

Edison High School
Student Handbook
Fall 2023 – Spring 2024

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Welcome

Welcome to Edison High School! We are thrilled to kick off a new school year with renewed energy and optimism, and we hope that you will enjoy a successful academic journey with us. This comprehensive handbook has been crafted to address common questions and concerns that students and their parents may have throughout the year. We encourage you to read it carefully to gain a thorough understanding of our rules, regulations, and expectations for student behavior.

At Edison High School, our mission is to prepare all of our students for tomorrow by fostering an environment that promotes respect, responsibility, and safety. We are dedicated to equipping our students with the skills and knowledge necessary for employment, enlistment in the military, or enrollment in college. Our dedicated staff is committed to providing a high-quality education that prepares students for future success in their chosen paths.

Please note that visitors must be approved by the administration and are limited to educational purposes only. Parents and guardians who wish to observe classes must make arrangements with the teacher(s) and administration prior to their visit, and all visitors are required to check in at the High School Assistant Principal's Office upon entering the building.

The high school building is open for students from 7:20 a.m. until 2:50 p.m. Please note that students will be considered tardy if they arrive after 7:42 a.m., and classes will begin promptly at 7:42 a.m. each day. Dismissal is at 2:50 p.m.

To enroll or withdraw a student, please visit our Main Office where our staff will be happy to assist you. For additional information, feel free to call us at 740-282-0068. Together, let's embark on a journey of academic growth and personal development as we prepare our students to become respectful, responsible, and safe individuals, ready to excel in their future endeavors.

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General Information

Scheduling: We understand that students may need schedule adjustments based on their needs and available classes. Only necessary changes to schedules will be considered. In order to request a change, please complete the "Change of Schedule" form, have it signed by both the student and parents, and submit it to the relevant teachers for approval. If the request is approved, a "Drop/Add" form will be provided to all relevant parties.

Emergency Medical Information: Your child's safety is our top priority, and we require all students to have an emergency medical authorization form on file. This form contains vital information for your child's care in case of a medical emergency at school or a school-related activity. Please notify our office immediately if there are any changes to the information listed on the form.

Control of Communicable Diseases/Immunization: To protect the health and well-being of our school community, all students must be immunized against certain communicable diseases in accordance with state law. In the event of a non-casual communicable disease or highly transient pest such as lice, our professional staff has the authority to isolate or remove an affected student from the school premises. However, we will do everything possible to minimize such occurrences and keep all students and staff in the school unless exclusion is warranted by definitive evidence.

Injury / Illness / Medications: At Edison High School, we prioritize the health and safety of our students. If a student experiences a minor injury or illness, our school personnel will provide appropriate treatment and ensure that the student can return to class. However, if medical attention is necessary, our office follows strict emergency procedures to ensure the best possible care for the student.

If a student feels ill, they must report to the clinic with a written note from their teacher. Our clinic personnel will then assess the student's condition and, if necessary, notify the parents to pick up their child from school. To ensure a smooth early dismissal, parents or guardians must sign out their child in the main office.

If a student requires prescribed medication during the school day, they must report to the clinic with a signed pass from their teacher. To administer medication, we require a completed medication form from the physician and parents. This form should include details such as the name of the medication, dose, diagnosis, purpose, and possible side effects. Additionally, the medication must be in its original container, and parents are responsible for its transportation to and from school. Our staff members are trained to administer medication and injections and will only do so with a physician's signature.

For over-the-counter medication, a doctor's authorization and a complete medication form are required before they can be taken at school. If a student needs to contact their parents or guardians regarding their illness, they can use the telephones provided by the school with the office's consent. Personal electronic devices are not allowed for this purpose.

Remember, your child's health is our top priority. Please contact the main office at 740-282-0068 if you have any further questions.

Emergency Preparedness: In compliance with State Law, emergency drills are conducted throughout the school year and the procedures are clearly posted in each classroom.

Students should familiarize themselves with the instructions and follow the guidance of their teachers during any emergency situation.

School Closures and Delays: In the event of an emergency closing or delay in the school's start time, the district will make an announcement over multiple channels, including local radio and television stations, as well as the one-call system. Students and parents should refer to these resources to stay informed about any schedule changes.

Respect for School Property: The school board believes that students should develop a sense of respect and responsibility towards school property and equipment. Students are entrusted with the care of school property, materials, and equipment and are expected to use them appropriately. Lockers are provided for students, and they are responsible for the safekeeping of their own books and personal belongings. Lockers are subject to inspection at any time. Textbooks are issued on loan, and students must return them at the end of the year or when transferring to another school. Damaged or lost books will result in a charge to the student. Telephones are available for student use with written permission from the office.

Activity Conflicts: In case of a conflict between two equally important events, such as a performance or athletic event, students may choose which event to participate in without fear of penalty. Coaches and advisors should be informed as soon as possible when conflicts arise.

Student Privacy: The school district adheres to the guidelines set forth by the Family Educational Rights and Privacy Act (FERPA) in regards to student records. Parents who do not want their child's directory information released to colleges, universities, or military recruiters should contact the guidance office.

Access to Student Records: Student records are confidential and are only accessed by authorized personnel. Parents have the right to review their child's records and request copies for a reasonable fee. The district maintains a record of all personnel who have access to these records and their locations. Requests for records will be granted within 45 days of the date of the request.

Publications: Publications play a vital role in shaping the overall school program and are subject to editorial control by the school authorities. At the same time, the school acknowledges the right of students to express themselves, provided that it is done in an appropriate manner. Students are allowed to distribute or display non-sponsored, non-commercial written material, petitions, badges, buttons, or other insignias during appropriate times, but all items must adhere to school guidelines.

It's important to note that materials that are obscene to minors, libelous, indecent, vulgar, advertise products or services not permitted to minors by law, are insulting or harassing, intend to incite fighting, or pose a risk of disrupting school or a school event, cannot be displayed or distributed. Additionally, materials cannot be distributed or displayed during class periods or passing times between classes, but permission may be granted for display or

distribution during designated lunch periods or after school, provided that exits are not blocked and there is proper access and egress to the building.

If students are unsure whether the materials they wish to display or distribute meet school guidelines, they should present them to the principal at least 24 hours before display or distribution.

Electronic Device Policy: Our school is dedicated to creating a focused and productive learning environment for every student. In order to achieve this, we have established a policy that requires all electronic devices, such as cell phones, tablets, and personal laptops, to be turned off and kept out of sight during the school day. However, we understand the importance of communication, which is why students are allowed to use their cellphones during breakfast, their assigned lunch period in the cafeteria, and study hall with their study hall teacher's permission.

Please note that this policy applies to all students, and any violation of it will result in disciplinary action and confiscation of the electronic device. However, in the event of an emergency situation where a student needs to contact their parents or guardians, they may use the school phones with office consent and a written pass.

If an electronic device is confiscated, it will be returned to the owner at the end of the day, provided that there are no concerns with its contents. However, please be aware that if a second violation occurs, the device may be confiscated and kept by the administration until the student's parent or guardian claims it from the office. Furthermore, please understand that the contents of electronic devices may be searched if there is a reasonable suspicion that they have been used in an activity prohibited by the Student Code of Conduct.

We appreciate your cooperation in helping us maintain a safe and focused learning environment for all students. If you have any questions or concerns about the electronic device policy, please feel free to contact the school office. Together, we can ensure that our school is a positive and productive place for everyone. (ELSD School Board Policy 5136)

Academic Progress and Evaluation

At our school, we believe that it's essential to provide regular updates to parents and students on their academic progress. That's why progress reports are sent out in the middle of each nine-week term to notify parents of students at risk of failure. This provides ample time for a parent-teacher conference to discuss strategies to help the student improve their grades. At the end of each term, grade reports are distributed to students and parents, providing a detailed evaluation of progress in each course.

To ensure that everyone understands how grades are determined, we use a simple and transparent grading scale. The following guidelines explain how the grades have been determined, with a clear letter grade, percentage scale, and corresponding point equivalent:

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 may be assigned at the end of a grading period, but these will be updated within two weeks of the end of the nine weeks, or equivalent time for all excused absences. After 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. It's important to note that students who do not complete course requirements will not receive credit for the class. Incomplete grades will not be given at the end of the year for a final grade unless approved by the principal.

To assess student progress and assign grades, classroom tests will be used. These are carefully selected or prepared by the teacher to evaluate how well the students have achieved specific objectives. Additionally, we may conduct vocational and interest surveys to identify particular areas of student interest or talent.

We hope that this grading policy provides transparency and clarity on how we evaluate academic progress at our school. If you have any questions or concerns about our grading policy, please don't hesitate to reach out to the school office.

Student Activities

At our school, we are committed to maintaining a safe and positive learning environment for all students. We believe that participation in school activities is a privilege that requires a sense of responsibility and good conduct. We encourage all students to demonstrate respect for themselves, their peers, and their school community by adhering to our code of conduct.

It is important to note that students who have had a history of discipline problems during the school year may not be allowed to participate in school activities. However, please

understand that each case will be evaluated by the administration to ensure fairness and consistency in our decision-making process.

We appreciate your cooperation in helping us maintain a positive and safe learning environment for all students. If you have any questions or concerns about this policy, please feel free to contact the school office.

School Sponsored Clubs and Activities: Our school offers a diverse range of extracurricular activities that provide opportunities for students to develop their talents, interests, and social skills. These activities are approved by the Board of Education and sponsored by dedicated staff members who volunteer their time and effort to make them possible.

We encourage all students to participate in these activities and promote the values of teamwork, sportsmanship, and dedication. However, it is important to remember that these activities come with certain responsibilities, and all participants are expected to adhere to the same conduct code and rules as they would in the classroom.

Please note that eligibility requirements apply, and any student who has had a history of disciplinary problems during the school year may not be allowed to participate. The administration will evaluate each case to ensure a safe and positive environment for all students.

Non-School Sponsored Clubs and Activities: We understand that students may have interests and passions beyond what the school can offer. To support these interests, non-school sponsored student groups may be permitted to meet during non-instructional hours, provided that certain requirements are met.

To obtain permission, students must submit an application to the principal that verifies the event is initiated and led by students, attendance is voluntary, no school staff person is actively involved in the event, and the event will not interfere with school activities. Non-school persons are not allowed to play a regular role in the event.

We expect all students to adhere to the conduct code and rules that apply to all school-sponsored activities. Additionally, we promote equal opportunity to participate for all students.

Athletics: At Edison High School, we are proud to offer a range of athletic opportunities for our students, who we believe benefit from physical activity as well as teamwork and sportsmanship. To ensure that our athletic programs operate smoothly, we require that all participants meet the necessary eligibility requirements and follow all rules and regulations set by policy and sponsors.

