

EDISON HIGH SCHOOL (7-12)

2021-2022

Student Handbook

Principal

Matthew Morrison

Assistant Principal

Joshua Leasure

Telephone: (740) 765-4313

Table of Contents

Welcome	4
Visitors:	4
School Hours:	4
General Information	4
Enrollment / Transfer / Withdrawal:	4
Scheduling:	4
Emergency Medical Information:	4
Control of Communicable Diseases / Immunization:	5
Injury / Illness / Medications:	5
Emergency Evacuation:	6
Emergency Closing and Delays:	6
School Equipment and Facilities:	6
Activity Conflicts:	6
FERPA and Directory Information:	7
Student Records:	7
Publications:	7
Electronic Device Policy:	8
Academic Progress and Evaluation	8
Grade Scale:	9
Incomplete Grades:	9
Assessments:	9
Student Activities	9
School Sponsored Clubs and Activities:	9
Non-School Sponsored Clubs and Activities:	10
Athletics:	10
Field Trips:	10
Attendance	10
	1

Absence Reporting Guidelines	11
Definition of Truancy:	12
Definition of Excessive Absences:	12
Legitimate Excuses:	12
Approved Vacation Policy:	12
Responsibilities when a Student is identified as Habitually Truant:	12
Responsibilities when a Student is identified as Excessively Absent:	13
<i>State of Purpose and Intent of the EHS Student Code of Conduct</i>	14
Scope of Jurisdiction of Edison High School	14
Dress Code	15
Search and Seizure	15
Surveillance Cameras	15
<i>Possible Consequences of Violating the Edison High School Code of Conduct</i>	16
Detention	16
Suspension and Expulsion	16
<i>Offenses</i>	17
Academic Dishonesty	17
Aggressive Behavior and/or Bullying	17
Alcohol / Drugs / Tobacco	18
Damage to and/or Theft of Personal or School Property	18
Dishonesty	18
Excessive Tardies to Class	18
Harassment	19
Hazing	19
Honor Violation	19
Inducing Panic	19
Insubordination and/or Indecent Speech towards Adults	19
Sexual Harassment	20
Skipping Class and/or Leaving School Grounds with Permission	20

Substantial Disruption of Class and/or School	21
Threats and Intimidation	21
Unauthorized Bodily Contact	21
Unauthorized Fire	21
Unauthorized Presence	22
Unauthorized Use of Electronic Device	22
Unauthorized Use of Open Containers	23
Weapon	23
APPENDIX A	25
Graduation Ceremony	25
Dress for Graduation	25
Expectations	25
APPENDIX B	26
Contract for Graduating Seniors	26
APPENDIX C	27
Expectations for After-School Detention and Extended After-School Detention	27
Assignments	27
Reporting Time:	27
After-School Misconduct:	27
Restroom Privileges:	27
Excused Absence:	27
Absence:	27
Early Dismissals:	27
Transportation:	28
Discipline Statement	28
Appendix D	29
Bus Code of Conduct	29
Ohio Revised Code Safety Issue Violations	29
Mandatory Consequences	29
Additional Discipline Statement	29
Appendix E	30
Student Code of Conduct Acknowledgement	30
PARENT AND STUDENT ACKNOWLEDGEMENT:	30



Welcome

Welcome to Edison 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:

The Administration must approve visitors of high school students. Visiting students will be kept to a minimum and will only be allowed for educational purposes. Parents and guardians who wish to observe classes should make arrangements with the teacher(s) and Administration prior to the date of visitation. Upon entering the building, all visitors are to report to the High School Assistant Principal's Office to check in.

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.

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.

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 procedures. Students who become ill must report to the clinic with a written note 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 use their personal electronic devices for illness. They are to report to the school nurse and/or office and the school nurse and/or administration will report illness to parent or guardian if deemed necessary.

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. The district will also utilize the one-call system. Please use these resources to adjust your schedules.

School Equipment and Facilities:

The Board of Education believes that the school should help the 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.

Activity Conflicts:

A performance (athletic event, contest, play, concert, etc.) has priority over any practice or rehearsal. When two events of equal value conflict, the student may

participate in the event of his/her choice without fear of penalty or consequence. Students are to inform coaches/advisors of conflicts as soon as they become aware of them.

FERPA and Directory Information:

The school district follows the guidelines of the Family Educational Rights and Privacy Act (FERPA) regarding all student records. Parents who do not want directory information for their child released to colleges, universities and military recruiters should contact the guidance office.

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.

Publications:

Publications such as the student newspaper, literary magazine, and yearbook are connected to the overall school program and subject to editorial control by the school authorities. The school recognizes the rights of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non-sponsored, non-commercial written material and petitions, badges, buttons, or other insignias. All items must meet school guidelines.

