



**EDISON HIGH SCHOOL**

**STUDENT HANDBOOK**

**2018-2019**

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## **Edison High School 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.*

## **The Edison Creed**

We are Edison:  
We Embrace the POWER 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.

# 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.

**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.

**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. Students are not permitted to their personal cell phone for illness. They are to report to the school nurse and/or office and the school nurse and administration will report illness to parent or guardian if deemed necessary.

## 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 immunodeficiency 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.

**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 Closing 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 written 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:

**Grade Scale** is as follows:

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

**Incomplete Grades:** 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. 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. 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. 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 - ATTENDANCE AND STUDENT CONDUCT**

**Attendance:** It is important for every student in Ohio to attend school every day. Missing too much school has long-term, negative effects on students, such as lower achievement and graduation rates.

Regular school attendance is an important ingredient in students' academic success. Excessive absences interfere with students' progress in mastering knowledge and skills necessary to graduate from high school prepared for higher education and the workforce. To support academic success for all students, the high school will partner with students and their families to identify and reduce barriers to regular school attendance. The district will utilize a continuum of strategies to reduce student absence including, but not limited to: Notification of student absence to the parent or guardian; Development and implementation of an absence intervention plan, which may include supportive services for students and families; Counseling; Parent education and parenting programs; Mediation; Intervention programs available through juvenile authorities; and Referral for truancy, if applicable.

Student's attendance will be monitored throughout the school year. Students will also be required to start restitution hours after the student has crossed the Excessive Absence threshold or Habitually Truant threshold. Ohio House Bill 410 has set the thresholds when a student is identified as habitually truant or excessively absent. The law defines Truant and/or Excessive Absences as follows:

### **Definition of Truancy and Excessive Absences:**

1. Definition of 'habitual truant' changed from days to hours. The new definition is:
  - Absent 30 or more consecutive hours without a legitimate excuse;
  - Absent 42 or more hours in one school month without a legitimate excuse; or
  - Absent 72 or more hours in one school year without a legitimate excuse.
2. Includes 'excessive absences':
  - Absent 38 or more hours in one school month WITH OR WITHOUT a legitimate excuse; or
  - Absent 65 or more hours in one school year WITH OR WITHOUT a legitimate excuse.

**High School Responsibilities When a Child Has Excessive Absences:** When a student is excessively absent from school, the following will occur:

1. The district will notify the student's parents in writing within 7 days of the triggering absence;
2. The student will follow the district's policy for addressing excessive absences; and
3. The district may refer the student and family to community resources as appropriate.

**High School Responsibilities When a Child is Habitually Truant:** When a student is habitually truant, the following will occur:

1. Within 7 school days of the triggering absence, the district will do the following:
  - Select members of the absence intervention team;
  - Make 3 meaningful attempts to secure the participation of the student's parent or guardian on the absence intervention team.
2. Within 10 days of the triggering absence, the student will be assigned to the selected absence intervention team;
3. Within 14 school days after the assignment of the team, the district will develop the student's absence intervention plan; and
4. If the student does not make progress on the plan within 61 days or continues to be excessively absent, the district will file a complaint in the juvenile court.

**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:
  6. Attend school 1/2 day to participate in an athletic event that day.
  7. Attend school 1/2 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 fingertip 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. A copy of the Edison Local School District Bus Code of Conduct and Discipline Procedures can be found in the appendices 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.

**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. Acts of harassment are stated in Edison Local Board policy and harassment forms are available in the office.

- **Verbal Harassment:** Written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning, but not limited to, a person's gender, national origin, and religious beliefs. 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.
- **Nonverbal Harassment:** Placing orders, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures.
- **Physical Harassment:** 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: 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. 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

## 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.

**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.

**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. All grounded students must report to their assigned class before the tardy bell rings and must remain in their classroom for the duration of the class unless given permission by the classroom teacher and/or administration.

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

**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 or the student will be assigned a 0 on the assignment. The following student privileges will be revoked throughout the duration of placement: Use of personal electronics, use of hall passes, and eating lunch in the cafeteria. 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 and will remain in BIU during lunch. **Students who are placed in BIU are not permitted to attend Edison School events and/or activities unless permission is granted by the building principal.**

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

**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. Students who are externally**

**suspended are not permitted to attend Edison School events and/or activities unless permission is granted by the building principal.**

**Expulsion:** 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. Expulsions may not exceed 90 days.

**Appeal:** 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. 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.