We hold our student athletes to high standards of integrity and respect, both on and off the field. This is why the conduct code and rules apply at all athletic events. It's important to note that eligibility requirements apply, and in cases where a student has had a history of

disciplinary problems during the school year, participation in athletics may not be permitted. The administration will evaluate each case to ensure the safety and positive environment for all students. In addition, we prioritize the health and safety of our athletes, and as such, require that all high school students participating in athletics have a physical examination before participating.

We encourage all students to consider participating in our athletic programs and look forward to seeing them excel both on and off the field.

Sex Offenders and Child Victim Offenders: If a student has been charged with a criminal offense that, upon conviction, would classify them as a sex offender or child victim offender according to O.R.C. §2950.01, their participation in any extracurricular activity shall be prohibited. However, this prohibition will only apply if the student is convicted or until a court of law determines the student's guilt, dismisses the charge, or the student pleads to a non-sexually oriented offense as defined in O.R.C. §2950.01.

1. Before a student is denied the opportunity to participate in extracurricular activities under these circumstances, they are entitled to the following procedure:
2. The student shall receive written notice informing them of the intended prohibition from participation, including the duration and the reasons for it.

The student shall have the opportunity to present their case at an informal hearing before the Superintendent, principal, or assistant principal. They can challenge the reasons for the prohibition or provide an explanation for their actions.

If a prohibition from participation is imposed, the student will receive written notice specifying the reasons for the prohibition and the start and end dates of the restriction. The decision rendered by the Superintendent, principal, or assistant principal shall be considered final.

Promoting a Safe and Respectful Environment at Edison High School: Guidelines for Conduct at Sporting and Artistic Events: At Edison High School, we take pride in promoting a safe and respectful environment at all sporting events, band shows, choir shows, musical productions, and theater productions. We believe in fostering sportsmanship, artistic expression, and positive engagement among all our students and community members. However, we acknowledge that instances of disruptive behavior can arise, which compromise the well-being and enjoyment of everyone involved.

Therefore, it is imperative to emphasize that any student or community member found to be out of control or engaging in unruly conduct during a sporting event, band show, choir show, musical production, or theater production will face serious consequences. The administration of Edison High School reserves the right to impose a ban from the respective venue or complex for a period of time up to one year for such behavior. The determination of

what constitutes out of control or engaging in unruly conduct during a sporting event, band show, choir show, musical production, or theater production will be at the sole discretion of the administration.

In the event of a ban, individuals have the right to appeal the decision to the superintendent of Edison High School within 10 business days of receiving the ban notice. The appeal should be submitted in writing and provide a detailed explanation of the circumstances surrounding the incident, as well as any supporting evidence or testimonials.

We firmly believe that maintaining a supportive and inclusive atmosphere is crucial for the growth and development of our students' talents, as well as the overall experience of all attendees. It is our shared responsibility to uphold the values of respect, integrity, and good conduct.

These measures are implemented to ensure the safety and enjoyment of all participants, and they serve as a reminder that inappropriate behavior will not be tolerated. We expect all students and community members to adhere to the highest standards of conduct and actively contribute to a positive and respectful environment at all sporting events, band shows, choir shows, musical productions, and theater productions.

Let it be known that the administration of Edison High School remains committed to enforcing this policy diligently and without prejudice. Together, let us strive to create an environment where all individuals, including students and community members, can fully embrace the spirit of friendly competition, artistic expression, and uphold the reputation of our esteemed institution.

Thank you for your cooperation and support in upholding these standards.

Field Trips: We believe that field trips provide valuable academic experiences for our students outside of the classroom. In order to ensure the safety and success of these activities, we require that all students have a signed parental consent form and medical authorization form before participating. These forms will include important information such as the name of the sponsor, the event, and the dates.

We ask that students adhere to specific guidelines in obtaining and submitting assignments related to the field trip. Failure to meet these guidelines may result in consequences. We also want to remind our students that participation in field trips is a privilege, and we expect all participants to conduct themselves with integrity and respect.

Please note that students who have a history of discipline problems during the school year may not be allowed to participate in a field trip. We recognize that each case is unique, and the administration will evaluate each case to ensure the safety and well-being of all students.

Attendance

At Edison High School, we strongly encourage all students to attend school every day. Consistent school attendance is crucial for students' academic success and overall well-being. Frequent absences can lead to poor academic performance, lower graduation rates, and decreased opportunities in the future. By attending school regularly, students have the chance to fully engage in learning opportunities and build positive relationships with peers and teachers. We believe that every student has the potential to succeed, and regular attendance is a key factor in achieving this success.

Absence Reporting Procedure: To ensure the success of every student, regular school attendance is crucial. To help students achieve academic excellence, we require parents to follow the following guidelines:

Parents must notify the High School at 740-282-0068 before 9:00 AM to report their child's absence. Otherwise, the absence will be marked as unexcused.

Upon the student's return, the parent and/or student must provide written documentation that explains the absence. The documentation must contain the student's name, dates of absence, and reason for the absence. Failure to provide written documentation will result in an unexcused absence. For the first eight absences due to illness, a parent-written note will suffice to excuse the absence. However, all subsequent absences will require an original doctor's note.

Students who are absent from school are not allowed to participate in any activity during the day or evening of the absence. Athletes and cheerleaders must attend half a day to participate in an athletic event or practice.

Our district aims to reduce student absences by working with students and their families. We will notify parents of their child's absence and monitor their attendance throughout the year. Once a student crosses the Excessive Absence threshold or Habitually Truant threshold, they will be required to complete restitution hours. These guidelines follow Ohio House Bill 410, which identifies thresholds for excessive absence and truancy.

Definition of Truancy and Excessive Absence: The law outlines clear definitions for truancy and excessive absences as follows: Habitual truancy occurs when a student is absent for 30 or more consecutive hours without a legitimate excuse, 42 or more hours in one school month without a legitimate excuse, or 72 or more hours in one school year without a legitimate excuse. Excessive absences occur when a student is absent for 38 or more hours in one school month, with or without a legitimate excuse, or 65 or more hours in one school year, with or without a legitimate excuse.

Definition of Partial Absence: A student is partially absent if they are not in their assigned classroom at 7:42 AM. Any student who is partially absent after 7:57 AM without a legitimate excuse will be assigned mandatory restitution during their next assigned lunch period.

Acceptable Reasons for Absence: Students may be excused for personal illness, bereavement, religious observance, quarantine, medical/dental appointments, pre-approved vacation, pre-approved college visits (Seniors: 2 visits, Juniors: 1 visit), and emergencies approved by the administration.

Vacation Policy: Prior to leaving for vacation, the student must complete a vacation form and obtain all written assignments, which must be completed upon the day of return. The student is responsible for making up any missed tests before the end of the grading period. Failure to complete assignments or make up tests will result in an incomplete for that period. For vacations exceeding five days, parents must provide an approved, certified tutor at their own expense to assist students in making up missed work.

When a student is habitually truant, we take the following steps to address the situation:

1. Within 7 days of the absence triggering habitual truancy, 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 three meaningful attempts to secure the participation of the student's parents or guardian on the AIT.
2. Within 10 days of the absence triggering habitual truancy, the student will be assigned to the selected Absence Intervention Team (AIT).
3. Within 14 school days after the AIT assignment, the Jefferson County Juvenile Court School Liaison and Edison High School Administrator will work with the AIT to develop and implement an Absence Intervention Plan (AIP).
4. The student will be assigned restitution to make up lost time on Fridays from 3:00 PM to 5:00 PM.
5. If the student fails to make sufficient progress on the AIP 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.

Our goal is to support students in maintaining regular attendance and to provide them with the necessary resources and interventions to succeed academically. We take habitual truancy seriously and are committed to working with students and their families to address attendance issues in a timely and effective manner.

When a student is identified as excessively absent from school, the district will take the following steps:

1. Within seven days of the triggering absence, the student's parents will be notified in writing.

2. The student will be required to follow the district's policy for addressing excessive absences.
 - a. The district may provide referrals to community resources that can assist the student and their family, as needed.

The student will be assigned to make up lost time during the designated Restitution hours on Friday, from 3:00 PM to 5:00 PM.

Dress Code

The Board of Education recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The Board will not interfere with the right of students and their parents to make decisions regarding their appearance, except when their choices interfere with the educational program of the schools. Student dress cannot present a hazard to the health or safety of the student himself/herself or to others in the school; materially interfere with school work, create disorder, or disrupt the educational program; cause excessive wear or damage to school property; prevent the student from achieving his/her own educational objectives because of blocked vision or restricted movement. Student dress cannot cause a substantial disruption of the educational climate. The school reserves the right to make reasonable determinations regarding dress code compliance, and any violations will be addressed according to established disciplinary procedures. (ELSD School Board Policy 5511)

Search and Seizure

The safety and security of our students is of utmost importance to the Board of Education. Lockers provided by the school are meant to safeguard personal belongings and keep them organized. In order to ensure a safe and secure learning environment, random searches of lockers may be conducted at any time with the assistance of drug detection dogs.

Additionally, if there is reasonable suspicion that a student is in violation of school rules or if it is necessary to protect the safety of others, searches of students and their possessions, including vehicles, may be conducted. The Board respects the privacy of students and their possessions, but it is necessary to maintain a safe environment for everyone.

We understand that students have the privilege of parking their automobiles on school grounds, and as such, are deemed to have given implied consent to a search of their vehicle if requested by the school administration.

Finally, in accordance with the Code of Conduct, the contents of electronic devices may be searched if there is reasonable suspicion that they have been used in an activity prohibited by school rules. The Board takes reasonable searches seriously and failure to comply with a search will be considered insubordination.

Surveillance Cameras

To ensure the safety and well-being of our students, the school has installed video surveillance cameras in various locations around the school building, on school grounds, and on buses. These cameras serve as an additional measure to promote a safe and secure environment. In cases where disciplinary action is necessary, footage captured by the cameras may be used as evidence. It is important to note that any attempt to tamper with or disable these devices is not permitted and will result in disciplinary action from the school, as well as the possibility of involvement by local law enforcement agencies.

In order to protect the privacy and security of individuals captured in security camera footage, it is imperative that no student, parent, or guardian is granted access to such footage without the explicit permission of the Superintendent District office. This policy ensures the integrity of ongoing investigations and guarantees that only authorized individuals are permitted to view the footage.

WILDCATS

Edison High School: Student Code of Conduct

Edison Local Board of Education Student Conduct Statement

Respect for law and for those persons in authority shall be expected of all students. This includes conformity to school rules as well as general provisions of law affecting students. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall also be expected of all members of the school community. The Board of Education has zero tolerance of violent, disruptive, or inappropriate behavior by its students.