The school recognizes the rights of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non-sponsored, non-commercial written material and petitions, badges, buttons, or other insignias. All items must meet school guidelines.

A material may not be displayed or distributed if it is obscene to minors, libelous, indecent, or vulgar; advertises any product or service not permitted to minors by law;

intends to be insulting or harassing; intends to incite fighting or presents a likelihood of disrupting school or a school event.

Materials may not be displayed or distributed during class periods or during passing time between classes. Permission may be granted to display or distribute during lunch periods or after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building. Students who are unsure whether or not materials they wish to display or distribute meet school guidelines should present them to the principal at least 24 hours prior to display or distribution.

Electronic Device Policy:

Student electronic devices are to be turned off, kept out of sight, and not used during the school day. Violation of this rule will result in disciplinary action and confiscation of the electronic device. A confiscated electronic device will be returned to the owner at the end of the day, provided there are no concerns with the contents of the electronic device.

On a second electronic device violation, the electronic device may be confiscated and kept by the administration until the student's parent(s) claim it from the office. Contents of electronic devices may be searched if there exists a reasonable suspicion that it may have been used in an activity prohibited by the Code of Conduct.

Parents/guardians are advised that the best way to get in touch with their child during the school day is by calling the school office. Students may use school phones to contact parents/guardians during the school day. **(ELSD School Board Policy 5136)**

Academic 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:	Letter Grade	% Scale	Point Equivalent
	A	90-100	4
	B	80-89	3
	C	70-79	2
	D	60-69	1
	F	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.

Assessments:

Classroom tests will be used to assess student progress and assign grades. These are selected or prepared by the 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.

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 provided 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.

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. **Research conducted by the Center for Education Policy Research at Harvard University found being absent 1 day at Edison High School is equivalent to missing nearly 5 days of Math instruction and 3 days of English Language Arts instruction (Spring 2020).**

Absence Reporting Guidelines

1. The parent must notify the High School at (740)765-4313 to report their child will be absent from school before 9:00 AM. If the parent does not notify the high school before 9:00 AM, the absence will be identified as unexcused.
2. The parent and/or student must provide written documentation to the school on the day the student returns to the High School. This written documentation must identify the student, give the dates the student was absent, and why the student was absent. If the parent and/or student fails to provide written documentation explaining why the student was absent, the absence will be identified as unexcused.
 - a. The High School will allow the parent to provide a parent-written note when the student was sick the first 8 absences due to illness. The handwritten note will be sufficient to identify the absence as excused. All proceeding sick days will require an original doctor's excuse to be considered excused.
3. 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:
 - a. Attend school 1/2 day to participate in an athletic event that day.
 - b. Attend school 1/2 day to participate in a practice.

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;

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:

A student is identified as Habitually Truant if they are absent for 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.

Definition of Excessive Absences:

A student is identified as Excessively Absent if they are 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.

Legitimate Excuses:

Personal Illness, Death of a Relative, Religious Holiday, Quarantine, Medical / Dental Appointments, Approved Vacation, Approved College Visits (*Senior: 2 visits, Junior: 1 visit*), and/or Emergency Situation's approved by the Administration.

Approved Vacation Policy:

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.

Responsibilities when a Student is identified as Habitually Truant:

When a student is habitually truant from school, the following will occur.

1. Within 7 days of the triggering absence, the Jefferson County Juvenile Court School Liaison and/or Edison High School Administrator will select members of the student's Absence Intervention Team (AIT) and make 3 meaningful attempts to secure the participation of the students' parents or guardian on the Absence Intervention Team (AIT);

2. Within 10 days of the triggering absence, the student will be assigned to the selected Absence Intervention Team (AIT);
3. Within 14 school days after the assignment of the Absence Intervention Team (AIT), the Jefferson County Juvenile Court School Liaison and Edison High School Administrator will develop and implement an Absence Intervention Plan (AIP);
4. The student will be assigned Restitution to make up lost time on Friday from 3:00PM to 5:00 PM; and;
5. If the student does not make sufficient progress on the Attendance Intervention Plan within 61 school days or continues to be excessively absent, the Jefferson County Juvenile Court School Liaison and/or Edison High School Administrator will file a complaint in the Jefferson County Juvenile Court.

Responsibilities when a Student is identified as Excessively Absent:

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.
4. The student will be assigned Restitution to make up lost time on Friday from 3:00PM to 5:00 PM.

State of Purpose and Intent of the EHS Student Code of Conduct

The purpose and intent of this code of conduct is to maintain an appropriate educational climate at Edison High School (Grades 7-12).