## **TIER III VIOLATIONS**

*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.*

### **TRAFFICKING OR USE OF PRESCRIPTION DRUGS, ILLEGAL DRUGS, OR ALCOHOLIC BEVERAGES:**

A student shall not knowingly use, transmit, sell or be under the influence of any drug or alcoholic beverage of any kind while under the jurisdiction of the Edison Local School District. In addition, the students WILL BE referred to civil authorities. Repetitions of this violation will lead to recommendation for expulsion.

- 1st / + Offense: 10 Day Suspension, Grounded, and a recommendation for Expulsion.

### **POSSESSION OF ILLEGAL DRUGS AND/OR ALCOHOLIC BEVERAGES:**

A student shall not knowingly possess any drug or alcoholic beverage of any kind while under the jurisdiction of the Edison Local School District. In addition, the student MAY BE referred to civil authorities.

- 1st Offense: 10 Day Suspension and Grounded.
- 2nd / + Offense: 10 Day Suspension, Grounded, and recommendation for Expulsion

### **PARAPHERNALIA, COUNTERFEIT, AND/OR 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, while under the jurisdiction of the Edison Local School District.

- 1st Offense: 10 Day External Suspension and Grounded.
- 2nd / + Offense: 10 Day External Suspension, Grounded, and a recommendation for Expulsion

### **POSSESSION OR USE OF PRESCRIPTION AND/OR OVER-THE-COUNTER DRUGS:**

A student shall not possess, use, transmit, or conceal any prescribed medication and/or over the counter drugs while under the jurisdiction of the Edison Local School District. The prescription or over-the-counter medications policy in the student handbook must be followed.

- 1st Offense: 5 Day External Suspension
- 2nd / + Offenses: 10 Day External Suspension

**TRAFFICKING AND USE OF SMOKING AND/OR 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.

- 1st Offense: 5 Day External Suspension, Grounded, and a citation from School Resource Officer.
- 2nd / + Offense: 10 Day External Suspension, Grounded, and citation from School Resource Officer.

**ASSAULT, PHYSICAL INJURY, AND/OR 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 Edison Local School District.

- 1st Offense: 5 Day external suspension and mediation charges.
- 2nd / + Offense: 10 Day external suspension and mediation charges.

**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.

- 1st Offense: 10 Day External Suspension
- 2nd / + Offense: 10 Day External Suspension with a Recommendation for Expulsions

**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.

- 1st / +: Expulsions for one year.

**FALSE ALARMS AND/OR REPORTS:** A student shall not initiate a fire alarm, or initiate a warning of a fire, bombing, or other catastrophe leading to panic nor give false testimony or false report of school incidents.

- 1st Offense: 5 to 10 Day External Suspension and/or a Recommendation for Expulsion.
- 2nd / + Offense: 10 Day External Suspension and a Recommendation for Expulsion.

**UNAUTHORIZED RECORDING, PHOTO TAKING, AND/OR VIDEOTAPING:**

Any unauthorized videotaping, recording or picture taking while on school grounds including the bus is prohibited. The device will be confiscated for investigation purposes.

- 1st Offense: 5 Day External Suspension
- 2nd / + Offense: 10 Day External Suspension

**SKIPPING AND/OR INSUBORDINATION IN ASSIGNED EXTENDED AFTER-SCHOOL DETENTION OR BIU:** Students who fail to attend their assigned Extended After-School Detention or BIU placement without an excused approval by the administration and/or disregard or refuse to obey reasonable directions given by detention proctor and/or BIU proctor will be assigned an external suspension.

- 1st / + Offense: Reassigned Extended After-School Detention or BIU and 1 Day External Suspension.

**PROFANITY TOWARDS STAFF:** A student shall not use any form of profanity, written or verbal, towards any staff member. Included in this prohibition would be the use of obscene gestures, signs, pictures, or publications.

- 1st Offense: 3 Day External Suspension
- 2nd Offense: 5 Day External Suspension
- 3rd Offense: 10 Day External Suspension
- 4th / + Offense: 10 Day External Suspension and recommendation for expulsion.

