

Stanton Elementary
2018-2019
Student Handbook



WELCOME

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

EDISON LOCAL MISSION STATEMENT

Everyone committed to the Edison Local School District will engage our children in the Ohio Content Standards. We will monitor our achievement with ongoing, authentic assessment and provide high quality intervention to enrich and remediate our children's academic growth.

VISITORS

Your visitations are encouraged and welcomed throughout the school year. Please contact the main office or your child's teacher to make arrangements for visitations. All visitors are required to report to the Main office when entering the building so that school personnel know the whereabouts of every visitor. Unauthorized persons will not be permitted in the school or on the school grounds.

EQUAL EDUCATION OPPORTUNITY

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

School Hours

Edison Local Elementary School hours:

Doors open 8:20

Start time 9:00

Dismissal 3:50

SECTION I – GENERAL INFORMATION ENROLLMENT/TRANSFER/WITHDRAWAL

All new enrollment and withdrawal actions must be completed in each school's Main Office. Open enrollment students must apply yearly. For more information, please contact school office.

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.

STUDENT RECORDS

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

EMERGENCY EVACUATION

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

EMERGENCY CLOSINGS AND DELAYS

When school is canceled, has delayed starting time, or is closing early because of emergency conditions will be announced over the Edison Local One Call system, local radio, and local television stations. Please use these resources to adjust your schedules.

SCHOOL EQUIPMENT AND FACILITIES

The Board of Education believes that the school should help students work together 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.

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.

Academic assistance is available through our homework policy, tutoring program, and intervention activities.

SECTION II – ACADEMICS PROGRESS AND EVALUATION

Progress reports are distributed to students in the middle of the nine-week term. Grade reports are distributed at the end of each nine-week term. These reports advise students and parents of progress and evaluation in each course. The following guidelines will help explain how the grades have been determined:

The grade scale is as follows:

<u>Letter Grade</u>	<u>% Scale</u>	<u>Points Equivalents</u>
A	90 - 100	4
B	80 - 89	3
C	70 - 79	2
D	60 - 69	1
F	49 - 59	0

Incomplete Grades

- A. Incomplete grades may be assigned at the end of a grading period. The grade will be updated within two weeks of the end of the nine weeks. Equivalent time is allowed for all excused absences.
- B. Within two weeks incomplete grades will be converted to failing grades if a teacher has not received all assignments and notified the office of the change.
- C. Students not completing course requirements will not receive credit for the class. There will be no incomplete grades given at the end of the year for a final grade unless approved by the principal.

ASSESSMENT

Classroom tests will be used to assess student progress and assign grades. These are selected or prepared by the teacher to assess how well the students have achieved specific objectives.

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
- no school staff is actively involved
- the event will not interfere with school activities
- non-school persons do not play a regular role in the event.

Conduct code and rules apply regarding behavior and equal opportunity to participate.

FIELD TRIPS

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

SECTION IV – STUDENT CONDUCT ATTENDANCE

Compulsory education in Ohio has been established by law for many years (3321.03) and each parent, guardian, or other person having charge of any child of compulsory school age must send such child to school for the full time the school attended is in session. The district follows HB 410 guidelines. The attitude of the Edison Local Schools is that maximum educational benefits are gained through the continuity of instruction a child receives by attending school regularly. To support this philosophy, the following student and absenteeism policy will be followed:

1. The classroom teacher will maintain and report accurate attendance for each student.
2. Parent/Guardians will be notified of absence through written communication, phone calls, progress and report cards, parent conferences, informal court hearings, etc.
3. Three (3) days of excused/unexcused absence will result in a parental phone call by building principal/resource officer.
4. Five (5) days of excused/unexcused absence will result in written notification to the parent.
5. Seven (7) days of excused/unexcused absence will result in written notification to the parent and a visit from resource officer and scheduled meeting with the parent.

