Edison High School Student Handbook

Fall 2026 – Spring 2027

WILDCATS

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Welcome to Edison High School

Welcome to Edison High School! We are excited to begin another school year filled with opportunity, growth, and success. Our staff is committed to creating a safe, supportive, and engaging learning environment where every student can thrive academically, socially, and personally.

This handbook serves as a guide to our school's policies, procedures, expectations, and resources. We encourage all students and families to review it carefully and refer to it throughout the year. Understanding these expectations helps ensure a positive and productive educational experience for everyone.

At Edison High School, our mission is to prepare students for life after graduation through a culture built on respect, responsibility, and safety. We strive to develop well-rounded individuals who are prepared for employment, enlistment, and enrollment by providing meaningful learning experiences, strong relationships, and opportunities for personal growth. Our dedicated staff is committed to helping every student reach their full potential and achieve their future goals.

Visitor Policy

To help maintain a safe and secure learning environment, all visitors must report to the High School Assistant Principal's Office upon arrival. Visitors are required to present a valid state-issued photo ID, which will be scanned through the Raptor Visitor Management System before entry is permitted. Once approved, visitors may enter the building or visit classrooms as authorized. Visitors must follow all school procedures and directions from staff while on campus.

School Hours

The high school building opens at 7:20 a.m. and closes at 2:50 p.m. Classes begin promptly at 7:40 a.m., and students arriving after this time will be marked tardy. Dismissal occurs at 2:50 p.m. daily.

Enrollment Information

To enroll or withdraw a student, please visit the Main Office, where our staff will gladly assist you with the process. For any additional questions, please contact us at 740-282-0068.

Together, we look forward to fostering academic achievement, personal growth, and the development of respectful, responsible, and safe citizens who are fully prepared to excel in their future endeavors. Let’s make this school year a memorable and successful one!

Matthew Morrison

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General Information

Scheduling

Students may occasionally need to request a schedule change based on individual circumstances and course availability. Because student schedules are carefully developed, only necessary changes will be considered.

To request a schedule change, students must complete a Change of Schedule form and obtain signatures from both the student and a parent or guardian. The completed form should then be submitted to the appropriate teacher(s) and school counselor for review. If approved, a Drop/Add form will be processed and distributed to all affected parties.

Emergency Medical Information

The safety and well-being of our students is our highest priority. All students must have a completed Emergency Medical Authorization form on file through FinalForms. This information provides school personnel and emergency responders with critical medical and contact information in the event of an emergency during the school day or at school-sponsored activities.

Parents and guardians are responsible for ensuring that all information in FinalForms remains accurate and up to date. Any changes to emergency contacts, medical conditions, medications, insurance information, or other important health information should be updated promptly through FinalForms.

Control of Communicable Diseases/Immunization

To protect the health and safety of all students and staff, students must meet all immunization requirements established by the State of Ohio. Documentation of required vaccinations or approved exemptions must be provided in accordance with state law.

Students who are suspected of having a communicable disease or condition that may pose a health risk to others may be referred to the school nurse or administration for evaluation. When necessary, students may be temporarily excluded from school in accordance with public health guidelines and district policy. Every effort will be made to minimize disruptions to a student's education while maintaining a safe learning environment for all.

Students may be exempt from immunization requirements for approved medical or religious reasons as permitted by Ohio law.

Injury / Illness / Medications

The health and safety of our students is a top priority. Students who become ill or are injured during the school day should report to the school nurse with a pass from their teacher. The school nurse will assess the student's condition and determine the appropriate course of action. The school nurse is authorized to make health-related decisions regarding a student's care while at school, including whether a student should return to class, remain in the clinic, or have a parent or guardian contacted.

Students who are dismissed due to illness must be signed out through the main office by a parent or guardian in accordance with school procedures.

All prescription and over-the-counter medications must be administered in accordance with district policy. Only the school nurse, or other authorized school personnel as permitted by law and district policy, may distribute or administer medication to students. Required medication authorization forms must be completed and signed by both a parent or guardian and a licensed healthcare provider. Medications must be provided in their original container and delivered to the school by a parent or guardian. Parents are also responsible for retrieving medications at the end of the school year or when medication is discontinued.