**DEGRADING, OBSCENE, DISGRACEFUL ACTS, OR SEXUAL ACTIVITY:**

A student shall not engage in any sexual activity or view pornographic content on any electronic device while on school premises and/or while under the jurisdiction of the Edison Local School District. This includes sexual harassment. Verbal sexual harassment includes written, texted or oral sexual innuendoes, suggestive comments, joke of a sexual nature, sexual propositions, or threats. Nonverbal sexual harassment includes placing sexually suggestive objects, pictures, or graphic commentaries in the school environment or making sexually suggestive or insulting gestures, sounds, leering, and/or whistling. Physical sexual harassment includes threatened, attempted, or actual, unwanted bodily contact, including patting, pinching, pushing the body, or coerced sexual intercourse.

- 1st Offense: 5 Day External Suspension
- 2nd Offense: 10 Day External Suspension
- 3rd / + Offense: 10 Day External Suspension and recommendation for expulsion

**DATING VIOLENCE:** 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.

- 1st / + Offense: 10 day external suspension and recommendation for expulsion.

## **TIER II VIOLATIONS**

*Violations of the following incidents result in assignment to Extended After-School Detention, Extended After-School Detention, or Saturday School. Repeated violation will result in external suspension and/or recommended expulsion from school.*

**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.

- 1st Offense: 1 Day After-School Detention
- 2nd Offense: 3 Day After-School Detention
- 3rd Offense: 1 Extended After-School Detention
- 4th Offense: 1 Day BIU
- 5th Offense: 3 Day BIU
- 6th / +: External Suspension at Discretion of the Administration

**DAMAGE TO SCHOOL PROPERTY AND/OR PRIVATE PROPERTY:** A student shall not invade school and/or private property or attempt to cause damage to school and/or private property on school premises, or while under the jurisdiction of the Edison Local School District.

- 1st Offense: 1 extended After-School detention and restitution for damages.
- 2nd Offense: 5 day BIU and restitution for damages.
- 3rd /+ Offense: External suspension at the discretion of the administration and restitution for damages.

**THEFT/GAMBLING:** A student shall not cause or attempt to take into possession the private and/or public property or equipment of the school district or the property of another person by theft or gambling.

- 1st Offense: 1 Extended After-School Detention and restitution for damages.
- 2nd Offense: 5 Days BIU and restitution for damages.
- 3rd /+ Offenses: External suspension at the discretion of the Administration and restitution for damages.

**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.

- 1st Offense: 1 Day Extended After-School Detention and a citation from the School Resource Officer.
- 2nd Offense: 1 Day External Suspension and a citation from the School Resource Officer.
- 3rd Offense: 5 Days External Suspension and a citation from the School Resource Officer.
- 4th / + Offense: 10 Day's External Suspension and a citation from the School Resource Officer.

**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.

- 1st Offense: 1 Extended After-School Detention
- 2nd Offense: 3 Days BIU
- 3rd Offense: 5 Days BIU
- 4th Offense: 3 Days External Suspension
- 5th / + Offense: 5 Day External Suspension

**INSUBORDINATION:** A student shall not disregard or refuse to obey reasonable directions given by staff.

- 1st Offense: 2 After-School Detentions
- 2nd Offense: 1 Extended After-School Detention
- 3rd Offense: 3 Days BIU
- 4th Offense: 5 Days BIU
- 5th / + Offense: External suspension at the discretion of the Administration.

**INTIMIDATING AND THREATENING:** 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.

- 1st Offense: 3 Day BIU Placement
- 2nd Offense: 5 Day BIU Placement
- 3rd Offense: 3 Day External Suspension
- 4th Offense: 5 Day External Suspension
- 5th / + Offense: 10 Day External Suspension and/or a recommendation for expulsion.

**SKIPPING OR CUTTING CLASS AND/OR LEAVING SCHOOL GROUNDS DURING SCHOOL HOURS AND/OR LEAVE SCHOOL GROUNDS WHILE UNDER THE JURISDICTION OF THE SCHOOL, WITHOUT PROPER**

**PERMISSION:** Skipping or cutting class is defined as not being in the assigned area. A student cannot leave the school without a written note from the parent and/or guardian and a phone call to the school.