Scope of Jurisdiction of Edison High School

This code of conduct is in effect while students are under the authority of school personnel or involved in any school activity. This includes but is not limited to school buses and property under the control of school authorities, and while at interscholastic competitions, extracurricular events, or other school activities or programs. In addition, this code of conduct includes:

- Misconduct by a pupil that occurs off of property owned or controlled by the Edison Local School District but that is connected to activities or incidents that have occurred on property or controlled by the district.
- Misconduct by a pupil that, regardless of where it occurs, is directed at a district official or employee, or the property of such official or employee.
- The Jefferson County Joint Vocational School is an extension of our school program; therefore, students who elect to attend the Jefferson County Joint Vocational School are subject to disciplinary action based upon the student code of conduct of either Edison High School and/or the Jefferson County Joint Vocational School. Consequently, conduct and/or involvement in any activity that may or does result in disciplinary action by one school may be grounds for similar disciplinary action by the other school.

Teachers, school bus drivers, and other employees of this Board having authority over students shall have the authority to take such means as may be necessary to control the disorderly conduct of students in all situations and in all places where such students are within the jurisdiction of this Board. Principals shall have the authority to assign discipline to students, subject to the administrative guidelines of the Superintendent and to the student's due process right to notice, hearing, and appeal.

Dress Code

Dress Code Philosophy

Edison High School's student dress code supports equitable educational access and is written in a manner that does not reinforce stereotypes. To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently and in a manner that does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income or body type/size.

Our values are:

- All students should be able to dress comfortably for school and engage in the educational environment without fear of or actual unnecessary discipline or body shaming.
- All students and staff should understand that they are responsible for managing their own personal "distractions" without regulating individual students' clothing/self-expression.
- Student dress code enforcement should not result in unnecessary barriers to school attendance.
- School staff should be trained and able to use student/body-positive language to explain the code and to address code violations.
- Teachers should focus on teaching without the additional and often uncomfortable burden of dress code enforcement.
- Reasons for conflict and inconsistent and/or inequitable discipline should be minimized whenever possible.

Our student dress code is designed to accomplish several goals:

- Maintain a safe learning environment in classes where protective or supportive clothing is needed, such as chemistry/biology (eye or body protection), choir/music/drama (bare feet, tights/leotards), or PE (athletic attire/shoes).
- Allow students to wear clothing of their choice that is comfortable.
- Allow students to wear clothing that expresses their self-identified gender.
- Allow students to wear religious attire without fear of discipline or discrimination.
- Prevent students from wearing clothing or accessories with offensive images or language, including profanity, hate speech, and pornography.
- Prevent students from wearing clothing or accessories that denote, suggest, display or reference alcohol, drugs or related paraphernalia or other illegal conduct or activities.
- Prevent students from wearing clothing or accessories that will interfere with the operation of the school, disrupt the educational process, invade the rights of others, or create a reasonably foreseeable risk of such interference or invasion of rights.
- Prevent students from wearing clothing or accessories that reasonably can be construed as being or including content that is racist, lewd, vulgar or obscene, or that reasonably can be construed as containing fighting words, speech that incites others to imminent lawless action, defamatory speech, or threats to others.

- Ensure that all students are treated equitably regardless of race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income or body type/size.

Dress Code

Edison High School expects that all students will dress in a way that is appropriate for the school day or for any school sponsored event. Student dress choices should respect the District's intent to sustain a community that is inclusive of a diverse range of identities. The primary responsibility for a student's attire resides with the student and their parent(s) or guardian(s). The school district is responsible for seeing that student attire does not interfere with the health or safety of any student, that student attire does not contribute to a hostile or intimidating atmosphere for any student, and that dress code enforcement does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income, or body type/size. Any restrictions to the way a student dresses must be necessary to support the overall educational goals of the school and must be explained within this dress code.

1. Basic Principle: Certain body parts must be covered for all students at all times.

Clothes must be worn in a way such that genitals, buttocks, breasts, and nipples are fully covered with opaque fabric. However, cleavage should not have coverage requirements. All items listed in the "must wear" and "may wear" categories below must meet this basic principle.

2. Students Must Wear*, while following the basic principle of Section 1 above:

- A Shirt (with fabric in the front, back, and on the sides under the arms), AND
- Pants/jeans or the equivalent (for example, a skirt, sweatpants, leggings, a dress or shorts), AND
- Shoes.

*Courses that include attire as part of the curriculum (for example, professionalism, public speaking, and job readiness) may include assignment-specific dress, but should not focus on covering bodies in a particular way or promoting culturally-specific attire. Activity-specific shoes requirements are permitted (for example, athletic shoes for PE).