Students may not possess or self-administer medication unless specifically authorized by district policy and appropriate medical documentation is on file.

Students needing to contact a parent or guardian due to illness may do so through the school nurse or main office. Personal electronic devices may not be used to arrange dismissal from school.

Emergency Preparedness

The safety of our students and staff is a top priority. Throughout the school year, Edison High School conducts emergency drills in accordance with Ohio law and district policy. These drills may include fire, evacuation, lockdown, shelter-in-place, severe weather, and other emergency response procedures.

Students are expected to familiarize themselves with emergency procedures posted in each classroom and to follow the directions of teachers, administrators, emergency responders, and other school personnel during all drills and emergency situations.

Emergency drills are conducted to help ensure students and staff are prepared to respond appropriately in the event of an actual emergency. Failure to follow safety procedures or staff directions during a drill may result in disciplinary action.

School Closures and Delays

In the event of a school delay, early dismissal, or closure, families will be notified through the district's communication systems, including phone calls, text messages, email notifications, the district website, social media platforms, and local media outlets.

Parents and guardians are encouraged to notify the school office immediately if their contact information changes to ensure they receive important district communications and emergency notifications.

Respect for School Property

Students are expected to respect and properly care for all school property, including textbooks, lockers, equipment, facilities, and school-issued technology.

Lockers are provided as a convenience for student use and remain the property of the school district. Students should have no expectation of privacy regarding locker contents, and lockers may be inspected by school officials in accordance with district policy and applicable law.

Textbooks, school-issued laptops, and other school-issued materials are provided on loan and must be returned in good condition. Students and their parents or guardians may be held financially responsible for lost, stolen, damaged, or destroyed school property, including technology devices, chargers, and accessories.

The district offers an optional technology protection plan for school-issued devices. Information regarding coverage, costs, and enrollment will be provided annually. Participation in the protection plan may reduce financial responsibility for certain types of accidental damage as outlined by the program guidelines.

Activity Conflicts

Edison High School encourages students to participate in a variety of extracurricular activities, including athletics, performing arts, academic teams, clubs, and other school-sponsored programs.

Occasionally, scheduling conflicts may occur between two school-sponsored activities. **When a conflict exists between two equally important school events, students may choose which activity to attend without penalty from either program.**

Students are expected to communicate scheduling conflicts to their coaches, advisors, directors, or sponsors as soon as possible so that appropriate arrangements can be made. No student shall be disciplined, removed from a team or organization, or otherwise penalized solely for choosing to participate in one school-sponsored activity over another when a legitimate scheduling conflict exists.

Student Privacy

The Edison Local School District complies with the Family Educational Rights and Privacy Act (FERPA), a federal law that protects the privacy of student education records. FERPA provides parents and eligible students with the right to inspect and review educational records and to request the correction of inaccurate or misleading information in accordance with district procedures.

The district may release directory information as permitted by law. Directory information may include a student's name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, honors and awards received, and other information designated by the district as directory information.

Directory information may be provided to colleges, universities, military recruiters, scholarship organizations, and other entities permitted by law unless a parent, guardian, or eligible student submits a written request to withhold such information.

Parents, guardians, and eligible students who wish to restrict the release of directory information should contact the guidance office for information regarding the district's opt-out procedures.

Access to Student Records

Student education records are maintained in accordance with federal and state privacy laws. Access to student records is limited to authorized school personnel and others permitted by law who have a legitimate educational interest.

Parents, legal guardians, and eligible students have the right to inspect and review educational records. Requests to inspect records should be submitted to the school office and will be honored within 45 days in accordance with the Family Educational Rights and Privacy Act (FERPA). Copies of records may be provided, and reasonable fees may apply as permitted by law.

Questions regarding access to student records should be directed to the school office.