- 1st Offense: 2 After-School Detentions and Grounded
- 2nd Offense: 1 Extended After-School Detention and Grounded
- 3rd Offense: 3 Day Placement in BIU and Grounded
- 4th Offense: 5 Day Placement in BIU and Grounded
- 5th / + Offense: 5 Day External Suspension

**FORGERY, FALSE INFORMATION AND/OR FALSE TESTIMONY:** 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 school. False Testimony means untrue testimony. Testimony will be false if it was untrue when it was given and known to be untrue by the witness or person giving it.

- 1st Offense: 2 After-School Detentions
- 2nd Offense: 1 Extended After-School Detention
- 3rd Offense: 3 Day Placement in BIU
- 4th / + Offense: 5 Day Placement in BIU

**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.

- 1st Offense: 2 After-School Detentions
- 2nd Offense: 1 Extended After-School Detention
- 3rd Offense: 3 Day Placement in BIU
- 4th Offense: 5 Day Placement in BIU
- 5th / + Offense: External suspension at the discretion of the Administration.

**UNAUTHORIZED FIRE:** A student possessing and/or lighting a match, lighter, or other flammable substance without permission or without direction from an instruction is charged with unauthorized fire.

- 1st Offense: 1 Extended After-School Detention
- 2nd Offense: 3 Day Placement in BIU
- 3rd Offense: 5 Day Placement in BIU
- 4th / + Offense: External suspension at the discretion of the Administration.

**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.

- 1st Offense: 2 After-School Detentions
- 2nd Offense: 1 Extended After-School Detention
- 3rd Offense: 3 Day Placement in BIU
- 4th Offense: 5 Day Placement in BIU
- 5th / + Offense: External suspension at the discretion of the Administration.

**PUBLIC DISPLAY OF AFFECTION:** No student shall participate in public displays of affection.

- 1st Offense: 1 Extended After-School Detention
- 2nd Offense: 3 Extended After-School Detentions
- 3rd Offense: 1 Day External Suspension
- 4th / + Offense: 3 Day External Suspension

**UNAUTHORIZED USE OF CELLPHONE, ELECTRONIC DEVICE AND/OR SOCIAL MEDIA DURING SCHOOL HOURS:** The use of any electronic device during school hours (7:15 AM - 3:00 PM) is prohibited unless for classroom use as explicitly directed by the classroom teacher in their classroom. The use of any electronic device outside the classroom while under the jurisdiction of the Edison Local School District is strictly prohibited unless explicitly directed by the administration. This includes, but not limited to, the gymnasium, cafeteria hallway, and restroom.

- 1st Offense: 1 Extended After-School Detention
- 2nd Offense: 2 Day BIU
- 3rd Offense: 5 Day BIU
- 4th Offense: 3 Day External Suspension
- 5th / + Offense: 5 Day External Suspension

**SKIPPING AND/OR INSUBORDINATION IN ASSIGNED AFTER-SCHOOL DETENTION:** Students who fail to attend their assigned Extended After-School Detention without an excused approval by the administration and/or disregard or refuse to obey reasonable directions given by detention proctor will be assigned an external suspension.

- 1st / + Offense: Reassigned After-School Detention and 1 Extended After-School Detention.

**GROUNDING VIOLATION:** If a student is found outside their assigned area while grounded, they are in violation of their grounded status. All grounded students must report to their assigned class on time and remain in their assigned classroom for the duration of the period unless there is an emergency, or they have the explicit permission of the classroom teacher and/or administration.

- 1st Offense: 1 Day BIU
- 2nd Offense: 3 Day BIU
- 3rd Offense: 1 Day External Suspension
- 4th Offense: 3 Day External Suspension
- 5th / + Offense: 5 Day External Suspension

**SCHOOL SAFETY VIOLATION:** No student shall prop any external and internal door for any reason without proper supervision and all students are expected to actively participate in all school safety drills. This violation is not limited to a student only propping an internal door and/or external door or limited to student behavior during a safety drill. Any reasonable school safety violation, as determined by the administration and/or staff, will be disciplined by the administration.