Respect for real and personal property; pride in one's work; achievement within the range of one's ability; and exemplary personal standards of courtesy, decency, and honesty shall be maintained in the schools of this District. It is the responsibility of students, teachers and administrators to maintain a classroom environment that:

- allows teachers to communicate effectively with all students in the class;
- allows all students in the class the opportunity to learn;
- has consequences that are fair, and developmentally appropriate;
- considers the student and the circumstances of the situation; and
- enforces the student Code of Conduct accordingly.

Students may be subject to discipline for violation of the Code of Conduct even if that conduct occurs on property not owned or controlled by the Board but that is connected to activities or incidents that have occurred on property owned or controlled by the Board, or conduct that, regardless of where it occurs, is directed at a Board official or employee, or the property of such official or employee.

Student conduct shall be governed by the rules and provisions of the Student Code of Conduct/Student Discipline Code. This Code of Conduct shall be reviewed periodically.

State of Purpose and Intent of the Edison High School Student Code of Conduct

The primary objective and purpose of this code of conduct is to establish and preserve a safe, secure, and positive learning environment at Edison High School for students in Grades 7 through 12. We believe that all students deserve an education that is free from disruption, harassment, and violence. Therefore, this code of conduct serves to provide a framework of expectations and standards that support our commitment to fostering a culture of respect, responsibility, and excellence. By adhering to these guidelines, we can ensure that all students have equal access to a quality education, and that the school environment is conducive to learning and personal growth.

Scope of Jurisdiction of Edison High School

We take the safety and well-being of our students seriously, which is why this code of conduct is in place whenever students are under the authority of school personnel or involved in any school activity. This includes school buses, school property, and any extracurricular events or programs.

We want to emphasize that this code of conduct also applies to misconduct by a student that may occur off school property but is connected to school-related activities or incidents. In addition, any misconduct directed at a district official or employee, or their property, will not be tolerated.

Students who attend the Jefferson County Joint Vocational School are also subject to the disciplinary actions outlined in this code of conduct, as it is an extension of our school program. We understand that disciplinary actions taken by one school may result in similar actions taken by the other.

Our teachers, school bus drivers, and other employees have the authority to control any disorderly conduct of students, no matter the location. Our principals have the authority to assign disciplinary actions, following the guidelines set by the Superintendent, and ensuring that students receive due process with notice, hearing, and appeal.

Possible Consequences of Violating the Edison High School Code of Conduct

The Code of Conduct outlines a range of disciplinary actions that may be taken in response to violations, with the ultimate goal of maintaining a safe and productive educational environment for all students. These actions may include verbal or written warnings, counseling and parental involvement, detention, restricted hall pass privileges, restitution, and direct supervision. In cases where the misconduct is severe or repeated, referral to law enforcement agencies, emergency removal, suspension, or expulsion may also be necessary.

Alternative School: The Quest Center, operated by the Jefferson County Educational Service Center, serves as an alternative school for students who have committed serious infractions at Edison High School. This program offers a structured and supportive environment where students can receive academic instruction, counseling, and behavioral interventions. The goal is to address underlying issues, promote personal growth, and help students continue their academic progress. The Quest Center provides a comprehensive curriculum, support services, and individualized plans to facilitate a successful transition back to the mainstream educational setting. Through this proactive approach, we aim to guide students towards positive choices and a brighter future.

Detention: In order to promote a positive learning environment, the Administration may assign students after-school detention for any violation(s) of the Edison High School Code of Conduct. Detention may be assigned on Tuesday and/or Thursday from 3:00 PM to 3:45 PM, as well as Friday from 3:00 PM to 5:00 PM. Additionally, breakfast detention may be assigned

Monday through Friday from 7:20 AM to 7:25 AM, and lunch detention may be assigned during the student's designated lunch period. Classroom teachers may also assign breakfast and/or lunch detention as a tool to manage inappropriate behavior in the classroom, with the Administration's recognition and support.

To ensure accountability and a positive learning environment, the following procedures are in place for assigned detentions:

Missed Breakfast/Lunch Detention:

- If a student misses their assigned breakfast or lunch detention, they will be assigned an after-school detention on Tuesday or Thursday.

Missed Assigned Tuesday/Thursday Detention:

- If a student fails to attend their assigned Tuesday and/or Thursday detention, they will be required to attend an extended after-school detention on Friday.

Failure to Attend Extended After-School Detention or Assigned After-School Detention:

- If a student fails to attend the extended after-school detention, they will face a one-day suspension from school.

It is crucial for students to honor their assigned detentions and take responsibility for their actions to avoid further consequences. By adhering to these guidelines, we maintain a respectful and focused educational environment.

Counseling: Counseling in schools involves providing guidance, support, and assistance to students in various aspects of their lives. School counselors, also known as guidance counselors, are trained professionals who work with students individually or in group settings to address academic, career, and personal/social needs. School counselors help students develop skills in areas such as problem-solving, decision-making, conflict resolution, and building healthy relationships. They may address issues related to self-esteem, mental health, bullying, peer pressure, and other personal concerns.

Direct Supervision: The primary goal of Direct Supervision is to address student misconduct or behavior that violates the school's code of conduct while providing an opportunity for academic engagement and reflection. It offers an alternative to out-of-school suspension or other more severe disciplinary measures. During Direct Supervision, the student is relocated to a separate area within the school, such as a designated classroom or supervised study area. They are supervised by a staff member who ensures the student's adherence to the rules and guidelines of the program.

While serving their assigned time in Direct Supervision, students are expected to continue their academic work. They are typically provided with assignments or materials from their regular classes to complete during their suspension period. This helps ensure that their

educational progress is not entirely disrupted and encourages them to take responsibility for their learning. The duration of an assigned Direct Supervision can vary depending on the severity of the infraction and the school's policies. It may range from a single day to several days, depending on the circumstances. Once the assigned period is completed, the student typically returns to their regular classroom and resumes their regular schedule.

Emergency Removal: An emergency removal refers to a disciplinary action taken by school administrators or officials to remove a student from the school premises immediately due to a serious or dangerous situation. It is typically used when a student's behavior poses a threat to the safety and well-being of themselves or others within the school community. Emergency removals are generally authorized under the Ohio Revised Code, which provides guidelines for school discipline and student safety. These guidelines give school administrators the authority to take swift action in emergency situations to protect students and maintain a safe learning environment.

Parental Involvement: Parental involvement refers to the active participation of parents or guardians in their child's education and school-related activities. It recognizes the importance of collaboration between parents/guardians and school staff to promote student success. Regular communication between parents/guardians and teachers enhances the exchange of information regarding a student's academic performance, behavior, and social-emotional well-being. This communication can occur through parent-teacher conferences, emails, phone calls, or online platforms.

Referral to Law Enforcement Agencies: In certain circumstances, when a serious incident or violation of the law occurs on school premises, the administration reserves the right to make a referral to local law enforcement agencies. This step is taken when the nature or severity of the incident warrants external intervention beyond the school's disciplinary measures.

Instances that may result in a referral to law enforcement agencies include, but are not limited to:

Criminal offenses: Any act that is considered a crime under local, state, or federal law, such as theft, assault, drug-related offenses, or possession of weapons.

Threats to safety: Any verbal or written threats, intimidation, harassment, or actions that pose a significant risk to the safety and well-being of students, staff, or the school community.

Serious misconduct: Instances of severe or repeated misconduct that substantially disrupt the educational environment, compromise the safety of others, or violate the rights and welfare of individuals within the school community.

Illegal substances: Possession, distribution, or use of illegal substances, including drugs, alcohol, or controlled substances, as defined by applicable laws.

When a referral to law enforcement agencies is made, it initiates a formal legal process outside the jurisdiction of the school. The consequences and actions taken by law enforcement agencies are independent of any disciplinary actions taken by the school. Students involved in such incidents may face legal consequences as determined by the authorities.

Please note that the school administration will make every effort to balance the safety and well-being of all students while maintaining a fair and just approach in handling incidents that warrant referral to law enforcement agencies."

Restricted Hall Pass Privileges: Violation of the hall pass policy through misuse or abuse will lead to disciplinary action in line with the school's policies. Consequences may include the immediate loss of hall pass privileges or other appropriate disciplinary measures. It is important to note that any student disciplined for an Alcohol, Tobacco, or Drug infraction will automatically have their hall pass privileges suspended for a minimum period of 45 days. By ensuring compliance with this policy, we maintain a secure and conducive learning environment that fosters the well-being and academic success of all students.

Suspension and Expulsion: Suspensions and Expulsions at Edison High School are governed by Ohio Revised Code 3313.66, ensuring a fair and transparent process. The Administration reserves the right to suspend a student for up to ten (10) days for violations of the Edison High School Code of Conduct. In more severe cases, the Superintendent may consider an expulsion lasting up to eighty (80) days or, in certain circumstances, for an entire academic year. It is important to note that expulsion may result in the loss of course credits earned at Edison High School, the Jefferson County Joint Vocational School, or any other educational institution, including those taken through Education Option, College Credit Plus (CCP), or personal expenses.

During a suspension or expulsion, the student is prohibited from being present on school property, participating or attending school activities or contests, or being present at any facility or event controlled by the school.

Upon returning to school, the student has the opportunity to turn in all missed assignments to their respective teachers on the day of their return. If all missing assignments are submitted on time, the student may earn 100% of the grade for those assignments. It is the student's responsibility to collect all missed assignments during the suspension period. (HB 318 and HB 491)

Additionally, as part of the disciplinary process, the student will be assigned a restitution session on Friday from 3:00 PM to 5:00 PM, the duration of which will be equal to the number of days suspended from school. This time will allow the student to make up for any lost instructional hours.

If a student wishes to appeal the suspension or expulsion decision, they have the right to request a hearing before the Edison Local School District Board of Education or its designee. The appeal provides an opportunity for the student to present their case and be represented by a representative of their choice. If desired, the student may request the hearing to be held in executive session. To initiate the appeal process, please contact the Superintendent in writing at your earliest convenience, indicating your intention to pursue an appeal. The Superintendent will then schedule a hearing and inform you of the time and place. It is important to note that the appeal must be filed within 5 school days from the receipt of this notice.

We strive to ensure fairness and maintain a safe and conducive learning environment for all students at Edison High School.

Verbal / Written Warning: A verbal warning is a relatively informal disciplinary measure where a teacher, school administrator, or staff member communicates to a student that their behavior or actions are unacceptable and need to change. It typically involves a one-on-one conversation between the responsible adult and the student. Verbal warnings are often used as an initial step to address minor infractions or as a means of counseling and guidance to prevent further misconduct. A written warning is a more formal disciplinary action that involves documenting the student's misconduct or rule violation in writing. It serves as an official notice to the student, outlining their behavior, the consequences if the behavior continues, and sometimes suggestions for improvement or specific actions required.