6. Ten (10) days of excused/unexcused absence will result in written notification to the parent and "Truancy" charges will be filed with Juvenile Court for mediation hearing and School Liaison Officer will be contacted.
7. Twenty (20) days of excused/unexcused absence could result in student retention. Students are required to make up restitution time to avoid retention. In accordance with State Law, unruly charges will be filed with the Juvenile Court under the following circumstances: 5 consecutive days unexcused, 7 days unexcused in one month, or 12 unexcused days in one school year.

TARDIES TO CLASS

Excessive tardies may result in disciplinary action. Days are now calculated by hours and minutes.

Tardy/Attendance Times:

A.M. Tardy	9:00 a.m.
½ day absent A.M.	10:45 a.m.
Whole day absent	1:00 p.m.
½ day absent P.M.	1:45 p.m.
P.M. Tardy	3:00 p.m.

Excused Absence

The common reasons for excused absence are as follows:

- Personal illness
- Death of a relative
- Religious holiday
- Quarantine
- Emergency situations personally approved by the principal
- Medical and dental appointments

Vacation Request

1. Students must bring in a request for a vacation one week prior to the desired date.
2. The student is responsible for obtaining all written assignments and for having assignments completed upon the day of return.
3. The student is responsible for making up tests before the end of the nine weeks.
4. Any assignments not completed or any test not made up will result in an incomplete for that grading period.
5. 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 their child's school to report student absence beginning at 8:00 AM.
2. Parents not reporting their child absent will receive a telephone call from the school secretary.
3. When returning to school, the student must have a dated excuse signed by the parent identifying the students and give the dates and the reasons for absence.

4. Students who are absent from school are not permitted to participate in any activity during the day or the evening of absence. Athletes and cheerleaders must:

- Attend school ½ day to participate in an athletic event that day.

Attend school ½ day to participate in practice.

STUDENT DRESS CODE

It is the belief of the Board of Education, Faculty, and Administrators 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.

- All hairstyles must be neat and clean. Hairstyles must not attract undue attention to the wearer or interrupt the educational process.
- Hats, headbands, visors, bandanas, and sunglasses are not to be worn in the building.
- Shoes must be worn and tied. Shoes with roller skates are not permitted.
- See-through clothing, tank tops, tube tops, muscle shirts, or clothing that exposes the torso is not permitted. Garments that reveal underclothing are not permitted.
- Clothing must be neat, clean, in good repair, and worn in the manner that it was designed. 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 without factory edges, clothing with rips, holes, or tears above the knee are also unacceptable.
- Clothing and accessories normally worn for outside physical activity (i.e.: coats, or sweat bands) are not appropriate attire during the school day.
- Pajamas are unacceptable for school.
- Shorts, skirts, and dresses must be at least at extended fingertip length, not to exceed five inches above kneecap.
- Jackets and coats must be stored in the assigned area or student lockers.
- 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) will be permitted. Nose studs permitted in high school only!
- No sagging pants below the hip bone.
- No pant length should go below the heel of the shoe.

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 an office referral. 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. Requests to ride a different bus to and from school are to be made for emergency situations only. This written request must explain the emergency situation and be submitted to the building principal for approval.

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

Bus Rules

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

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

CONDUCT/DISCIPLINE CODE

The staff of Edison Local School District believes that the best discipline is self-imposed and students should 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
- Lunch Detention
- Parent/Guardian contact
- Denial of privileges
- Counseling
- Emergency Removal
- After School Detention
- 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, drug-free school with an environment conducive to learning.

SERIOUS MISCONDUCT CODE

A violation of any rule herein may result in disciplinary action including detention, suspension, Juvenile Court referral, criminal charges, charges for damages, and/or expulsion referral.

MEDIATION

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

UNRULY CHARGES

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

ALTERNATIVE SCHOOL

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

LEVEL III: and/or police, court, or agency referral, and/or assignment of 5 demerits, include the following: Disciplinary penalties, which call for immediate student suspension and/or expulsion

1. DRUGS AND ALCOHOLIC BEVERAGES

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

- a) On the school grounds during, before, or after school hours.
- b) Off the school grounds at a school activity, function, or event
- c) On school buses or rent carriers, students who are found in possession or under the influence of drugs/alcohol or "mood modifier" will be immediately suspended from classes for 10 days pending further investigation. In addition, the students may be referred to civil authorities. Repetitions of this violation will lead to recommendation for expulsion.

