the student's responsibility to attend these sessions. If they do not attend, the following consequences will be administered  
1<sup>st</sup> Offense - Reassignment with parental and/or doctor excuse.

2<sup>nd</sup> Offense – Extended After School Detention or Place in the BIU

#### MORNING/AFTER/EXTENDED AFTER SCHOOL DETENTION

1. **Assignments:** Students are expected to

come to detention prepared to study and with work to do.

2. **Reporting Time:** After-School Detention will begin promptly at 2:55 - 3:35 p.m. Extended After-School Detention will be held from 3:00 – 5:00 p.m. in the library. Late students will be locked out and automatic suspension and/or added After Schools.
3. **Place:** Edison Local School
4. **After School Misconduct:** No talking, sleeping, use of electronics or disruptive behavior is permitted during a session. Violators will have automatic suspensions.
5. **Restroom Privileges:** Students will be permitted to use the restroom at the discretion of the supervisor.
6. **Excused Absence:** Students will be excused from After School Detention only as determined by the administration. Requests must be from parents. After School Detentions missed due to an excused absence will be reassigned.
7. **Absence:** Students who fail to attend the After School Detention without an excused approval by the administration will be assigned to an Extended After School Detention.
8. **Early Dismissals:** Students assigned to After School will not be dismissed early for any reason except an emergency unless arrangements have been made with the administration.
9. **Transportation:** Transportation will be the responsibility of the student/parent. Students must plan transportation in advance-use of school phones will not be permitted.

#### SUSPENSIONS, REMOVALS, EXPULSIONS

##### EMERGENCY REMOVAL

If a student's presence poses a continuing danger to persons or property, or a threat of disrupting the academic process in the classroom or elsewhere on school premises, then:

1. The student may be removed by emergency action for a period not exceeding 24 hours without further action.
2. A removal for longer than 24 hours will follow due process procedures with an informal hearing and written notification.

## BEHAVIOR INTERVENTION UNIT

Students are placed in the BIU in lieu of an external suspension. A plan will be crafted according to the student's individual behavioral needs. Clearly defined academic and intervention criteria must be met in order for the student to return to class. Any school work not completed in BIU must be completed by the next school day. The following student privileges will be revoked throughout the duration of placement:

- ◆ Use of personal electronics
- ◆ Use of hall passes.
  - Restroom breaks will be structured within the schedule and students will be walked to/from the restroom.
  - Students may not leave BIU unsupervised for any reason.
- ◆ Eating lunch in the cafeteria.
  - Students will be supervised while remaining in BIU during lunch.

## EXTERNAL SUSPENSION

Students may be suspended for up to ten days by the High School Principal/Assistant Principal and will receive a make-up grade for any class work during his absence. Due process procedures will be followed after an informal hearing with the student resulting in written notification to the parents containing reasons for the suspension, right to appeal, and the right to be represented. If school is closed due to weather or any emergency, the suspension will be extended by the number of days school is not in session. **Students will also be assigned a 2-hour detention for every external suspension day assigned. Students will work on make-up work and the hours will go toward possible restitution time.**

## **EXPLUSION**

1. Only the Superintendent of Schools may expel a student. Written notice including

reasons for the intended expulsion and an opportunity to challenge the expulsion or explain the pupil's action must be given to the pupil and his parent, guardian, or legal custodian.

2. Expulsions may not exceed ninety (90) days.

## **APPEAL**

1. In any suspension, expulsion, or removal action, a student, his parent, guardian or legal custodian may appeal to the Board of Education or its designee by filing a request for appeal within five (5) days of the final administrative action.
2. Students pending appeal shall remain out of school as directed by initial notification with an opportunity provided to make up, and be credited for, all missed assignments in the event of reversal by the Board or other action.

## **SEARCH AND SEIZURE**

Search of a student and his/her possessions may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the safety of others. All searches may be conducted with or without a student's consent.

Students are provided lockers, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time. A reasonable suspicion of the need for a search is all that is necessary. Locks are to prevent theft, not to prevent a search.

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the sheriff. The school

reserves the right not to return items, which have been confiscated.

### **ANTI-HAZING POLICY**

It is the policy of the Edison Local Board of Education and School District that hazing activities of any types are inconsistent with educational process and shall be prohibited at all times. No administration, faculty member or other employee of the school district shall encourage, permit, condone or tolerate any hazing activities. No student, including leaders of student organizations, shall plan, encourage or engage in any hazing.