3. Students May Wear, as long as these items do not violate Section 1 above:

- Religious headwear
- Hoodie sweatshirts (hoods cannot be up for safety reasons)
- Fitted pants, including opaque leggings, yoga pants and "skinny jeans"
- Pajamas
- Ripped jeans, as long as underwear and buttocks are not exposed.
- Tank tops, including spaghetti straps; halter tops
- Athletic attire
- Visible waistbands on undergarments or visible straps on undergarments worn under

other clothing (as long as this is done in a way that does not violate Section 1 above).

4. Students Cannot Wear:

- Violent language or images.
- Images or language depicting/suggesting drugs, alcohol, vaping or paraphernalia (or any illegal item or activity).
- Bullet proof vest, body armor, tactical gear, or facsimile.
- Hate speech, profanity, pornography.
- Images or language that creates a hostile or intimidating environment based on any protected class or consistently marginalized groups.
- Any clothing that reveals visible undergarments (visible waistbands and visible straps are allowed)
- Swimsuits (except as required in class or athletic practice).
- Accessories that could be considered dangerous or could be used as a weapon.
- Any item that obscures the face or ears (except as a religious observance).

5. Dress Code Enforcement

To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently using the requirements below. School administration and staff shall not have discretion to vary the requirements in ways that lead to discriminatory enforcement.

- Students will only be removed from spaces, hallways, or classrooms as a result of a dress code violation as outlined in Sections 1 and 4 above. Students in violation of Section 1 and/or 4 will be provided three (3) options to be dressed more to code during the school day:
 - Students will be asked to put on their own alternative clothing, if already available at school, to be dressed more to code for the remainder of the day.
 - Students will be provided with temporary school clothing to be dressed more to code for the remainder of the day.
 - If necessary, students' parents may be called during the school day to bring alternative clothing for the student to wear for the remainder of the day.
- No student should be affected by dress code enforcement because of racial identity, sex assigned at birth, gender identity or expression, sexual orientation, ethnicity, cultural or religious identity, household income, body size/type, or body maturity.
- School staff shall not enforce the school's dress code more strictly against transgender and gender nonconforming students than other students.

- Students should not be shamed or required to display their body in front of others (students, parents, or staff) in school. “Shaming” includes, but is not limited to:
 - kneeling or bending over to check attire fit;
 - measuring straps or skirt length;
 - asking students to account for their attire in the classroom or in hallways in front of others;
 - calling out students in spaces, in hallways, or in classrooms about perceived dress code violations in front of others; in particular, directing students to correct sagged pants that do not expose the entire undergarment, or confronting students about visible bra straps, since visible waistbands and straps on undergarments are permitted; and,
 - accusing students of “distracting” other students with their clothing.

These dress code guidelines shall apply to regular school days and summer school days, as well as any school-related events and activities, such as graduation ceremonies, dances and prom.

Students who feel they have been subject to discriminatory enforcement of the dress code should contact the **Edison High School Administration at (740) 765-4313**.

Search and Seizure

Lockers supplied by the school and used by the students are the property of the board of education. Therefore, student lockers and the contents of the lockers are subject to random search at any time without regard to whether there is a reasonable suspicion that any locker or its contents contains evidence of a violation of a school rule or criminal statute. Random searches of lockers may include the assistance of dogs trained to detect the presence of drugs.

Search of a student and his/her possessions, including vehicles, 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 school rules. A search may also be conducted to protect the safety of others. Any student who exercises the privilege of parking an automobile on school grounds shall be considered to have given implied consent to a search of such automobile at any time a search is requested by the school administration. Failure to comply with a reasonable search will be considered insubordination.

Surveillance Cameras

For student safety and welfare, video surveillance cameras are placed throughout the building and school grounds and on buses. Actions recorded on these cameras may be used as evidence in disciplinary action. Any attempt to damage or interfere with the function of these devices will result in disciplinary action by the school and possible referral to local law enforcement agencies.

Possible Consequences of Violating the Edison High School Code of Conduct

Violation of the Code of Conduct **may** result in verbal or written warning or reprimand, referral to guidance counselor, parental contact or conference, detention, emergency removal, referral to law enforcement agencies, suspension or expulsion.

Detention

The Administration may assign a student after school detention for violation(s) of the Edison High School Code of Conduct. The Administration may assign the student after-school detention on Tuesday and/or Thursday from 3:00PM-3:45PM, and/or Friday from 3:00PM - 5:00PM. A lunch detention may be assigned by the classroom teacher and/or administration.

Suspension and Expulsion

Suspensions and Expulsions are governed by **Ohio Revised Code 3313.66**. The Administration may suspend a student from school for a period of up to ten (10) days for violation(s) of the Edison High School Code of Conduct. The Superintendent may expel a student from school for up to eighty (80) days and in some cases for an entire year. Expulsion may result in the loss of credit for courses being taken at school, at the Jefferson County Joint Vocational School, or at any college or university, whether under an Education Option, CCP, or at the students' own expense.