Publications

Edison High School recognizes the importance of student expression and the role student publications play in the educational environment. School-sponsored publications are subject to reasonable editorial oversight by school officials. Students also retain the right to express their views through non-school-sponsored, non-commercial materials in accordance with applicable law and district policy.

Students may distribute or display written materials, petitions, buttons, badges, or other insignia during non-instructional times, such as designated lunch periods and before or after school. Distribution or display of materials may not interfere with the educational process, obstruct the flow of traffic, block entrances or exits, or disrupt school operations.

Materials that are obscene, libelous, vulgar, discriminatory, threatening, harassing, promote illegal activities, or are likely to cause a substantial disruption to the educational environment are prohibited. Students who are uncertain whether a publication or item is appropriate for distribution or display are encouraged to submit the material to the principal for review at least 24 hours before the intended distribution or display.

Electronic Device Policy

Edison High School is committed to maintaining a safe, focused, and productive learning environment for all students. In accordance with Ohio law and Edison Local School District Board Policy 5136, student use of personal electronic devices is restricted during the school day to minimize distractions, support academic engagement, and promote student learning.

The following guidelines govern the possession and use of cell phones, smartwatches, earbuds, headphones, and other personal electronic devices while students are on school property or participating in school-sponsored activities.

Student Electronic Device Storage and Use Requirements

Students who bring personal electronic devices to school must store them in their assigned locker at the start of the school day and keep them there until dismissal. Personal electronic devices include, but are not limited to, cell phones, smart watches, earbuds, headphones, tablets, and similar electronic communication devices.

Personal electronic devices may not be used, displayed, or carried on a student's person during the school day unless specifically authorized by school administration.

Students who bring a personal electronic device into a classroom must place the device in the district-approved classroom storage system designated by the teacher. The classroom storage system is a safeguard to support compliance with this policy and does not replace the expectation that personal electronic devices be stored in lockers throughout the school day. Failure to comply with this policy will result in disciplinary action in accordance with the Student Code of Conduct.

Prohibited Locations and Times

Personal electronic devices may not be used at any time during the school day, including before school, during breakfast, lunch, class changes, study halls, or any other portion of the school day. The prohibition on use applies in all areas of the school, including classrooms, hallways, restrooms, locker rooms, cafeterias, and school offices, unless specifically authorized by school administration for an approved educational, medical, or emergency purpose.

During extracurricular activities, athletic events, and other school-sponsored functions, students must follow all directions and event-specific rules concerning personal electronic devices. Administration may restrict or prohibit device use when it is disruptive, unsafe, interferes with the operation of the event, or occurs during a supervised educational activity. Students attending an event solely as spectators are not prohibited from possessing a device unless an event-specific restriction applies, but they remain subject to all school rules and expectations.

Headphones and Earbuds

Headphones, earbuds, and similar audio devices are prohibited during the school day. Students who bring these items to school must store them in their assigned locker at the start of the school day and keep them there until dismissal. These devices may not be worn, used, displayed, or carried on a student's person at any time during the school day unless specifically authorized by school administration.

Smartwatches

Smartwatches are considered personal electronic devices and are subject to all provisions of this policy. Students who bring a smartwatch to school must store it in their assigned locker at the start of the school day and keep it there until dismissal.

Smartwatches may not be worn, used, displayed, or carried on a student's person during the school day unless specifically authorized by school administration for a documented educational, medical, or emergency purpose. Violations involving smartwatches will be addressed in accordance with the disciplinary procedures outlined in this policy and the Student Code of Conduct.

Exceptions

Exceptions to this policy may be granted only in the following circumstances:

- The student has a documented medical condition that requires the use of a personal electronic device for health monitoring or treatment.
- The student's Individualized Education Program (IEP), Section 504 Plan, or other legally required accommodation specifically authorizes the use of a personal electronic device.

Any approved accommodation must be communicated to the appropriate school personnel, including the building administration and classroom teachers, before the device may be used during the school day.

Classroom Management and Enforcement Procedures

Electronic-device violations are addressed first through classroom management and, when necessary, through the office-managed discipline process described below.