- 1st Offense: 1 Extended After-School Detention
- 2nd Offense: 3 Days BIU
- 3rd Offense: 1 Day External Suspension
- 4th / + Offense: 3 Day External Suspension

## TIER I VIOLATIONS

*Repeated violations may result in external suspension, parent/guardian conference, court and/or police referral, assignment of restitution, and recommended expulsion.*

**ACADEMIC DISHONESTY:** Academic dishonesty or academic misconduct is any type of cheating that occurs in relation to a formal academic exercise. It can include:

- Plagiarism: The adoption or reproduction of ideas or words or statements of another person without due acknowledgment.
- Fabrication: The falsification of data, information, or citations in any formal academic exercise.
- Deception: Providing false information to an instructor concerning a formal academic exercise—e.g., giving a false excuse for missing a deadline or falsely claiming to have submitted work.
- Cheating: Any attempt to give or obtain assistance in a formal academic exercise (like an examination) without due acknowledgment.
- Sabotage: Acting to prevent others from completing their work. This includes cutting pages out of library books or willfully disrupting the experiments of others.
  - 1st Offense: The student will receive a F for that assignment and written notification to the parents from the teacher.
  - 2nd Offense: The student will receive a F for the 9 week grading period and written notification to the parents from the teacher.
  - 3rd offense: The student will receive a F for the semester and written notification to the parents from the teacher.

**EXCESSIVE TARDIES:** The classroom teacher shall determine when the student is excessively tardy to their classroom. When the teacher refers the student to the office for excessive tardies, the administration will ground the student.

- 1st / + Offense: Grounded

**DRESS CODE VIOLATION:** Students not following the Dress Code Guidelines will be removed from the classroom and/or school and required to change into clothing that meets the dress code. If the student is unable to change into clothing that meets the dress code and unable to leave the building, they will be placed in the the BIU room.

Additional discipline will include:

- 1st - 3rd Offense: 2 After School Detentions
- 4th - 5th Offense: 1 Extended After-School Detention
- 6th / + Offense: 1 Day BIU

**HORSE PLAY:** A student shall not engage in horseplay of any kind, including but not limited to, hitting, pushing, and running.

- 1st - 3rd Offense: 2 After School Detentions
- 4th - 5th Offense: 1 Extended After-School Detention
- 6th / + Offense: 1 Day BIU

**OPEN CONTAINER:** A student shall not bring any open drink container of any kind into the building without the expressed permission of the administration. This includes but not limited to travel mugs, insulated thermoses, and open cans.

- 1st - 3rd Offense: 2 After School Detentions
- 4th - 5th Offense: 1 Extended After-School Detention
- 6th / + Offense: 1 Day BIU

**THROWING OF OBJECTS:** A student shall not throw any objects of any kind in the classroom, hallway, and cafeteria.

- 1st - 3rd Offense: 2 After School Detentions
- 4th - 5th Offense: 1 Extended After-School Detention
- 6th / + Offense: 1 Day BIU

**DISRUPTIVE LANGUAGE AND/OR DISRESPECTFUL BEHAVIOR:** No disruptive language, lying, or disrespectful behavior will be tolerated while the student is under the jurisdiction of the Edison Local School District.

- 1st - 3rd Offense: 2 After School Detentions
- 4th - 5th Offense: 1 Extended After-School Detention
- 6th / + Offense: 1 Day BIU

**UNAUTHORIZED USE OF BUILDING:** No student will be allowed in any area of the building or on school grounds without the expressed permission of the staff and/or administration.

- 1st - 3rd Offense: 2 After School Detentions
- 4th - 5th Offense: 1 Extended After-School Detention
- 6th / + Offense: 1 Day BIU

## **ATTENDANCE TO AFTER-SCHOOL DETENTION AND EXTENDED AFTER SCHOOL DETENTION**

*It is the student's responsibility to attend their assigned detention.*

**Assignments:** Students are expected to come to detention prepared to study and with work to do.

**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. Late students will be locked out and disciplined by the administration for skipping assigned After-School Detention.

**After-School Misconduct:** No talking, sleeping, use of electronics or disruptive behavior is permitted during a session. Violators will be disciplined by the administration for insubordination in After-School Detention.

**Restroom Privileges:** Students will be permitted to use the restroom at the discretion of the supervisor.

**Excused Absence:** Students will be excused from After School Detention only as determined by the administration. Requests must be made to the administration by the parents or guardians in writing. After School Detentions missed due to an legitimate excused absence will be reassigned.

**Absence:** Students who fail to attend their After-School Detention without an excused approval by the administration will be disciplined by the administration.

**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. Requests must be made to the administration by the parents or guardians in writing.