Students who are suspended out of school or expelled may not be present on school property, participate or attend any school activities or contests, or be present at activities or on property controlled by the school.

The student has the opportunity to turn in all missed assignments during the suspension to the teacher on the day the student returns to the school. If the student turns in all

missing assignments on the day they return to school, the student may earn 100% of the grade. It is the student's responsibility to obtain all missing assignments during the suspension period. **(HB 318 / HB 491)** In addition to the suspension, the student will be assigned a restitution session on Friday from 3:00PM-5:00PM equal to the number of days suspended from school to make up for lost time.

You have the right to appeal a suspension decision to the Edison Local School District Board of Education or its designee and to be granted a hearing before the Board and its designee in order to be heard against the suspension and to be represented in the appeal proceed by a representative of your choosing. You have the right to request the hearing, if it is before the Board, to be held in executive session. Please contact the Superintendent by letter if you intend to pursue an appeal so that a hearing and place can be scheduled. You have 5 school days from the receipt of the suspension notice in which to file an appeal.

Offenses

Academic Dishonesty

Presenting someone else's work as one's own in order to obtain a grade or credit is considered to be cheating. This includes, but is not limited to, copying other assignments, quiz or test answers, and plagiarism. Students who violate this policy will receive zero credit for assignments or work involved.

Aggressive Behavior and/or Bullying

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying/cyberbullying, intimidating, menacing, coercion, name calling, taunting, making threats, and hazing.

Bullying means any intentional written, verbal, graphic, or physical act that a student or group of students exhibits toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s); or violence within a dating

relationship. This also also means electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistant (PDA), or wireless hand-held device) that a student(s) or a group of students exhibits toward another particular student(s) more than once and the behavior both causes mental and physical harm to the other student and

is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s). **(ELSD School Board Policy 5517.01) (HB 116)**

Alcohol / Drugs / Tobacco

A student shall not possess, use, transmit, sell, conceal, or consume any alcoholic beverage, intoxicant, inhalant, controlled substance, counterfeit controlled substance, or any other drug of abuse. This provision shall be applicable to any conduct on school grounds, during and immediately before or after school hours, on school grounds, at any time when the school is being used by a group, off school grounds at a school sponsored activity, on a school bus or conveyance, or at any other time during the same calendar day when the student is or will be subject to the authority of the school. A student shall not consume any alcoholic beverages, intoxicants, or drugs of abuse at any time before the student's arrival at school or at a school sponsored activity.

Possession, consumption, distribution, purchase or attempt to purchase, and/or use of tobacco products or electronic cigarettes or similar look alike devices in school, on school grounds, on school buses, and at any interscholastic competition, extra-curricular event, or other school-sponsored event. Tobacco products include, but are not limited to cigarettes, cigars, pipe tobacco, chewing tobacco, snuff or any other matter or substance that may contain tobacco. Smoking of electronic cigarettes, vapor devices, and other substitute forms of cigarettes whether they contain nicotine or not, are also prohibited. **(ELSD School Board Policy 7434 and 5530)**

Damage to and/or Theft of Personal or School Property

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. 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.

Dishonesty

Any forms of dishonesty including cheating, plagiarism, altering or using school documents with intent to defraud, or providing false information to school personnel may result in disciplinary action.

Excessive Tardies to Class

The classroom teacher shall determine when the student is excessively tardy to their classroom. The classroom teacher will discipline the student for excessive tardies when the classroom teacher determines excessive tardiness. **Administration Recommendation is 3 tardies per nine-week grading period.**

Harassment

Harassment means any threatening, insulting, or dehumanizing gesture, use of technology, or written, verbal or physical conduct directed against a student or school employee that: places a student or school employee in reasonable fear of harm to his/her person or damage to his/her property; has the effect of substantially interfering with a student's educational performance, opportunities, or benefits, or an employee's work performance; or has the effect of substantially disrupting the orderly operation of a school. **(ELSD School Board Policy 5517)**

Hazing

Students shall not plan, encourage, or participate in any form of hazing. Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation into any organization that creates a risk of mental or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy. Violation may lead to suspension, recommendation for expulsion, and/or legal action as contained in **ORC 2307.44.**

Honor Violation

Students shall not be involved in activities including, but not limited to, misrepresentation of facts, misuse of privileges, forgery, improper collusion or falsification of information. No student shall place himself/herself in a position to aid, abet, facilitate, encourage, allow or assist another student in violating the school code of conduct.

Inducing Panic

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.