Violations

Academic Dishonesty: Academic integrity is of utmost importance at Edison High School. It is strictly prohibited to present someone else's work as your own in order to obtain a grade or credit. This includes, but is not limited to, copying assignments, quiz or test answers, and engaging in plagiarism. Students who violate this policy will face consequences, as their actions undermine the principles of honesty, fairness, and personal growth.

To uphold academic integrity, any student found guilty of cheating will receive zero credit for the assignments or work involved. We emphasize the importance of originality, critical thinking, and ethical behavior in all academic endeavors. Our goal is to foster an environment where students can develop their skills, learn independently, and take pride in their own accomplishments.

Aggressive Behavior and/or Bullying: Creating a safe and inclusive learning environment is a top priority at Edison High School. We define aggressive behavior as any inappropriate conduct that is repeated or serious enough to have a detrimental impact on a student's educational, physical, or emotional well-being. Such behavior is considered a form of intimidation and harassment, regardless of whether it is based on legally protected characteristics such as sex, race, color, national origin, marital status, or disability. Examples of aggressive behavior include but are not limited to stalking, bullying (including cyberbullying), intimidation, coercion, name-calling, taunting, making threats, and hazing.

Bullying, as defined by our school policy, encompasses intentional written, verbal, graphic, or physical acts that are directed by one or a group of students toward another particular student(s) on multiple occasions. These acts cause both mental and physical harm to the targeted student(s) and create an educational environment that is intimidating, threatening, or abusive. This definition also extends to electronically transmitted acts through platforms such as the internet, email, cellular phones, personal digital assistants (PDAs), or wireless hand-held devices. If such acts occur repeatedly and result in mental and physical harm, and if they create an environment that is intimidating, threatening, or abusive, they will be regarded as instances of bullying.

Our commitment to addressing aggressive behavior and bullying is rooted in maintaining a nurturing and respectful atmosphere for all students. We firmly believe that every student deserves to learn and grow in an environment free from fear, intimidation, and harm. By fostering empathy, understanding, and proactive intervention, we aim to create a positive educational experience that encourages compassion, kindness, and mutual respect among all members of our school community.

Alcohol / Drugs / Tobacco: At Edison High School, we maintain a strict policy regarding the possession, use, transmission, sale, concealment, and consumption of substances that pose a risk to student well-being. It is prohibited for any student to possess, use, transmit, sell, conceal, or consume alcoholic beverages, intoxicants, inhalants, controlled substances, counterfeit controlled substances, or any other drugs of abuse. This policy applies to all conduct on school grounds, including during and immediately before or after school hours, as well as during school-sponsored activities, on school buses or conveyances, and any time when the student is subject to the authority of the school.

Furthermore, students are not permitted to consume alcoholic beverages, intoxicants, or drugs of abuse prior to their arrival at school or any school-sponsored activity. We are committed to maintaining a safe and substance-free environment for our students.

In addition to the prohibition of substances mentioned above, the possession, consumption, distribution, purchase, or attempted purchase, and/or use of tobacco products or electronic cigarettes is strictly prohibited. This policy applies to school premises, including school grounds, school buses, interscholastic competitions, extracurricular events, and any other school-sponsored events. Tobacco products encompass cigarettes, cigars, pipe tobacco, chewing tobacco, snuff, or any other matter or substance containing tobacco. Smoking of electronic cigarettes, vapor devices, or any other substitute forms of cigarettes, regardless of their nicotine content, is also prohibited.

By upholding these policies, we prioritize the health, safety, and well-being of all students, creating an environment that is conducive to learning, free from harmful substances, and supportive of their overall development.

Damage to and/or Theft of Personal or School Property: At Edison High School, we hold the principles of respect and responsibility in high regard. It is essential that students understand and adhere to the guidelines regarding the handling of property and equipment, both within the school district and the broader community.

To foster a safe and secure environment, students are prohibited from engaging in theft or gambling activities, whether it involves the private or public property or equipment of the school district or that belonging to others. We emphasize the importance of respecting the belongings of individuals and the school community as a whole.

Furthermore, students must refrain from trespassing on school or private property or attempting to cause damage to such properties while on school premises or under the jurisdiction of the Edison Local School District. We encourage students to value the importance of maintaining a clean, well-maintained, and conducive learning environment by treating all property with care and consideration.

By upholding these standards, we aim to instill a sense of responsibility and promote a positive atmosphere where everyone's property is valued and protected. Together, we can create a community that thrives on mutual respect and shared responsibility.

Dishonesty / False Reporting / Falsification: Maintaining a culture of academic integrity and trust is vital for our school community. Any acts of dishonesty, such as cheating, plagiarism, or providing false information, are strictly prohibited and will be met with disciplinary action. Students must avoid making false statements or reports that harm others' reputations. Falsifying records or spreading false information undermines trust and has serious legal implications. Upholding honesty, integrity, and transparency fosters a positive and supportive school environment.

Excessive Tardies to Class: The determination of excessive tardiness to the classroom rests with the classroom teacher, who is responsible for assessing the frequency and impact of the student's tardiness. When the teacher identifies a pattern of excessive tardies, the administrator will take appropriate disciplinary action. This collaborative approach ensures that both the teacher's professional judgment and the administrator's oversight contribute to addressing and resolving issues of tardiness in a fair and effective manner.

Fighting: Maintaining a safe school environment is crucial. Fights are strictly prohibited, including physical altercations or conflicts that can cause harm or disrupt the school. Students must report fights immediately. Consequences will follow disciplinary policies, and law enforcement may be involved. Our goal is to intervene promptly and ensure everyone's safety.

Harassment: Harassment encompasses various forms of behavior that involve threatening, insulting, or dehumanizing gestures, as well as the use of technology, and encompasses both written and verbal expressions, along with physical conduct. Such behavior is directed towards a student or school employee, and its impact can be significant. It includes

actions that create a reasonable fear of personal harm or property damage, substantially interfere with a student's educational experience or an employee's work performance, or disrupt the overall functioning of the school environment. It is crucial to foster an atmosphere where all members of the school community feel safe, respected, and able to thrive. (ELSD School Board Policy 5517)

Hazing: Participation in any form of hazing is strictly prohibited for students. Hazing is characterized as engaging in or promoting acts of initiation that pose a potential risk of mental or physical harm to individuals, including the victim. It is important to note that permission, consent, or assumption of risk by those involved does not diminish the prohibition outlined in this policy. Any violation of this policy may result in consequences such as suspension, recommendation for expulsion, and potential legal actions in accordance with ORC 2307.44. Our commitment to fostering a safe and inclusive environment for all students is paramount, and hazing will not be tolerated.

Inducing Panic: Students are strictly prohibited from engaging in any behavior that involves the intentional activation of a fire alarm or the dissemination of false information regarding fire, bombing, or any other catastrophic events that could incite panic. Additionally, students are not permitted to provide false testimony or reports regarding school incidents. Such actions undermine the safety and well-being of our school community. Any violation of this policy will be met with appropriate disciplinary measures. We emphasize the importance of maintaining a secure and conducive learning environment for all students and urge everyone to report any genuine concerns to the appropriate authorities.

Insubordination and/or Indecent Speech towards Adults: Insubordination is characterized by a student's failure to comply with the directives of an authority figure within the school and their refusal to follow reasonable instructions. While students are entitled to exercise their right to freedom of speech, it is important to note that certain limitations apply within the school environment. Students are prohibited from using language that is obscene or pervasively indecent, constitutes insulting or provocative words, or engages in expression that causes harm or harassment to others. Furthermore, any expression that poses a significant risk of disrupting school activities, violating school regulations, or committing unlawful acts is strictly prohibited. It is vital to emphasize that the use of indecent speech towards authority figures and adults is strictly prohibited as well.

Sexual Harassment: In accordance with Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972, "sexual harassment" encompasses unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Sexual harassment occurs when such behavior: interferes with an individual's work or educational performance; creates an intimidating, hostile, or offensive working or learning environment; or hinders one's participation in or benefits from a class, program, or activity. It is

important to note that sexual harassment can involve actions committed by individuals of any gender against individuals of the same or opposite gender.

Acts of sexual harassment can manifest in various forms and may include, but are not limited to, the following examples: unwelcome sexual propositions, invitations, solicitations, and flirtations; physical assault; unwelcome verbal expressions of a sexual nature, such as explicit comments about one's body, appearance, or sexual activities; the use of sexually degrading language, jokes, or innuendos; suggestive or insulting sounds or whistles; obscene telephone calls; the placement of sexually suggestive objects, pictures, videotapes, audio recordings, or literature in the work or educational environment; unwelcome and inappropriate touching, patting, or pinching; obscene gestures; a pattern of behavior with sexual overtones intended to cause discomfort or humiliation; remarks speculating about someone's sexual activities or history; verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or gender stereotypes, even if not of a sexual nature.

It is essential to emphasize that these examples serve as a comprehensive illustration of prohibited acts constituting sexual harassment, but the list is not exhaustive. The school strictly prohibits any form of sexual harassment, including acts that are subtle in nature but carry sexual overtones, as well as aggression, intimidation, or hostility based on sex or gender stereotyping that does not involve explicit sexual conduct. (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 they have been assigned. It is imperative that students attend all scheduled classes and refrain from missing any class without the expressed written permission of the school administrator. Leaving the school premises during school hours necessitates a written note from the parent and/or guardian, accompanied by a phone call to the school, as previously stated.

Extensive research consistently highlights the substantial impact of attendance on academic achievement. Studies reveal that missing even a single class can be equivalent to missing multiple days of valuable classroom instruction. Therefore, students are expected to prioritize regular attendance and actively participate in their assigned classes to maximize their educational growth and development.

Substantial Disruption of Class and/or School: Ensuring a productive learning environment is a priority for all teachers. Disturbances that hinder the learning process cannot be tolerated. When students encounter important issues or differing opinions, they are encouraged to approach their teachers respectfully, either after the class or at a mutually convenient time, unless the matter directly pertains to the ongoing lesson. Teachers possess the responsibility and authority to maintain order throughout the school, with a particular emphasis on the classroom setting.

In cases where a student consistently disrupts the class or refuses to acknowledge the authority of the teacher, appropriate action will be taken by referring the student to an administrator. This ensures that the disruptive behavior is addressed and necessary steps are taken to restore a conducive learning environment.

Threats and Intimidation: The safety and well-being of every member of our school community are of utmost importance. Therefore, it is strictly prohibited for any student to engage in threatening or coercive behavior, whether through verbal or physical means, towards fellow students, teachers, school employees, or visitors. Additionally, a student must refrain from inciting or encouraging another student or individual to engage in such threatening or coercive conduct. Intimidation, encompassing a range of behaviors, extends to situations where threats are employed to extort money or valuable possessions from others. It is crucial to recognize that intimidation in any form undermines a respectful and secure learning environment.