- **Classroom-Managed Violation — A teacher who observes a device violation will direct the student to surrender the device and place it in the district-approved classroom storage location for the remainder of the school day. A student who complies with this direction may be addressed by the teacher as a classroom-management matter and will not automatically receive Positive Reinforcement solely because of that initial correction.**
- **Office Referral — A teacher may refer the student and/or device to the Assistant Principal's Office when the violation is repeated, the student refuses or fails to comply with the teacher's direction, or administrative intervention is otherwise necessary. Once a device violation is**

referred to the Assistant Principal's Office, it is recorded as an office-managed electronic-device offense and the student will receive discipline according to the progression in Appendix A.

- **Device Storage and Parent Contact — A device referred to the Assistant Principal's Office may be held in the designated secure storage location for the remainder of the school day. The school may contact the parent or guardian regarding the violation, repeated behavior, or any refusal to comply.**
- **Additional Misconduct — Refusal to surrender a device, dishonesty, insubordination, disruption, or other related misconduct may result in additional disciplinary action under the Student Code of Conduct.**

This policy reflects statewide efforts to ensure secure storage, limit distractions, and create a learning environment where all students can succeed without unnecessary interference from personal technology. For questions or concerns about this policy, please contact the school office.

Backpack and Bag Policy

Book bags, backpacks, drawstring bags, and similar carrying bags must be stored in student lockers throughout the school day and may not be carried in the building or brought into classrooms.

Students enrolled in Physical Education classes or participating in a supervised activity in the gymnasium or weight room may carry a small gym bag containing appropriate athletic clothing and equipment directly to and from the activity. Gym bags must be returned to the student's locker immediately following the class or activity.

Failure to comply with this policy may result in disciplinary action in accordance with the Student Code of Conduct.

Academic Progress and Evaluation

Edison High School believes that regular communication between school and home is essential to student success. Parents and students are encouraged to monitor academic progress throughout the school year using the district's student information system. Parents and guardians are also encouraged to contact their child's teacher whenever they have questions or concerns regarding academic performance.

Progress reports are issued during each nine-week grading period to notify students and families when academic performance indicates a risk of failing a course. Early notification provides an opportunity for students, parents, and teachers to work together to develop strategies for improvement.

Final grade reports are issued at the end of each grading period and provide a summary of student performance in each course. The grading scale below outlines the letter grades, percentage ranges, and corresponding point values used to evaluate student achievement at Edison High School.

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

Edison High School uses a 4.0 grading scale. A 4.0 is the highest GPA a student can achieve on the following, unweighted scale:

A: 3.51 - 4.0

B: 2.51 - 3.5

C: 1.51 - 2.5

D: 0.51 - 1.5

F: 0 - 0.50

Incomplete Grades

An incomplete grade may be assigned when a student has excused absences or other extenuating circumstances that prevent the completion of required coursework during a grading period.

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Students are expected to complete all missing assignments within two weeks of the end of the grading period or within a timeframe approved by the teacher based on the circumstances of the absence.

If the required coursework is not completed within the approved timeframe and no grade adjustment is submitted by the teacher, the incomplete grade may be converted to a failing grade.

Incomplete grades may not be issued as a final year-end grade unless approved by the building principal. Students who fail to complete course requirements may not receive credit for the course.

Student Activities

Edison High School is committed to maintaining a safe, respectful, and positive learning environment for all students. Participation in extracurricular activities, school-sponsored events, and other student privileges is a privilege that carries the expectation of responsible behavior and adherence to the Student Code of Conduct.

Students are expected to demonstrate respect for themselves, others, school personnel, and school property at all times. Students who engage in misconduct, violate school rules, or demonstrate a pattern of disciplinary concerns may be restricted from participating in extracurricular activities, attending school-sponsored events, or receiving other school privileges.

The administration reserves the right to review individual circumstances and determine appropriate restrictions based on the nature, severity, and frequency of disciplinary violations. Decisions will be made in accordance with district policy and the best interests of the school community.