Insubordination and/or Indecent Speech towards Adults

Insubordination is defined as not obeying an authority figure in the school and refusing to follow reasonable direction by the authority figure. While a student maintains the right to exercise free speech in the school, the student cannot use language that is obscene to minors, pervasively indecent or vulgar, constitutes insulting or fighting words, the very expression of which injures or harasses other people, and presents a clear and present likelihood that, either because of its content or the manner of distribution or display, it will cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act. **(ELSD School Board Policy 5723)** The use of any indecent speech towards authority figures and adults is prohibited.

Sexual Harassment

Pursuant to Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972, "sexual harassment" is defined as: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when: [...] Such conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender.

Prohibited acts that constitute sexual harassment may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to: Unwelcome sexual propositions, invitations, solicitations, and flirtations. Physical assault. [...] Unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls. Sexually suggestive objects, pictures, videotapes, audio recordings or literature, placed in the work or educational environment, which may embarrass or offend individuals. Unwelcome and inappropriate touching, patting, or pinching; obscene gestures. A pattern of conduct, which can be subtle in nature, that has sexual overtones

and is intended to create or has the effect of creating discomfort and/or humiliation to another. Remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history. [...] Verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature. **(ELSD School Board Policy 5517)**

Skipping Class and/or Leaving School Grounds with Permission

Attendance shall be required of all students enrolled in the schools during the days and hours that the school is in session or during the attendance sessions to which s/he has been assigned. **(ELSD School Board Policy 5200)** A student cannot leave the school without a written note from the parent and/or guardian and a phone call to the school. Research shows missing 1 class is equal to missing 3-4 days of classroom instruction.

Substantial Disruption of Class and/or School

Disturbances which interrupt the learning process cannot be permitted by any teacher. When a student feels an issue is very important and a difference of opinion has come about, the student should wait until the end of the period or seek a mutually convenient time to discuss the problem with the teacher unless it pertains to the lesson. The teacher has the responsibility and authority to maintain order anywhere in the school, particularly, of course, in the classroom. When a student repeatedly disrupts a class or refuses to accept the teacher's authority, that student should be referred to an administrator for appropriate action. **(ELSD School Board Policy 5500A)** Additionally, while a student maintains the right to exercise free speech in the school, the student cannot use language that is obscene to minors, pervasively indecent or vulgar, constitutes insulting or fighting words, the very expression of which injures or harasses other people, and presents a clear and present likelihood that, either because of its content or the manner of distribution or display, it will cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act. **(ELSD School Board Policy 5723)**

Threats and Intimidation

A student shall not threaten with physical violence or coerce by any means any student, teacher, or other school employee or visitor. A student shall not urge another student or person to threaten with physical violence or coerce by any means any student, teacher, or other school employee or visitor. Intimidation shall include, but is not limited to threats used to extort money or any other item of value from another student or person.

Unauthorized Bodily Contact

The act of physically touching or hitting or throwing objects or making threats to a student or employee of the school system or any other person while on school property or while attending a school sponsored event. **(ELSD School Board Policy 5517)**
(ELSD School Board Policy 5600)

Unauthorized Fire

A student possessing and/or lighting a match, lighter, or other flammable substance without permission or without direction from an authorized staff member is charged with unauthorized fire.

Unauthorized Presence

Students are not permitted on property owned or controlled by the Edison Local School District without proper supervision by a coach, advisor or teacher. All students not involved in supervised activities after school must exit the building by 3:00 p.m.

Unauthorized Use of Electronic Device

The policy is meant to help maintain an educational focus in the classroom and other study areas and respect the needs of our students to have reasonable access to their phones and other electronic devices. We acknowledge that is the age of instant communication as well as the need to maintain a proper environment for students, faculty and the educational process. Students are prohibited from using cellular telephones or other electronic communication devices (ECD) or having them "On" during the school day – 7:15 a.m. to 2:55 p.m. This includes lunch periods and passing periods, as well as on school-sponsored trips and "behind-the-wheel" driver education classes or in school vehicles. "Using" refers to, not only the making and/or receiving of calls, but also using the cellular telephone or ECD for any other purpose (i.e., sending text messages, taking pictures, making recordings, etc.).

Students also may not use cellular telephones or ECDs on school property or at a school-sponsored activity to access and/or view Internet websites that are otherwise blocked to students at school. Students are not permitted to wear their cellular telephones or ECD clipped to a belt or otherwise display them in plain sight during the school day. Students may, however, carry cellular telephones or ECDs in a backpack, purse, or inside a pocket of slacks, jeans, jackets, etc. provided they are "off" and not just in vibrate or silent mode. Cellular telephones or ECDs may not be "on" or otherwise used in classrooms, locker rooms, bathrooms, swimming pool, whether here or at another school district where a school activity or athletic event is occurring. This

includes the use of the camera feature available with some models of cellular telephones. Edison High School is not responsible for the loss, theft, damage, or vandalism to student cellular telephones or ECDs as well as other student property. Students and parents are strongly encouraged to take appropriate precautions, if students have cellular telephones or ECDs in their possession, to make sure the cellular telephones and ECDs are not left unattended or unsecured.