Hazing is defined as doing any act or coercing another, including the victim to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Permission, consent or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy.

Administrators, faculty members and all other employees of the school district shall be particularly alert to possible situations, circumstances or events that might include hazing. If hazing or planned hazing is discovered, involved students shall be informed by the discovering school employee of the prohibition contained in this policy and shall be required to end all hazing activities immediately. All hazing incidents shall be reported immediately to the Superintendent.

Administrators, faculty members, students and all other employees who fail to abide by this policy may be subject to disciplinary action and may be liable for civil and criminal penalties in accordance with Ohio Law.

### **HARASSMENT**

It is a violation of law and of school rules for any student or staff member to take any actions towards another student or a staff member, or any person associated with the school district while on District property or at any school-related event on or off District property. (harassment forms are available in any office)

Acts of harassment are stated in Edison Local Board policy.

### **GENDER/ETHNIC/RELIGIOUS/DISABILITY/ HEIGHT/WEIGHT HARASSMENT**

#### **A. Verbal:**

1. Written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, national origin, religious beliefs, etc.
2. Conducting a "campaign of silence" toward a fellow student, staff member, or other person associated with the District by refusing to have any form of social interaction with the person.

#### **B. Nonverbal:**

1. Placing orders, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures.

#### **C. Physical:**

Any intimidating or disparaging action such as hitting, hissing, or spitting on the person.

Any student who believes that they are the victim of any of the above actions or has observed such actions taken by another student, staff member, or other person associated with the District should take the following action promptly:

1. If the alleged harasser is a student, staff member, or other person, associated with the District other than the student's principal, the affected student should as soon as possible after the incident, contact the Principal.
2. If the alleged harasser is the student's principal, the affected student should, as soon as possible after the incident, contact the Assistant Superintendent.

The student may submit a report in writing, by telephone, or in person. The reporting student should provide the name of the person(s) whom they believe to be responsible for the harassment and the nature of the harassing incident(s).

The report shall be investigated in a timely and confidential manner. While a charge is under investigation, no information will be released to anyone who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding. No one involved will discuss the subject outside of the investigation.

If the investigation reveals that the complaint is valid, and then prompt, appropriate remedial and/or disciplinary action will be taken to prevent the continuance or recurrence of the harassment.

All Students are expected to act responsibly, honestly, and with the utmost candor whenever they present harassment allegations or charges against fellow students, a staff member, or others associated with the District.

Some forms of sexual harassment of a student by another student or staff member may be considered a form of child abuse, which will require that a report be made to proper authorities

## **NOTIFICATION TO PARENTS ON BLOOD-BORNE PATHOGENS**

Dear Parent,

The District is subject to Federal and State regulations to restrict the spread of hepatitis B virus (HBV) and human immune deficiency virus (HIV) in the workplace. These regulations are designed to protect employees of the District who are, or could be, exposed to blood or other contaminated bodily fluids while performing their job duties:

Because of the very serious consequences of contracting HBV or HIV, the District is committed to taking the necessary precautions to protect both students and staff from its spread in the school environment. Part of the mandated procedures includes a requirement that the District request the person who was bleeding to consent to be tested for HBV or HIV. The law does not require parents or guardians to grant permission for the examination of their child's blood, but it does require the District to request that consent. Although we expect that incidents of exposure will be few, we wanted to notify parents of these requirements ahead of time. That way if the situation does develop you will understand the reason for our request and will have had an opportunity to consider it in advance. These are serious diseases, and we sincerely hope that through proper precautions and cooperation we can prevent them from spreading.

## **CHEATING/PLAGIARISM**

Any student caught cheating will receive an F for that assignment and written notification to the parents from the teacher. A second offense will result in the student receiving an F for that 9 weeks and written notification to the parents from the teacher. A third offense will result in the student receiving an F for the semester and written notification to the parents from the teacher.



## EDISON LOCAL COMPACT

The Edison Local Compact was designed to build and support a partnership between the school, parents, and students in order to help the students of each school building experience success throughout this school year.