By upholding these standards, we promote a culture of mutual respect, fostering a safe and inclusive space for everyone within our school community.

Unauthorized Bodily Contact: Creating a secure and respectful learning environment is of utmost importance to us. Hence, it is strictly forbidden for any individual, whether a student or employee of the school system, or any other person present on school property or attending a school-sponsored event, to engage in any form of physical aggression, such as touching, hitting, throwing objects, or making threats.

By prohibiting such behaviors, we strive to foster an atmosphere where every student and staff member feels safe, valued, and free from harm. Our commitment to maintaining a positive and inclusive educational setting is reflected in these policies (ELSD School Board Policy 5517 and 5600).

Unauthorized Fire: Unauthorized fire is defined as the act of a student possessing and/or lighting a match, lighter, or any other flammable substance without permission or the explicit direction from an authorized staff member. This prohibition is in place to prevent potential hazards and safeguard the welfare of all individuals within our school. Fire-related activities should only be conducted under the supervision and guidance of authorized staff members who possess the necessary expertise and knowledge. Students are expected to refrain from engaging in any such activities without proper permission, as it poses risks to themselves and others.

We strongly emphasize the importance of fire safety protocols and the responsible use of fire-related materials. By seeking permission and following the direction of authorized staff members, we can ensure that fire-related activities are conducted in a controlled and safe manner. Violations of the unauthorized fire policy will result in appropriate disciplinary action in accordance with our school's guidelines. Our aim is to educate students about the potential

dangers associated with unauthorized fire and to instill a sense of responsibility regarding fire safety practices.

Unauthorized Presence: Students are required to have proper supervision by a coach, advisor, or teacher when on property owned or controlled by the Edison Local School District. After-school hours, students not participating in supervised activities must vacate the premises by 3:00 p.m.

It is mandatory for all students to use the restroom located on the same floor as their classroom. This policy has been put in place to ensure the safety and security of all students and to minimize any interruptions to the learning environment. Please be advised that any student found using a restroom on a different floor will be disciplined for unauthorized presence.

For the safety and security of everyone, it is imperative that all students be in their assigned locations inside the 1964 Gymnasium and Cafeteria between 7:20 and 7:35. Kindly avoid being in the hallway during this time, except when waiting in line for the kitchen or to use the 1964 restroom. Please note that students are strictly prohibited from entering the 1939 building between 7:20 and 7:35 for any reason. Moreover, access to the Academic Wing of the 1964 building is also not permitted during this time. Your cooperation in adhering to these guidelines is greatly appreciated and will be strictly enforced. We want to remind you that disciplinary action will be taken against any student who fails to comply. Thank you for your cooperation in ensuring the safety and security of all students.

Unauthorized Use of Electronic Devices: The use of cell phones or electronic communication devices (ECDs) is strictly prohibited during the school day from 7:20 a.m. to 2:50 p.m. This policy aims to maintain an educational environment and respect the needs of students while ensuring a focused learning atmosphere. Students are not allowed to make or receive calls, send messages, take pictures, or engage in any other use of cell phones or ECDs during school hours. Accessing blocked websites on school property or during school-sponsored activities is also prohibited.

Cell phones or ECDs should not be visibly displayed, but rather kept in backpacks, purses, or pockets, powered off and not in silent mode. Their use is not permitted in classrooms, locker rooms, bathrooms, swimming pools, or during school activities at other districts. Students should safeguard their devices, as the school is not responsible for any loss or damage. Parents/guardians should contact the school office for communication during the day, and students may use school phones for that purpose. Wearing headphones in hallways and during lunch is not allowed, and headphones should be securely stored. Additionally, students must not misuse computers, networks, or internet access, including accessing unauthorized information or engaging in unlawful activities. A signed Edison Local School District Student Network and Internet Form is required before using district computers.

During breakfast and lunch periods students are permitted to use their cell phones in the cafeteria. Students may be allowed to use their cellphone in their study hall with their teacher's permission. However, it is important to note that cell phone use should be limited to the designated areas and times. Outside of the cafeteria during instructional time or in other areas of the school, the policy regarding cell phone usage remains in effect, and students are expected to comply with the restrictions outlined.

Unauthorized Use of Open Containers: Students are prohibited from bringing open drink containers of any kind into the school building without explicit permission from the administration. This includes various items such as travel mugs, insulated thermoses, and open cans. The purpose of this policy is to ensure a safe and clean environment within the school premises. Students are encouraged to adhere to this regulation and seek proper authorization if they have a specific need to bring open drink containers into the building.

Weapons: The Board of Education strictly prohibits students from possessing, storing, making, or using any form of weapon within the school safety zone. This prohibition extends to all areas under the control and supervision of the Board, including leased, owned, or contracted properties, school-sponsored events, and Board-owned vehicles. The term "weapon" encompasses objects that, in their manner of use or intended use, have the potential to cause serious bodily harm, property damage, or pose a threat to the health and safety of individuals.

Examples of weapons include firearms, guns (including air and gas-powered variants), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives. Additionally, for the purpose of this guideline, a weapon is defined as any instrument capable of inflicting serious bodily injury, including loaded or unloaded firearms, pellet guns, b-b guns, inoperable replica firearms, knives, stun guns, look-alike weapons, and chemical agents like tear gas.

Students found in possession of weapons will face disciplinary action in accordance with Board policies and procedures. Law enforcement authorities will also be notified and consulted as deemed necessary to ensure the safety and well-being of the school community. This policy emphasizes the commitment of the Board of Education to maintaining a safe and secure learning environment for all students and staff members.

Appendix A: Office Managed Behaviors Discipline Protocol

Academic Dishonesty

First Offense:

- You will receive an F on the assignment: Upon the first offense of academic dishonesty, such as plagiarism, the student will be given an F grade on the specific assignment in question. This serves as a warning and an opportunity for the student to understand the seriousness of their actions and the importance of academic integrity.

Second Offense:

- You will receive an F for the 9-week grading period: If a student commits a second offense of academic dishonesty within the same academic term, the consequence will escalate. The student will receive an F grade for the entire 9-week grading period. This significant penalty reflects the repeated violation of academic integrity and aims to discourage future instances of academic misconduct.

Third Offense:

- You will receive an F for the course: In the event of a third offense of academic dishonesty, the consequences become more severe. The student will receive an F grade for the entire course. This consequence highlights the seriousness of repeated academic misconduct and emphasizes the importance of academic honesty and ethical behavior in the learning environment.

Aggressive Behavior / Bullying / Fighting / Harassment / Hazing / Intimidation / Threats / Tobacco / Vaping

1st Offense:

- 10 days in Direct Supervision: Upon the first offense, the student will be placed in direct supervision for a period of 10 days. During this time, the student will have limited freedom and will be closely monitored by a staff member or assigned supervisor during school hours. The purpose is to provide guidance, support, and an opportunity for the student to reflect on their behavior.

2nd Offense:

- 3 days external suspension, 7 days direct supervision: If a student commits a second offense, they will receive a 3-day external suspension, where they will be temporarily removed from the school environment. This allows the student to understand the seriousness of their repeated offense. Upon returning from the external suspension, the student will enter a 7-day period of direct supervision, during which they will continue to receive close monitoring and guidance.

3rd Offense:

- 5 days external suspension, 5 days direct supervision: In the case of a third offense, the consequences escalate further. The student will receive a 5-day external suspension, once again temporarily removing them from the school. This more substantial consequence aims to emphasize the seriousness of the repeated offenses. Following the external suspension, the student will then enter a 5-day period of direct supervision to address their behavior and work towards making positive changes.

4th Offense:

- Assigned 7 days external suspension and 3 days direct supervision: If a student commits a fourth offense, they will receive a 7-day external suspension. This means they will be temporarily removed from the school environment for the specified period. Upon returning from the external suspension, the student will enter a 3-day period of direct supervision. The direct supervision provides additional guidance and support to address the repeated offenses and help the student make positive changes.

5th and Offense:

- 10 days external suspension: For the 5th offense and any subsequent offenses, the consequence will be a 10-day external suspension. This extended period of suspension is intended to emphasize the seriousness of repeated and continued violations of school rules. The external suspension serves as a strong deterrent and allows time for the student to reflect on their behavior and consider the impact of their actions.

Subsequent Offenses:

- For any subsequent offenses, the consequence will be a 10-day external suspension. This extended period of suspension is intended to emphasize the seriousness of repeated and continued violations of school rules. The external suspension serves as a strong deterrent and allows time for the student to reflect on their behavior and consider the impact of their actions.
- Additionally, the administration will consider placement at the Alternative School based on the severity and frequency of the alcohol-related offenses, aiming to provide a more structured intervention and support for the student's well-being.

Alcohol / Drugs / Inducing Panic / Sexual Harassment / Unauthorized Fire / Weapons

All Offenses:

- 10 days external suspension: Regardless of the severity of the offense, any student found in violation of the school's alcohol or Drug policy will be subject to a 10-day external suspension. During this period, the student will be temporarily removed from the school environment. This consequence emphasizes the zero-tolerance approach towards alcohol use in order to maintain a safe and conducive learning environment.

Damage to Personal Property or School Property / Theft of Personal Property or School Property

1st Offense:

- Student will be assigned one extended after-school detention on Friday, beginning at 3:00 PM and ending at 5:00 PM: Upon the first offense, the student will be required to attend an extended after-school detention session. This detention will take place on a designated Friday and will last from 3:00 PM to 5:00 PM. During this time, the student will be supervised and assigned appropriate tasks or reflection activities. The purpose of this consequence is to provide an opportunity for the student to reflect on their behavior, make amends, and understand the importance of following school rules.

2nd Offense:

- The student will be assigned 3 days in Direct Supervision: In the case of a second offense, the student will be placed in direct supervision for a period of 3 days. During this time, the student will have limited freedom and will be closely monitored by a staff member or assigned supervisor during school hours. The purpose is to provide additional guidance, support, and an opportunity for the student to further reflect on their behavior and make positive changes.

3rd Offense:

- The student will be assigned 5 days in Direct Supervision: In the case of a second offense, the student will be placed in direct supervision for a period of 3 days. During this time, the student will have limited freedom and will be closely monitored by a staff member or assigned supervisor during school hours. The purpose is to provide additional guidance, support, and an opportunity for the student to further reflect on their behavior and make positive changes.

Subsequent Offenses:

- In the case of subsequent offenses beyond the third offense, the administration will impose external suspension as a disciplinary measure. The duration of the external suspension will be progressively longer for each subsequent incident. This progressive approach emphasizes the seriousness of repeated violations and aims to deter further misconduct. The specific length of external suspension for each subsequent offense will be determined by the administration based on the nature of the offense, previous disciplinary actions, and the school's policies.