Parents/guardians are advised that the best way to get in touch with their child during the school day is by calling the school office.

Students may use school phones to contact parents/guardians during the school day. **(ELSD School Board Policy 5136)** Students are not permitted to wear headphones in the hallways and/or during lunch. Headphones should be put in a secure place and should not be hanging around the neck or out of the shirt or pants. Students shall not use a computer to obtain access to lewd, obscene, scandalous, or other unauthorized information or otherwise misuse a computer or a computer program. Misuse of a computer includes, "sending or displaying offensive messages or pictures; using obscene language; harassing, insulting or attacking others; damaging computers, computer systems or computer networks; violating copyright laws; using another's password; trespassing in another's folder, work or files; intentionally wasting limited resources; employing the network for commercial purposes; and using network and internet access to engage in "hacking" or other unlawful activities." Students and parent/guardian must sign the Edison Local School District Student Network and Internet Form before a student can use a district computer.

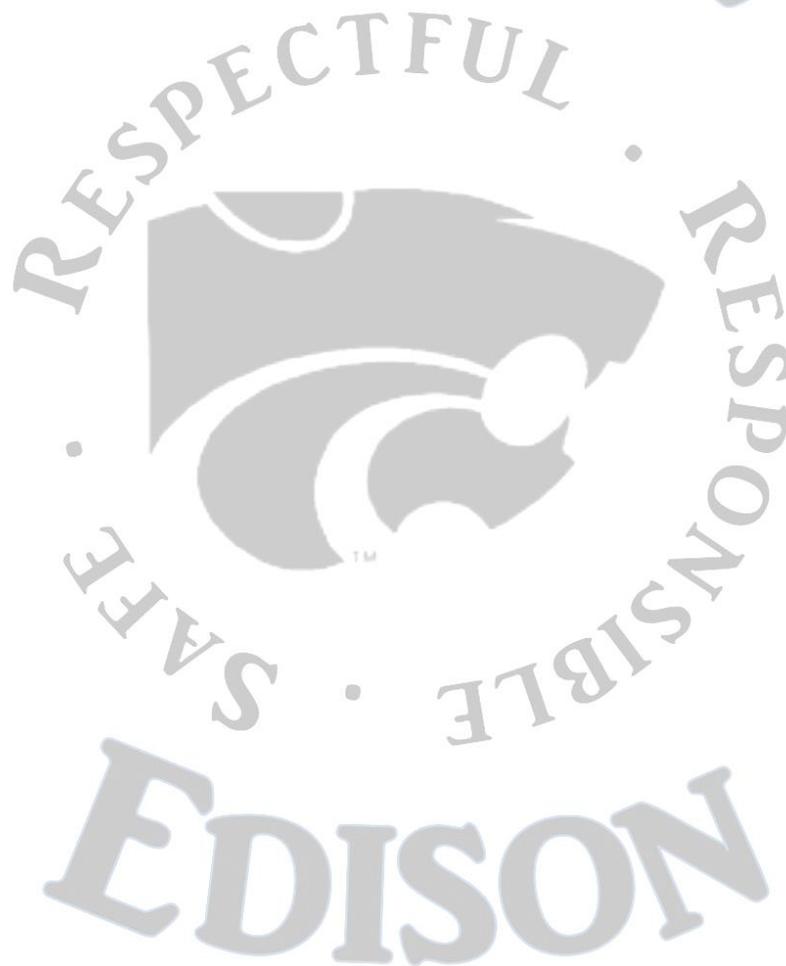
Unauthorized Use of Open Containers

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

Weapon

The Board of Education prohibits students from possessing, storing, making, or using a weapon, including a concealed weapon in a school safety zone and any setting that is under the control and supervision of the Board for the purpose of school activities approved and authorized by the Board including, but not limited to, property leased, owned, or contracted for by the Board, a school-sponsored event, or in a Board-owned vehicle. The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons

include, but are not limited to, firearms, guns of any type whatsoever, including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives. For purposes of this guideline, a weapon is defined as "any instrument capable or appearing to be capable of causing serious bodily injury to a person" including, but not limited to, loaded or unloaded firearms, pellet guns, b-b guns, inoperable replica firearms, knives, stun guns, other "look-alike" weapons, and chemical agents such as tear gas. **(ELSD School Board Policy 5772)**



APPENDIX A

Graduation Ceremony

Dress for Graduation

- Ladies: Dress shoes and dress clothing (Dress, Dress Pants, or Skirt accompanied with a Blouse)
- Gentleman: Dress shoes, Dress Pants, and Dress shirt
- Graduation gowns and boards are to be worn properly.
- All decorations must be appropriate and approved by Edison High School Administration prior to the graduation ceremony.
- No Sunglasses
- Seniors MUST report to their designated areas thirty minutes before the scheduled start time of the graduation ceremony.
- There will be a staff member assigned to each designated area. If the staff member does NOT approve of the senior's attire, then it is the responsibility of the graduating senior to obtain the clothing necessary.