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

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

2 to 10 day suspension 3. ASSAULT/PHYSICAL INJURY/ FIGHTING

A student shall not cause physical injury or behave in such a way, which could threaten to cause physical injury to school staff, other students, or visitors while under the jurisdiction of the school. All parties involved may be subject to disciplinary actions.

2 to 10 days suspension 4. DANGEROUS WEAPONS AND INSTRUMENTS

A student shall not possess, handle, transmit, or conceal any object, which might be considered a dangerous weapon or instrument of violence including firecrackers.

2 to 10 day suspension

Expulsion for Firearms: Federal law requires that any student who brings a firearm on school property to be expelled from school for a period of one year. A firearm, under Federal law is defined as:

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

5. FALSE ALARMS OR REPORTS

A student shall not initiate a fire alarm, or initiate a warning of a fire, bombing, or other catastrophe leading to panic or give false testimony or false report of school incidents.

2 to 10 day suspension and/or a recommendation for expulsion.

6. SMOKING/TOBACCO PRODUCTS

In accordance with Ohio Revised Code a student shall not smoke, use, possess, or bring any tobacco products on school property, or any product that may contain nicotine or alcohol within school buildings, buses, or at any school events. 1st Offense: 3 days External Suspension
2nd Offense: 3-10 days External Suspension

7. UNAUTHORIZED FIRE

A student possessing or lighting a match, lighter, or other flammable substance without permission or without direction from an instructor is charged with unauthorized fire. 1 to 3 days External Suspension

8. NETWORK AND INTERNET ACCESS AGREEMENT

Students and parents are required to sign a Network and Internet Access Agreement before students are permitted to use the computer network system in the building. The use of the network is a privilege that may be revoked at any time. Any misuse of the system will result in the loss of access privileges and may involve out of school suspension from 2-10 days.

9. SEXUAL HARASSMENT

Discipline action will be based on the outcome of the investigation. See Appendix A.

LEVEL II: Violations of the following incidents will result in disciplinary action including lunch detention, afterschool detention, external suspension, loss of bussing privileges and/or recommended expulsion from school. 2-5 demerits will be assigned for each offense.

1. DISRUPTION OF SCHOOL AND/OR CLASS

A student shall not by use of violence, force, coercion, threat, harassment, or repeated violation of code cause material disruption or obstruction to the educational process, including all curricular and extracurricular activities.

2. DAMAGE TO SCHOOL PROPERTY

A student shall not invade private property or attempt to cause damage to private property on school premises, or at any school activity on or off school grounds Restitution for damages

3. INVASION/DAMAGE TO PRIVATE PROPERTY

A student shall not invade private property or attempt to cause damage to private property on school premises, or at any school activity on or off school grounds. Restitution for damages

4. THEFT/GAMBLING

A student shall not cause or attempt to take into possession the public property or equipment of the school district or the property of another person by theft or gambling. Restitution for damages

5. 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.

Any of the above that are directed to faculty/staff will result in immediate External Suspension

6. INSUBORDINATION
A student shall not disregard or refuse to obey reasonable directions given by school personnel.

7. INTIMIDATING, THREATENING, DEGRADING OBSCENE, DISGRACEFUL ACTS, OR SEXUAL ACTIVITY

A student shall not engage in any act which intimidates, threatens, degrades, endangers, disgraces, or tends to intimidate, threaten, degrade, endanger, or disgrace a staff member, fellow student, visitor, administrator, or member of the school board by written, verbal, or gestural means.

A student shall not engage in any sexual activity while on school premises, under school authority, or while attending any school-sponsored activity.

8. SKIPPING OR CUTTING CLASS

Skipping or cutting class is defined as not being in the assigned area.