Excessive Tardies to Class

5th Offense:

- The student will be placed on the Hall Pass Restriction list for a duration of 45 days. In conjunction with the Hall Pass Restriction, the student will be required to attend an

after-school detention either on the following Tuesday or Thursday. This combined consequence aims to emphasize the importance of following school policies, reinforce responsible behavior, and provide an opportunity for reflection on the part of the student.

6th through 8th Offense:

- The student's placement on the Hall Pass Restriction list will be extended to a period of no more than 45 days. This extension reinforces the significance of adhering to school rules and serves as a more substantial consequence for repeated offenses. The student will be assigned an after-school detention on both the following Tuesday and Thursday. Attending these detentions provides an opportunity for the student to reflect on their actions, take responsibility, and make positive changes.

Subsequent Offenses:

- The student's placement on the Hall Pass Restriction list will be extended to a period of no more than 45 days. This extended restriction emphasizes the importance of consistent adherence to school rules and serves as a more substantial consequence for repeated offenses. The student will be assigned an extended after-school detention on the following Friday from 3:00 to 5:00. Attending this extended detention provides an extended period of time for the student to reflect on their actions, take responsibility, and consider the impact of their behavior. It allows for a deeper understanding of the need for positive changes and encourages the development of more responsible conduct.

Insubordination towards Adults / Indecent Speech towards Adults

1st through 3rd Offense

- For the first three incidents of insubordination or indecent speech towards an adult, the student will be assigned a consequence in the form of one after-school detention. This after-school detention will be scheduled for either the following Tuesday or Thursday. By applying this consistent consequence, the school aims to address the inappropriate behavior, emphasize the importance of respectful communication, and provide an opportunity for the student to reflect on their actions

4th through 6th Offense

- For each of the subsequent three incidents, the student will be assigned an extended after-school detention. This extended after-school detention will take place on the following Friday from 3:00 PM to 5:00 PM. By assigning an extended duration, the school aims to emphasize the seriousness of the behavior, provide ample time for reflection, and encourage the student to understand the importance of respectful communication. This consequence serves as a valuable opportunity for the student to

reflect on their actions, take responsibility, and work towards positive behavioral changes.

Subsequent Offenses

- The school administration will assign all subsequent offenses a progressive discipline that begins with 3 days in Direct Supervision and can escalate up to 10 days in Direct Supervision. This progressive approach emphasizes the importance of addressing repeated incidents of insubordination or indecency and aims to provide the student with opportunities for reflection and behavior correction while under close supervision.
- However, if the student persists in displaying insubordination or indecency towards an adult despite the Direct Supervision consequence, the disciplinary measures will escalate further. In such cases, the student will be assigned a progressive discipline that starts with a minimum of 3 days of external suspension and can extend up to 10 days of external suspension. This progression in disciplinary actions underscores the severity of the behavior and serves as a deterrent to encourage a change in the student's conduct.

All incidents involving Profanity towards Adults

- Engaging in the use of profanity towards an adult will entail a disciplinary consequence in the form of an external suspension, the duration of which will be determined based on the specific circumstances surrounding the incident. External suspension can range up to a maximum of 10 days, providing an opportunity for reflection and behavioral correction. In most cases, the administration will follow a progressive approach, starting with a minimum of 3 days and gradually increasing up to a maximum of 10 days, depending on the severity and frequency of the offense. This progressive system ensures that appropriate disciplinary measures are applied, allowing students to understand the gravity of their actions and promoting a positive learning environment.

Skiping Class / Leaving the School Grounds without Permission

1st Offense:

- The student will be assigned a consequence of 1 day extended after-school detention the following Friday. This extended after-school detention serves as a means to address the student's unauthorized absence, emphasizing the importance of attending classes and remaining within the school premises. In addition to the after-school detention, the student will be placed on the Hall Pass Restriction list for a period of 45 days. This restriction reinforces the expectation for students to follow proper procedures and obtain permission before leaving the classroom or school grounds.

2nd Offense:

- The student will be assigned another extended after-school detention, which will take place on the following Friday. This additional extended after-school detention reinforces the consequences of repeated unauthorized absences and emphasizes the importance

of attending classes and remaining within the school premises. In addition to the extended after-school detention, the student's hall pass restriction will be extended for a period of no longer than 45 days. This extension serves as a reminder of the continued need to follow proper procedures and obtain permission before leaving the classroom or school grounds.

Subsequent Offenses:

- The school administration will assign all subsequent offenses a progressive discipline that begins with 3 days in Direct Supervision and can escalate up to 10 days in Direct Supervision. This progressive approach emphasizes the importance of addressing repeated incidents of skipping class or leaving the school grounds without permission and aims to provide the student with opportunities for reflection and behavior correction while under close supervision.
- However, if the student persists in skipping class or leaving the school grounds without permission despite the Direct Supervision consequence, the disciplinary measures will escalate further. In such cases, the student will be assigned a progressive discipline that starts with a minimum of 3 days of external suspension and can extend up to 10 days of external suspension. This progression in disciplinary actions underscores the severity of the behavior and serves as a deterrent to encourage a change in the student's conduct.

Dishonesty / False Reporting / Falsification / Unauthorized Bodily Contact / Use of Open Containers

1st through 3rd Offense:

- For each offense, the student will be assigned a consequence of 1 after-school detention. This after-school detention will be scheduled for the following Tuesday or Thursday. By consistently assigning after-school detentions for these offenses, the school aims to address the misconduct promptly and provide an opportunity for the student to reflect on their actions.

4th through 6th Offense:

- For each offense, the student will be assigned a consequence of 1 extended after-school detention. This extended after-school detention will be scheduled for the following Friday from 3:00 PM to 5:00 PM. By consistently assigning extended after-school detentions for these offenses, the school aims to address the misconduct promptly and provide an opportunity for the student to reflect on their actions.

Subsequent Offenses:

- The school administration will assign all subsequent offenses a progressive discipline that begins with 3 days in Direct Supervision and can escalate up to 10 days in Direct Supervision. This progressive approach emphasizes the importance of addressing repeated incidents of dishonesty, false reporting, falsification, , unauthorized use of

open containers, or unauthorized bodily contact and aims to provide the student with opportunities for reflection and behavior correction while under close supervision.

- However, if the student persists in dishonesty, false reporting, falsification, unauthorized use of open containers, or unauthorized bodily contact despite the Direct Supervision consequence, the disciplinary measures will escalate further. In such cases, the student will be assigned a progressive discipline that starts with a minimum of 3 days of external suspension and can extend up to 10 days of external suspension. This progression in disciplinary actions underscores the severity of the behavior and serves as a deterrent to encourage a change in the student's conduct.

Unauthorized Use of Electronic Devices

1st through 3rd Offense

- The classroom teacher will request that the student place the cellphone on the teacher's desk or another appropriate area designated for storing personal belongings. It is expected that students comply with this request as part of classroom rules and guidelines.
- In the event that a student refuses to comply with the teacher's request, it will be considered an act of insubordination. The teacher will then promptly contact the school administrator to address the situation. The administrator will be called to the classroom to handle the disciplinary matter.

4th through 6th Offense

- The student will be directed to report to the school administrator's office. Once in the office, the student will be expected to place the phone in the School Administration safe for safekeeping until the end of the day. This ensures that the cellphone is securely stored and prevents any further distractions or disruptions in the classroom.
- In addition to securing the cellphone, the student will be assigned 1 extended after-school detention, which will take place on the following Friday from 3:00 PM to 5:00 PM. The extended duration of this detention provides an opportunity for the student to reflect on their behavior, understand the importance of following classroom rules, and consider the impact of their actions on their own learning and the learning environment.

Subsequent Offenses:

- The school administration will assign all subsequent offenses a progressive discipline that begins with 3 days in Direct Supervision and can escalate up to 10 days in Direct Supervision. This progressive approach emphasizes the importance of addressing repeated incidents of an unauthorized use of an electronic device and aims to provide the student with opportunities for reflection and behavior correction while under close supervision.

- However, if the student persists in an unauthorized use of an electronic device despite the Direct Supervision consequence, the disciplinary measures will escalate further. In such cases, the student will be assigned a progressive discipline that starts with a minimum of 3 days of external suspension and can extend up to 10 days of external suspension. This progression in disciplinary actions underscores the severity of the behavior and serves as a deterrent to encourage a change in the student's conduct.

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Appendix B: Edison High School: Hall Pass Policy

Purpose:

The hall pass policy aims to maintain a safe and orderly learning environment while allowing students to attend to necessary personal needs and authorized activities outside the classroom. The policy encourages responsible use of hall passes and minimizes disruptions to instructional time.

Hall Pass Availability:

- a. Students will be issued a hall pass by their teacher when leaving the classroom during instructional time.
- b. Hall passes will be provided based on the discretion of the teacher, considering the nature of the request and the importance of the student's absence.

Authorized Reasons for Hall Pass Usage:

- a. Restroom use: Students may use a hall pass for restroom needs. It is expected that students use this privilege responsibly and efficiently.
- b. Nurse's office: Students requiring medical attention or prescribed medication may use a hall pass to visit the school nurse.
- c. Main office or designated area: Students may be granted a hall pass to access specific areas of the school, such as the main office, library, or counselor's office, for academic or administrative purposes.

Hall Pass Restrictions:

- a. Time limitations: Hall passes may only be used during designated times, such as during breaks, transition periods between classes, or with teacher permission during instructional time.
- b. Frequency limitations: Students are encouraged to limit their hall pass usage to essential needs to minimize disruptions. Excessive or frequent use of hall passes may be subject to review and adjustment by the teacher or school administration.
- c. Accountability: Students must sign out and back in when using a hall pass, indicating their destination and estimated time of return. This helps track student movements and ensures their safety.
- d. Use of hall passes by others: Students may not loan or transfer their hall pass to another student. Each student is responsible for their own hall pass usage.

Teacher Expectations:

- a. Teachers will inform students of the specific hall pass procedures and expectations at the beginning of the school year or when implementing the policy.

- b. Teachers will exercise their professional judgment in determining the appropriateness of granting hall passes based on the specific circumstances and the needs of the instructional environment.

Consequences for Misuse:

- a. Misuse or abuse of hall passes may result in disciplinary action, which could include loss of hall pass privileges or other appropriate consequences in accordance with the school's disciplinary policies.
- b. Violation of the hall pass policy through misuse or abuse will lead to disciplinary action in line with the school's policies. Consequences may include the immediate loss of hall pass privileges or other appropriate disciplinary measures. It is important to note that any student disciplined for an Alcohol, Tobacco, or Drug infraction will automatically have their hall pass privileges suspended for a minimum period of 45 days. By ensuring compliance with this policy, we maintain a secure and conducive learning environment that fosters the well-being and academic success of all students.

This hall pass policy is intended to promote responsible behavior and maintain a positive learning environment. Teachers and students are encouraged to communicate and collaborate to ensure the policy's effective implementation.