Expectations

- Any senior that reports LATER than the designated time may jeopardize his/her ability to participate.
- Failure to comply with these requirements will result in not being permitted to participate in the graduation ceremony.
- No celebration instruments are to be displayed or used prior to dismissal
- Disturbing or disrupting the ceremony could mean removal from the building.
- Any student who does not conform to the items listed in the Graduation Contract for seniors will receive discipline. See copy of contract below.

APPENDIX B

Contract for Graduating Seniors

In an effort to continue improving our commencement ceremony, each graduating senior shall agree to the following:

1. Refrain from acts or actions which could endanger himself/herself or others, including property.
2. To behave in a manner so that participation is a contribution, and not a detriment to this dignified occasion.
3. To cooperate and follow established procedures.
4. To maintain high standards of personal conduct, respect the rights of others and abide by the regulations of the Edison Local School District
5. To refrain from any or all acts which detract from the dignity of the commencement ceremony.
6. Refrain any use or possession of noise makers, horns, or any other similar item or material before or during commencement exercises.
7. Any student who intentionally disturbs the ceremony will be asked by school personnel to stop the action. If the student does not cooperate, the staff has the right to remove the student from the graduation ceremony.
8. Any student who does not dress per the Dress Code for Graduation, listed under the Graduation Ceremony Policy, will not be allowed to participate in the graduation program.
9. All obligations i.e. school fees, lunch charges, library books, etc. must be met.

Please be advised that should the undersigned be observed to have violated this agreement, the student will be considered under suspension and will leave Edison High School in poor standing. A NOTATION TO THIS EFFECT WILL BE ATTACHED TO THE STUDENTS TRANSCRIPT AND BE MADE A PART OF THE STUDENT'S PERMANENT RECORD.

*By signing below, I indicate that I agree to abide by the conditions listed above.

Name _____ Date _____

APPENDIX C

Expectations for 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.

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 a 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.

Discipline Statement

Any violation of the *Expectations for After-School Detention and Extended After-School Detention* may result in verbal or written warning or reprimand, referral to guidance counselor, parental contact or conference, detention, emergency removal, referral to law enforcement agencies, suspension or expulsion.



Appendix D

Bus Code of Conduct

Ohio Revised Code Safety Issue Violations

- You must go directly to and remain in assigned seat or area of the school bus.
- You must remain seated and keep the aisles and exits clear.
- You must board the school bus and exit the school bus at designated stop.
- You must keep your hands, feet, and other objects to self, and away from windows.
- You must maintain moderate noise level determined by the driver.
- You are not allowed to eat and/or drink on the school bus. You are not allowed to bring glass containers onto the school bus.
- You cannot throw objects on, from, or into the school bus.

Mandatory Consequences

- 1st Violation
 - Verbal Warning / Call to Parents from Administrator / Letter sent Home
- 2nd Violation
 - 1-Day Bus Suspension
- 3rd Violation
 - 3 Day Bus Suspension. Bus riding privileges will not resume until a meeting takes place between the parent, student, bus driver, and school administrator.
- 4th Violation
 - 5 Day Bus Suspension
- 5th Violation
 - Expulsion of Bus Privileges

Additional Discipline Statement

Any violation of the *Bus Code of Conduct* may result in additional discipline. This additional discipline may result in a verbal or written warning or reprimand, referral to guidance counselor, parental contact or conference, detention, emergency removal, referral to law enforcement agencies, suspension or expulsion.

Appendix E

Student Code of Conduct Acknowledgement

The 2020-2021 Edison High School Student Handbook contains Student Code of Conduct policies with regard to the Purpose and Intent of the EHS Student Code of Conduct, the possible consequences of violating the Edison High School Code of Conduct, and the offenses listed in the Edison High School Code of Conduct.

PARENT AND STUDENT ACKNOWLEDGEMENT:

I, the parent of (student name) _____ hereby confirm that I have access to or have received a copy of the 2020-2021 Edison High School Student Code of Conduct.

By signing this document, I acknowledge that I have received, read, and understand the Edison High School Student Code of Conduct.

Student Printed Name: _____

Student Signature: _____ Date: _____

Parent Printed Name: _____

Parent Signature: _____ Date: _____

Disclaimer: Edison High School reserves the right to make changes to this document at any given time. You will be notified of any changes that are made.