*As a student, I promise to:*

- ◆ attend school regularly and on time
- ◆ complete schoolwork to the best of my ability
- ◆ respect and cooperate with other students and adults
- ◆ to obey school and classroom rules
- ◆ bring needed supplies to class

*As a parent/caring adult I promise to:*

- ◆ help my child arrive on time for school and ready to learn
- ◆ provide a quiet area for my child to do schoolwork and make sure the work is completed
- ◆ communicate with teachers and staff, attend parent/teacher conferences, and encourage a positive attitude toward school.
- ◆ help my child learn to resolve conflicts in positive ways
- ◆ provide a healthy environment for my child

*As a teacher/staff member I promise to:*

- ◆ have high expectations for myself, students, and fellow staff members
- ◆ demonstrate care and concern for each student while respecting cultural, racial, and ethnic differences
- ◆ make efficient use of academic learning time
- ◆ provide meaningful experiences by establishing structured lessons with clear objectives

To report harassment please pick up a pink copy of this harassment form from the office and return it to the Assistant Principal.

**REPORT OF HARASSMENT**

Student's Name \_\_\_\_\_ Date of Report \_\_\_\_\_

Date of Alleged Harassment \_\_\_\_\_

Location of Alleged Harassment \_\_\_\_\_

Name of Alleged Harasser \_\_\_\_\_

Description of Incident(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Names of Witnesses, if any: \_\_\_\_\_

Signature \_\_\_\_\_

**EDISON LOCAL SCHOOL DISCIPLINE CHART**

<b>INFRACTION</b>	<b>1<sup>ST</sup> OFFENSE</b>	<b>2<sup>ND</sup> OFFENSE</b>	<b>3<sup>RD</sup> OFFENSE</b>	<b>INFRACTION</b>	<b>1<sup>ST</sup> OFFENSE</b>	<b>2<sup>ND</sup> OFFENSE</b>	<b>3<sup>RD</sup> OFFENSE</b>
<b>Lunch Room Disruption</b>	Reassigned seat	Removal from Lunch Room	Administrative Discretion	<b>Bus Misconduct</b>	Administrative Warning	3-10 day Bus suspension	Bus Suspension for the balance of the year
<b>Skipping class Tardy/Truancy from School</b>	1-3 days After School	Administrative Discretion	Administrative Discretion	<b>Public Display of Affection</b>	1-3 day After School	1 day Extended After School	1 Day OSS
<b>Profanity/Vulgarity Written, verbal, or gestures</b>	1-3 days After School	Administrative Discretion	Administrative Discretion	<b>Fighting/ Assault</b>	2-10 days OSS	2-10 days OSS	10 days OSS
<b>Threatening, Degrading, Obscene Gestures</b>	1-3 days After School	Administrative Discretion	Administrative Discretion	<b>Possession/Distribution of Alcohol/Drugs, Medicine including over the counter</b>	10 days OSS/Possible Expulsion	10 days OSS/Expulsion	
<b>Cheating/Plagiarism Forgery</b>	Assignment Failure/Written Notification	Failure of 9 Weeks/Written Notification	Failure of Semester/Written Notification	<b>Network/Internet</b>	Loss of Privilege	2-10 days OSS	2-10 days OSS
<b>Use of Social Media</b>	Extended After School	2 Days OSS	5 Days OSS	<b>Verbal/Written Threats, Bullying Harassment</b>	Administrative Discretion- may include OSS	Administrative Discretion- may include OSS	Administrative Discretion- may include OSS
<b>Insubordination</b>	Administrative Discretion	Administrative Discretion	Administrative Discretion/Referral to Court	<b>Use of Tobacco or paraphernalia including lighter/matches</b>	3 Days OSS	5 Days OSS	10 Days OSS/Referral to Court
<b>Vandalism/Theft</b>	Administrative Discretion/ Possible OSS	2-5 daysOSS	5-10 Days OSS	<b>Setting off the fire alarm Inducing Panic: Bomb Threats, firecracker, etc.</b>	Administrative Discretion- may include OSS	Administrative Discretion- may include OSS	Administrative Discretion- may include OSS
<b>Violation of Safety Rules</b>	1-3 Days After School	1-3 days After School	1-3 days After School	<b>Possession or Use of Gun/Knife/ or any dangerous instrument</b>	Administrative Discretion with Referral to Superintendent	Administrative Discretion with Referral to Superintendent	Administrative Discretion with Referral to Superintendent
<b>Cell Phone/ Electronic Device</b>	1 day After School	1 day After School	Administrative Discretion	<b>Failure to meet financial obligations</b>	No report card, field trips, etc		
<b>Dress Code/ Hair Color Violation</b>	Parents Called Change of Clothes		Detention	<b>Action Against School Employee</b>	Administrative Discretion		