9. LEAVING SCHOOL GROUNDS DURING SCHOOL HOURS WITHOUT PROPER PERMISSION

10. FORGERY/FALSE INFORMATION

A student shall not in written or verbal form use the name of another person, falsify times, dates, grades, addresses, or other data on school forms or correspondence directed to the school.

11. UNAUTHORIZED PRESENCE

Students are permitted in the school building or on school premises during the operating hours. 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.

12. 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.

13. PUBLIC DISPLAY OF AFFECTION

No student shall participate in public display of affection.

14. SCHOOL BUS VIOLATIONS

All regulations of the conduct/discipline code and transportation policy in effect on all school buses.

15. CELL PHONE / ELECTRONIC DEVICE

Use of cell phone or electronic device during school hours will result in disciplinary action.

16. PLAGARIZING/CHEATING

Plagiarizing or cheating will result in an "F" on the assignment plus disciplinary action.

REPEATED LEVEL II VIOLATIONS

Repeated misconduct of a single Level II or Level I violation may result in external suspension, parent/guardian conference, court and/or police referral, assignment of restitution, and recommended expulsion.

LEVEL I: The following incidents result in disciplinary action by the principal or assistant principal

_____ plus 1-2 demerits:

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

- A. Horseplay, such as hitting, pushing, or running
- B. Throwing of any objects.
- C. Disruptive language, lying, or disrespectful behavior
- D. Students shall not be in any area of the building or school grounds without permission.
- E. Laser pointers, compact players and discs, video games, tape recorders, toys, beepers, two way radios, and pagers, trading cards, or cameras are not to be brought to school without permission of an instructor. Such equipment will be taken directly to the assistant principal's office and will be returned to the parent(s) only.

Progressive Disciplinary Steps

7 demerits = one day suspension
12 demerits = one day suspension
15 demerits = two day suspension

- 20 demerits = three day suspension
- 25 demerits = five day suspension
- 30 demerits = seven day suspension and
Unruly Charges

SUSPENSIONS, REMOVALS, EXPULSIONS

EMERGENCY REMOVAL

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

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

EXTERNAL SUSPENSION

Students may be suspended for up to ten days by the 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.

EXPLUSION

1. Only the Superintendent of Schools may expel a student. Written notice including reasons for the intended expulsion and an opportunity to challenge the expulsion or explain the pupil's action must be given to the pupil and his parent, guardian, or legal custodian.
2. Expulsions may not exceed ninety (90) days.

APPEAL

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

SEARCH AND SEIZURE

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

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

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the sheriff. The school reserves the right not to return items, which have been confiscated.

ANTI-HAZING POLICY

It is the policy of the Edison Local Board of Education and School District that hazing activities of any types are inconsistent with the 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.

NOTIFICATION TO PARENTS ON BLOOD-BORNE PATHOGENS

Dear Parent,

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

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

If you have any questions or concern, please contact your school nurse.

Appendix A HARASSMENT

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

Acts of harassment are stated in Edison Local Board policy as follows:

5517.01 - BULLYING AND OTHER FORMS OF AGGRESSIVE BEHAVIOR

Definitions of Terms:

"Harassment, Intimidation, or Bullying" means any intentional written, verbal, graphic, or physical act that a student or group of students exhibited toward another particular student more than once and the behavior both:

A. causes mental or physical harm to the other student; and

B. or abusive educational environment for the other student. is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening,

**GENDER/ETHNIC/RELIGIOUS/DISABILITY/
HEIGHT/WEIGHT HARRASSMENT**

Verbal:

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

Nonverbal:

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

Physical:

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

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

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

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

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

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

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

REPORT OF HARASSMENT

Student's Name _____

Date of Report _____

Date of Alleged Harassment _____

Location of Alleged Harassment _____

Name of Alleged Harasser _____

Description of Incident(s): _____

Names of Witnesses, if any: _____

Signature _____

Edison Local Schools Homework Policy

The Edison Local Board of Education believes that homework, as long as it is properly designed, carefully planned, and geared to the development of the individual student, meets a real need, and has a definite place in the educational program.