**Transportation:** Transportation will be the responsibility of the student/parent. Students must plan transportation in advance-use of school phones will not be permitted.

# APPENDIX A: BUS CODE OF CONDUCT

## Edison Local School District Bus Conduct Code 2018-2019

Expectations of desired behaviors while riding the bus:

Principal:

1. Address bus rules to students with the driver.
2. Design an incentive plan for following Bus Conduct Code
3. When possible meet busses in the morning and board bus and communicate with driver how the ride to school.

Driver:

1. Gather input from staff to assist in developing assigned seats for your bus.
2. Assign seats for high school and elementary routes. (Turn into building principal.)
3. Teach Proper Procedures
4. Move students to a new seat if undesired behavior begins
5. Call parents to share behavior issues and inform them next step is discipline.

**Ohio Revised Code Safety Issue Violation:**

1. Go directly to and remain in assigned seat or area of the bus.
2. Remain seated and keep aisles/exits clear.
3. Must board and exit bus at designated stop.
4. Keep hands, feet and other objects to self, and away from windows.
5. Maintain moderate noise level determined by the driver.
6. No eating, drinking, or glass containers.
7. Do not throw objects on, from or into bus.

**Safety Violation Consequences:**

- 1<sup>st</sup> Violation: Verbal Warning/Call to Parents from principal/Letter Home
- 2<sup>nd</sup> Violation: 1-day bus suspension
- 3<sup>rd</sup> Violation: 3-day bus suspension. Meeting with parent, student, bus driver and building administrator required before bus privileges are reinstated.
- 4<sup>th</sup> Violation: 5-day bus suspension
- 5<sup>th</sup> Violation: Expulsion of bus privileges

**Major Student Conduct Code Violation:**

1. Drug and Alcoholic Beverages
2. Paraphernalia/Counterfeit/Look-a-like Drugs
3. Assault/Physical/Injury/Fighting
4. Dangerous Weapons and Instruments
5. False Alarms/Reports
6. Use of Smoking/Tobacco Products
7. Intimidating/threatening

**Student Conduct Code Consequences:**

- 1<sup>st</sup> Violation: Verbal Warning/Call to Parents from principal/Letter Home
- 2<sup>nd</sup> Violation: 1-day bus suspension
- 3<sup>rd</sup> Violation: 3-day bus suspension. Meeting with parent, student, bus driver and building administrator required before bus privileges are reinstated.
- 4<sup>th</sup> Violation: 5-day bus suspension
- 5<sup>th</sup> Violation: Expulsion of bus privileges

**Minor Student Conduct Code Violation:**

1. Disruption on bus
2. Damage to bus
3. Invasion/Damage to Private Property
4. Theft/Gambling
5. Possession of Tobacco Products
6. Use of Profanity and/or Obscene Language
7. Insubordination
8. Providing false personal information
9. Public Display of Affection

**Major Student Conduct Code Violation:**

- All major student conduct code violations must follow Due Process procedures.
- An investigation must take place with a hearing for the students
- A consequence will be issued upon the completion of the administrator's investigation. All consequences will be consistent with disciplinary steps in student conduct code.

## **APPENDIX B: BIU RULES**

- 1. ALL STUDENTS MUST TURN IN THEIR ELECTRONIC DEVICE TO THE BIU**
- 2. ALL STUDENTS MUST REFRAIN FROM SPEAKING IN THE BIU ROOM UNLESS ABSOLUTELY NECESSARY.**
- 3. ALL STUDENTS MUST RAISE THEIR HANDS.**
- 4. THERE IS TO BE NO FOOD OR DRINK IN THE BIU ROOM.**
- 5. NO STUDENT WILL BE ALLOWED TO SLEEP IN THE BIU ROOM FOR ANY REASON.**
- 6. NO STUDENT WILL BE ALLOWED TO REST THEIR HEAD IN THE BIU ROOM FOR ANY REASON.**
- 7. ALL STUDENTS MUST PROPERLY SIT IN THEIR SEATS. BACK ON BACK, BUTT ON SEAT, FEET ON FLOOR.**
- 8. ALL RESTROOM BREAKS AND DRINK BREAKS WILL BE MONITORED BY THE BIU TEACHER.**
- 9. ALL STUDENTS MUST BE ENGAGED IN THEIR SCHOOL WORK.**