Appendix C: Edison High School: Attendance Restitution Policy

Purpose:

The attendance restitution policy is designed to promote regular attendance, accountability, and academic success for all students. It aims to provide an opportunity for students to make up missed instructional time and ensure that they fulfill their educational obligations.

Attendance Violations:

- a. Unexcused Absences: Students are expected to attend school regularly and arrive on time for all scheduled classes. Unexcused absences refer to instances when a student is absent without a valid reason or parental notification.
- b. Excessive Absences: Students are expected to attend school regularly and arrive on time for all scheduled classes. Excessive absences refer to instances when a student is absent with a valid reason or parental notification.

Restitution Requirements:

- a. Restitution Activities: Students with attendance violations will be required to complete restitution activities to make up for missed instructional time. These activities may include attending additional classes, participating in alternative education programs, completing assignments, engaging in approved supplemental learning activities, or assigned detention.
- b. Individualized Plans: Restitution plans will be developed on an individual basis, taking into account the student's specific circumstances, academic progress, and other relevant factors. The plan will outline the restitution activities, timeline, and expectations for successful completion.

Collaboration and Support:

- a. Communication: The school staff will communicate with students and parents/guardians regarding attendance violations and the development of the restitution plan. Regular communication will be maintained throughout the process to ensure understanding and progress.
- b. Support Services: The school will provide necessary support services to help students meet their restitution requirements. This may include academic assistance, counseling, or other resources to address barriers to attendance and academic success.

Monitoring and Compliance:

- a. Tracking Progress: The school will monitor the progress of students in fulfilling their restitution obligations. Regular check-ins, documentation of completed activities, and

periodic evaluations will be conducted to ensure compliance and progress toward completion.

b. Consequences of Non-Compliance: Failure to comply with the restitution requirements may result in disciplinary actions, withholding of credits, impacting grade promotion, or other appropriate consequences, as outlined in the school's disciplinary policies.

Confidentiality:

The school will maintain the confidentiality of student attendance records and restitution plans in accordance with applicable laws and regulations.

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Appendix D: Edison High School: Dress Code and Personal Appearance Policy

Purpose:

This policy aims to maintain a respectful and conducive learning environment by establishing guidelines for appropriate dress and personal appearance within the school premises.

Guidelines:

Tops: Attire such as halter tops, tube tops, tank tops, muscle shirts, net jerseys, low-cut tops, or any top that excessively exposes the upper torso is strictly prohibited for all students.

Spiked Clothing: Wearing clothing or accessories adorned with spikes is strictly prohibited.

Transparency: See-through clothing is not permitted as it is considered inappropriate.

Sleepwear: Students are expected to refrain from wearing pajama pants or loungewear during school hours.

Headwear: While wearing hats is allowed within Edison High School premises, sweatbands, headscarves, hoods, and masks are strictly prohibited unless prior approval is obtained from the administration for medical or religious purposes.

Inappropriate Symbols: Clothing displaying obscene, vulgar, suggestive writing, or attached symbols that violate school policies or regulations is strictly prohibited.

Pants: Students must wear pants at the waistline, ensuring that undergarments and the body remain appropriately covered. Wearing sagging pants is not allowed.

Skirts/Shorts: Skirts and shorts should adhere to the fingertip rule, meaning they must extend to the position of the fingertips when arms and fingers are fully extended.

Sunglasses: Unless prescribed by a doctor, wearing sunglasses is not permitted during school hours.

Hairstyles: Students are expected to maintain neat and clean hairstyles that conform to standard grooming practices. Alternative hairstyles are not permitted.

Jewelry and Accessories: The use of accessories and jewelry that may cause injury, pose safety hazards, or substantially disrupt student safety or instruction is strictly prohibited. The administration holds the authority to make determinations on such items, including but not limited to:

- A. Long, dangling earrings.
- B. Long and thick chains/necklaces.

C. Jewelry worn in pierced areas of the body that substantially disrupt student safety or instruction.

Enforcement:

All students are required to comply with this dress code policy. Staff members and administration have the authority to address violations, provide guidance, and take appropriate disciplinary measures as deemed necessary.

Review:

This policy will be periodically reviewed by the administration to ensure its effectiveness and relevance. Any necessary modifications or updates will be made in consultation with relevant stakeholders.

By adhering to this policy, we maintain a respectful and professional learning environment that fosters student growth, safety, and academic excellence.

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Appendix E: Edison High School: Late Arrival / Early Release Policy

Eligibility:

- a. This policy is applicable to senior students who are on schedule to graduate during the school year.
- b. Only seniors who meet the graduation requirements and have no outstanding obligations are eligible for late arrival or early release privileges.
- c. Senior students must complete the Late Arrival / Early Release Form, available in the school's administrative office.

Late Arrival:

- a. Students who wish to arrive late to school due to a study hall scheduled at the start of the day must submit the Late Arrival / Early Release Form.
- b. The completed form must be submitted to the school's administrative office for review and approval by the school administrator.
- c. Late arrival approvals will only allow eligible senior students to arrive at the end of 1st period.

Early Release:

- a. Students who wish to leave school early due to a study hall scheduled at the end of the regular school day must submit the Late Arrival / Early Release Form.
- b. The completed form must be submitted to the school's administrative office for review and approval by the school administrator.
- c. Early release approvals will only allow eligible senior students to leave early at the end of 7th period.

Consequences for Partial Absences:

- a. If a student is partially absent (Unexcused) from school 5 times, the student will lose their late arrival / early release privilege for a period of 2 weeks.
- b. The privilege will be restored after the 2-week period.
- c. If a student is partially absent to school 5 additional times after the privilege was restored, the student will lose the late arrival / early release privilege for the remainder of the semester.
- d. The student may reapply for the privilege at the end of the semester.

Excessive Absences or Habitual Truancy:

- a. If a student is identified as excessively absent or habitually truant, the student will lose their late arrival or early release privilege for the remainder of the school year.
- b. The privilege may be restored at the beginning of the next school year, subject to a reapplication process.

Attendance Reporting for Approved Late Arrival / Early Release Privileges:

1. Approved students must promptly report to the Assistant Principal Secretary, Ms. Susan Pytash, upon arrival at Edison High School or prior to leaving Edison High School.
2. It is essential for students to fulfill this reporting requirement in order to maintain the integrity of the Late Arrival / Early Release privilege.
3. Failure to report to the Assistant Principal Secretary, Ms. Susan Pytash, will result in a temporary suspension of the late arrival or early release privilege for a period of 2 weeks.
4. If a student fails to report to the Assistant Principal Secretary, Ms. Susan Pytash, for a second time, the late arrival or early release privilege will be suspended for the remainder of the semester.

Ensuring timely reporting to the Assistant Principal Secretary, Ms. Susan Pytash, vital to upholding the accountability and proper administration of the Late Arrival / Early Release privilege. Please remember that adherence to these reporting guidelines is crucial to the continued enjoyment of this privilege."

Conditions:

- a. Late arrivals and early releases are subject to the discretion of the school administrator.
- b. Late Arrival / Early Release privilege is not a right but a privilege granted based on the student's adherence to school policies and their overall conduct.

Review:

- a. This policy will be reviewed periodically by the school administration to ensure its continued effectiveness and relevance.
- b. Any necessary modifications or updates to the policy will be communicated to the students and relevant stakeholders.

By implementing this policy, we aim to provide flexibility for eligible senior students while maintaining academic integrity and administrative oversight over their arrival and departure times. It is important to understand that Late Arrival / Early Release privilege is not guaranteed and may be subject to consequences based on attendance and disciplinary records."

Appendix F: Edison High School: Cafeteria - Lunch Policy

Seating Arrangements: All students are required to report directly to the cafeteria and quickly find a seat at their designated table during their assigned lunch periods. It is crucial that students remain within the designated cafeteria area throughout their lunch period, refraining from spending it in other parts of the building, unless they have obtained written permission from a school administrator. This ensures a focused and supervised lunch environment, fostering efficient communication and prioritizing the safety of all students.

In the event that a classroom teacher or office staff member needs a student's presence during their assigned lunch period, they will seek prior approval from an administrator. This allows for proper coordination and minimizes disruptions during the lunch period.

Your cooperation in adhering to this policy is greatly appreciated as it helps create a structured and secure lunch experience for everyone. By following these guidelines, we can maintain a positive and harmonious environment that supports the well-being and academic success of all students.

A Lunch: #1 Row is exclusively reserved for 9th grade students, while #2, #3, #4, and #5 rows are designated for 7th and 8th grade students.

B Lunch: Students are not assigned to specific rows.

Lunch Service Procedure: To ensure an organized and efficient lunch service, students who have chosen hot lunch as their meal option will be called row by row to the kitchen area by an assigned lunch teacher. This approach fosters orderliness and minimizes disruptions during the lunch period.

Seating and Movement: During lunch, it is expected that all students remain seated and refrain from standing up or leaving their seats without explicit permission from a staff member. If a student needs to leave their seat or move for any reason, they must raise their hand and ask for permission when approached by a staff member.

Vending Machine Usage: Students are kindly requested to refrain from using the vending machines until their row is called for hot lunch. This ensures a smooth flow of lunch service and allows all students to have equal opportunities to use the vending machines during their designated lunch period. Thank you for your cooperation and understanding.

Restroom Usage: Students are encouraged to utilize the restroom when transitioning from their classrooms to the cafeteria, ensuring they have the opportunity to address their needs before lunch. Additionally, an organized opportunity to use the restroom is provided during the last 10 minutes of the lunch period and during the transition from lunch to their next class. Please note that students should refrain from using the restroom at any other time during lunch, unless it is an emergency. In such cases, students must seek permission from a staff

member. It is important to note that students are only permitted to use the restrooms located in the 1967 addition during their assigned lunch period. This policy has been established to maintain clear hallways, ensure effective student supervision, and prioritize the safety and well-being of all students.

Student Code of Conduct: The student code of conduct is an essential framework that students are expected to follow during the lunch period. Students are required to demonstrate respectful behavior, adhere to school policies, and treat others with kindness and consideration. In instances where students fail to meet these expectations, disciplinary measures will be implemented in accordance with the procedures outlined in the student code of conduct.

This lunch policy is implemented with the aim of fostering a structured and safe lunch environment for all students. By adhering to these guidelines, including the restroom usage policy and the adjusted vending machine usage policy, we strive to create a positive and enjoyable lunch experience while ensuring the safety of our students. Your cooperation in respecting and upholding this policy is greatly appreciated.

Appendix G: Edison High School: School Bus Policy

The school has established the following rules and guidelines to ensure the safety and well-being of students while riding the school bus:

School Administrator Responsibilities:

- Clearly communicate school bus rules to students in collaboration with the bus driver.
- Develop an incentive plan to encourage students to follow the ELSD Bus Conduct Code.
- Conduct morning meetings with bus drivers to discuss the day's bus trip.