Homework should be assigned to help the student become more self-reliant, learn to work independently, improve skills that have been taught, and complete certain projects such as reading a worthwhile book and the preparation of research papers. Home assignments also afford a way for parents to acquaint themselves with the school program and their own children's educational progress.

Guidelines:

1. Homework is a valuable aid in helping students make the most of their school experience by: (a) strengthening academic skills, (b) reinforcing concepts learned in the class, (c) helping learn responsibility, (d) developing positive study habits, (e) helping parents stay aware of the students' work.
2. Homework is usually an independent activity, to be accomplished outside the school day and without teacher assistance, to reinforce concepts learned in class. Some homework may require parental help. The use of class time (5-10 minutes per period) may be utilized to begin or complete out of school assignments under the direction of the classroom teacher.
3. Work missed due to absences, although accomplished outside the school day, is in addition to daily homework. Teachers use class work and homework as a tool for monitoring a student's level of understanding.
4. Teachers and parents may use the following schedule as a general guideline. Individual students work at different paces so time may vary. Accommodations and modifications will be made based on individual student need.
 - a. Grades K-3: 10 to 30 minutes each school night. Homework is based primarily on literacy and math.
 - b. Grades 4-6: 40 to 60 minutes each night.
 - c. Grades 7-10: 70 to 80 minutes each night.
 - d. Grades 11-12: Preparation for post secondary options and careers.
5. If you have questions or concerns about your child's homework please contact your child's teacher.

Responsibilities:

Students are responsible for...

- Noting and understanding homework assignments.

- Completing homework.
- Returning homework to school on required day.
- Understanding that homework is an important part of their class work.

Parents are responsible for...

- Setting specific time and place.
- Checking to make sure student completes work.
- Helping with directions.
- Allowing the child to complete their own homework.
- Contacting child’s teacher if concerns arise, student experiences difficulties, or enrichment assignments are needed.

Teachers are responsible for... -

Assigning homework.

- Providing homework explanation and direction.
- Evaluating student homework for completion, accuracy, and understanding.
- Notifying parents if students are having problems.
- Setting specific homework guidelines in each class.
- Sharing homework guidelines and responsibilities at the beginning of each school year.
- Not assigning “extra” homework as a punishment.

Careful professional consideration shall be given to the availability of proper resources in the home to complete out- of- school assignments.

While these guidelines and responsibilities alone cannot ensure success of a home study program, the Board of Education and Administration believe that enforcement will go a long way toward making homework the significant learning experience it should be.

Homework Policy Agreement

Student _____ Grade _____ School Year _____
 School _____ Subject _____

Responsibility:

Students are responsible for-...

- Noting and understanding homework assignments.
- Completing homework.
- Returning homework to school on required day.
- Understanding that homework is an important part of their class work.

Parents are responsible for- ...

Setting specific time and place.

- Checking to make sure student completes work.
- Helping with directions.
- Allowing the child to complete their own homework.
- Contacting child’s teacher if concerns arise, student experiences difficulties, or enrichment assignments are needed.

Teachers are responsible

for... -Assigning homework.

- Providing homework explanation and direction.

- Evaluating student homework for completion, accuracy, and understanding.
- Notifying parents if students are having problems.
- Setting specific homework guidelines in each class.
- Sharing homework guidelines and responsibilities at the beginning of each school year. -Not assigning **"extra"** homework as a punishment.

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Teacher Signature: _____ Date: _____

PARENT/STUDENT ACKNOWLEDGMENT OF STUDENT HANDBOOK

Student _____ Grade/Homeroom _____

We have received and read the Edison Local School Handbook. We understand the rights and responsibilities pertaining to students and agree to support and abide by the rules, guidelines, procedures, and policies of the School District. This handbook has been adopted by the Edison Local Board of Education and supersedes prior handbooks and other written material on the same subjects

 Parent/Guardian Signature Student Signature Date

THIS PAGE MUST BE RETURNED BY August 28, 2015