Bus Driver Responsibilities:

- Seek input from staff to assist in assigning seats on the bus.
- Assign seats for High School and Elementary Routes, submitting the seating arrangement to the school administrator.
- Teach all students proper bus procedures.
- Address any disruptive behavior by moving students to a different seat.
- Contact parents to discuss behavior issues and inform them of the disciplinary steps.

Ohio Revised Code Safety Issue Violations:

Students must adhere to the following safety guidelines on the school bus:

- Sit in assigned seats or designated areas.
- Remain seated, keeping aisles and exits clear.
- Board and exit the bus at designated stops.
- Keep hands, feet, and objects away from windows.
- Maintain a moderate noise level as determined by the bus driver.
- Refrain from eating, drinking, or having glass containers on the bus.
- Avoid throwing objects on, from, or into the school bus.
- Minor Student Code of Conduct:

The following behaviors are considered minor violations:

- Disrupting the bus environment.
- Damaging the bus or private property.
- Engaging in theft or gambling.
- Possessing tobacco products.
- Using profanity or obscene language.
- Exhibiting insubordination.
- Providing false personal information.
- Engaging in public displays of affection or unauthorized bodily contact.

Consequences for Ohio Revised Code Safety Violations or Minor Student Conduct Code Violations:

1. First Violation: Verbal warning, call to parents, and a letter sent home.
2. Second Violation: 1-day bus suspension.
3. Third Violation: 3-day bus suspension. A meeting involving the parent, student, bus driver, and building administrator is required before reinstating bus privileges.
4. Fourth Violation: 5-day bus suspension.
5. Fifth Violation: Expulsion of bus privileges.

Major Student Conduct Code Violation:

The following behaviors are considered major violations:

- Possession of drugs or alcoholic beverages.
- Possession of drug paraphernalia, counterfeit or look-alike drugs.
- Assault, physical injury, or fighting.
- Possession of dangerous weapons or instruments.
- Making false alarms or reports.
- Use of tobacco products.
- Engaging in intimidating, threatening activity, or harassment.

Consequences for Major Student Conduct Code Violations:

1. Due process procedures will be followed, including conducting an investigation and holding a hearing for the student.
2. Consequences will be issued following the administrator's investigation, consistent with the disciplinary steps outlined in the student conduct code.

Appendix H: Edison High School: Classroom Management Policy

Reason for Classroom Management Policy:

Effective classroom management is essential to create a positive and conducive learning environment for all students. It promotes a sense of structure, safety, and respect within the classroom, which enhances students' overall educational experience. A well-implemented classroom management policy allows teachers to effectively address and manage student behavior, ensuring that instructional time is maximized and all students have equal opportunities for success. By establishing clear expectations, utilizing proactive strategies, and implementing appropriate disciplinary measures, the classroom management policy supports student engagement, fosters positive relationships, and facilitates optimal academic and social-emotional growth.

Office and Classroom Managed Behaviors:

Office managed behaviors and classroom managed behaviors will be determined through a collaborative effort between the school administrator and classroom teacher. The distinction between these behaviors will be based on their severity and impact on the overall learning environment. The school administrator and classroom teacher will work together to establish guidelines and protocols for addressing and managing these behaviors, ensuring consistency and fairness in the disciplinary process. This collaborative approach aims to provide a comprehensive framework that promotes accountability, responsibility, and a positive school culture conducive to academic growth and personal development.

Daily Classroom Management Strategies:

1. Classroom teachers will reinforce classroom expectations with students on a daily basis.
2. Classroom teachers will provide positive pre-corrections at the beginning of each class.
3. Classroom teachers will prioritize building positive relationships with students and parents.
4. Classroom teachers will regularly review the classroom PBIS (Positive Behavioral Interventions and Supports) matrix with their students.

Classroom Teacher Discipline Protocol:

1. The teacher will conduct a face-to-face conference with the student to reteach classroom PBIS expectations.
2. The classroom teacher will collaborate with other teachers who have experience with the student to gather insights on effective approaches and potential challenges.
3. The classroom teacher will make a phone call to the parent/guardian to inform them about the observed classroom behavior and initiate the discipline protocol.
4. The classroom teacher will create a student contract that holds the student accountable for their behavior in the classroom.

5. The classroom teacher will implement at least two behavior and/or instructional intervention strategies aimed at addressing the student's behavior. These strategies will be implemented for a minimum of two school weeks to assess their effectiveness.
6. The classroom teacher will communicate with the parent/guardian, discussing the progress made with the implemented behavior or instructional strategies.
7. If the problem behavior persists, the classroom teacher will schedule a face-to-face meeting with the parent/guardian to provide focused support and assistance.
8. If the problem behavior continues despite interventions, the student will be referred to the school administrator for additional disciplinary action.

Recording, Escalation, and Investigation: Managing Classroom Incidents and Behavior

1. The classroom teacher will record the incident and corresponding intervention in the dedicated "Minor Incidents" section of the Educator Handbook (Incidents+), providing a detailed description of the implemented intervention.
2. Upon exhausting multiple unsuccessful interventions, the classroom will escalate the recurring behavior to the Assistant Principal through the submission of an Office Referral on the Educators Handbook (Incidents+). Notably, the teacher is not obliged to include the attempted interventions, as they will already be documented in the Educators Handbook under the Minor Incidents section.
3. The School Administrator will thoroughly investigate the classroom behavior and/or incident, while also implementing additional classroom management strategies and/or assigning appropriate discipline in accordance with the Student Code of Conduct.

Effective Management of Office Managed Behaviors: Reporting, Investigation, and Resolution

Any office managed behaviors should be promptly reported to the school administration through an Office Referral on Educators Handbook. Upon receipt, the school administration will thoroughly investigate the incident, taking various factors and the Student Code of Conduct into consideration when determining the appropriate resolution. In cases where the office-managed behavior significantly disrupts the learning environment for all students in the classroom, the classroom teacher will promptly send the student to the office.

Appendix I: Edison High School: Direct Supervision Policy

Policy Statement:

The Direct Supervision policy ensures that students assigned to the Direct Supervision room comply with specific guidelines and expectations throughout the school day. This policy aims to maintain a structured and controlled environment that promotes student accountability and academic progress.

Direct Supervision Room Attendance:

- Students are required to remain in the assigned Direct Supervision room for the duration of the school day, as determined by the School Administrator.
- Tardiness, absences, or failure to complete daily work will result in additional time assigned in Direct Supervision.
- Any breaks from the Direct Supervision room, such as restroom visits or cafeteria trips, must be supervised by the Direct Supervision teacher.

Direct Supervision Lunch:

- Students who do not bring a bag lunch from home will go to the cafeteria to collect their lunch at 11:30 AM and promptly return to the Direct Supervision classroom.
- Students are expected to eat their lunch at their desks during the assigned lunch break.
- Physical contact or visiting with other students during lunch is strictly prohibited.

Daily Expectations:

- Students must stay on task and follow the Direct Supervision schedule and guidelines.
- Students are expected to complete all assigned work for each class according to the provided directions.
- A Behavior Reflection Sheet must be completed by the student, addressing the reasons for their placement in the Direct Supervision room, along with a positive resolution for the behavior and strategies to avoid similar incidents in the future.
- Food and drinks, except for bottled water, are not allowed unless it is during the scheduled snack or lunch break.
- Respect for others, including refraining from obscene language, disruptive behavior, or physical contact, must be demonstrated at all times.
- Computer games are not permitted in the Direct Supervision room, and students using computers for assignments must adhere to the policies outlined in the Edison High School Student Handbook.
- All school rules outlined in the Edison High School Student Handbook apply to the Direct Supervision room.

Expectations and Guidelines:

Mobile Phones

- Students must surrender their phones to the teacher for safekeeping in the designated phone box.

Classroom Conduct:

- Students must remain seated, quiet, and awake at all times.
- Listening to music, podcasts, or videos is not permitted, unless specifically designated by a teacher for instructional purposes.
- students should focus on working on assignments throughout the day.
- Physical contact between students is strictly prohibited.
- Drawing or coloring is allowed only with prior approval from the teacher or when necessary to complete an assignment.

Breaks:

- Scheduled breaks will be provided for students to use the restroom, get a drink, or purchase lunch.
- Students must be accompanied by a teacher during breaks.

Supplies and Assignments:

- Students must bring all necessary books and supplies to the Direct Supervision classroom since unaccompanied visits to lockers are not allowed.
- Students without assigned work will receive additional assignments from the Direct Supervision teacher.

Return to Regular Classroom:

Students may only return to their regular classroom after completing the assigned Behavior Intervention Course, Student Responsibility Sheet, and any other assignments specified by their Classroom Teacher during their time in Direct Supervision.

This Direct Supervision policy is effective immediately and applies to all students assigned to the Direct Supervision room. Compliance with this policy is mandatory, and any violations may result in disciplinary action in accordance with the Edison High School Student Handbook.

Appendix J: Edison High School: Driving Privilege Policy

Eligibility:

- To be eligible for driving privileges on school premises, students must possess a valid driver's license and maintain good academic standing, without any failing grades.
- Students must submit a completed application form to the school administration for approval.

Parking Permit:

- To obtain approval for driving privileges, students must submit a completed application form to the school administration. Additionally, the school administration requires a copy of your valid driver's license and up-to-date insurance.
- Parking permits should be visibly displayed on the rearview mirror or dashboard of the vehicle.

Driving Behavior:

- Students must adhere to all local, state, and federal traffic laws while on school property.
- Engaging in the following actions, which include but are not limited to reckless driving, speeding, driving under the influence, leaving campus without permission, and any other violation of traffic laws, will result in the immediate suspension or revocation of driving privileges. Furthermore, it is essential for students to uphold the student code of conduct while driving on the school property.
- Students are expected to drive responsibly and safely at all times, ensuring the well-being of pedestrians and fellow students.

Parking Regulations:

- Students should park their vehicles in designated parking areas only.
- Parking in faculty/staff spots, visitor parking areas, field house, or fire lanes is strictly prohibited.
- Vehicles parked in unauthorized areas will be subject to towing at the owner's expense.
- Students should always park their vehicles in an orderly manner, maximizing available space.

Liability and Insurance:

- Students are solely responsible for the maintenance, safety, and insurance coverage of their vehicles.
- The school is not liable for any damage, theft, or loss that may occur while the vehicle is on school premises.

Consequences:

- Any violation of the driving privilege policy may lead to the suspension or revocation of driving privileges, with the duration of the suspension or revocation being determined by the school administrator on a case-by-case basis.
- Repeat offenses or severe violations may lead to additional disciplinary actions as determined by the school administration.

WILDCATS