School Sponsored Clubs and Activities

Edison High School offers a variety of extracurricular activities designed to help students explore their interests, develop leadership skills, build meaningful relationships, and enhance their educational experience. These programs are approved by the Board of Education and are supported by dedicated staff members who invest their time and talents in helping students succeed beyond the classroom.

Students are encouraged to become involved in extracurricular activities and embrace the values of teamwork, sportsmanship, responsibility, commitment, and personal growth. Participation in extracurricular activities provides valuable opportunities for students to develop skills that will benefit them throughout their lives.

Participation in extracurricular activities is a privilege. Students are expected to comply with the Student Code of Conduct and all eligibility requirements established by the school, district, and applicable governing organizations. Students who fail to meet behavioral, attendance, academic, or other eligibility requirements may be restricted from participating in extracurricular activities.

Non-School Sponsored Clubs and Activities

Edison High School recognizes that students may have interests and activities that extend beyond school-sponsored programs. In accordance with applicable law and district policy, student-initiated, non-school-sponsored groups may be permitted to meet on school premises during non-instructional time.

To be eligible to meet on school property, such groups must be student-initiated and student-led, participation must be voluntary, and meetings may not interfere with instructional time or school-sponsored activities. School employees may be present in a non-participatory supervisory capacity as required by law and district policy but may not direct, control, or regularly participate in the activities of the group.

Individuals who are not students may not direct, control, or regularly participate in group activities. Students seeking to establish a non-school-sponsored group should contact the principal for information regarding applicable procedures and requirements.

All participants remain subject to the Student Code of Conduct and all other school rules while on school property or participating in activities conducted on school premises. The district will provide equal access to eligible student groups as required by law.

Athletics

Edison High School is proud to offer a variety of athletic opportunities that promote physical fitness, teamwork, discipline, leadership, and sportsmanship. Participation in athletics provides students with valuable experiences that contribute to personal growth, character development, and school pride.

Student-athletes are expected to represent Edison High School with integrity, respect, and good sportsmanship at all times. Participation in athletics is a privilege, and all student-athletes must comply with the Student Code of Conduct, team rules, district policies, and the eligibility requirements established by the school, district, and the Ohio High School Athletic Association (OHSAA).

Student-athletes may be subject to restrictions or loss of eligibility for violations of school rules, athletic regulations, or behavioral expectations. Eligibility determinations will be made in accordance with applicable policies and procedures.

To protect the health and safety of all participants, students must complete all required athletic participation forms and a current physical examination before participating in practices, scrimmages, or contests.

Students are encouraged to become involved in athletics and strive for excellence both in competition and in character.

Sex Offenders and Child Victim Offenders

A student who is charged with a criminal offense that, upon conviction, would require classification as a sex offender or child-victim offender under Ohio Revised Code § 2950.01 shall be prohibited from participating in extracurricular activities.

This prohibition shall remain in effect until one of the following occurs:

- The charges are dismissed;
- The student is found not guilty by a court of competent jurisdiction;
- The student pleads guilty to, or is convicted of, an offense that is not classified as a sexually oriented offense under Ohio law; or
- The student is convicted of the charged offense, in which case the prohibition shall become permanent.

The district reserves the right to take any additional actions permitted by law, board policy, or the Student Code of Conduct.

Procedural Rights Prior to Prohibition

Before a student is prohibited from participating in extracurricular activities under this policy, the following procedures shall be followed:

- The student will receive written notice of the proposed restriction, including the reason for the restriction and its anticipated duration.
- The student will be provided an opportunity to be heard through an informal hearing with the Superintendent, Principal, or Assistant Principal. During the hearing, the student may present information, respond to the allegations, and provide any relevant explanation or documentation.
- Following the hearing, the student will receive written notification of the decision. If a restriction is imposed, the notice will include the reasons for the decision and the duration of the restriction.

The decision of the Superintendent, Principal, or Assistant Principal shall be final unless otherwise provided by law or board policy.

Promoting a Safe and Respectful Environment at Edison High School - Guidelines for Conduct at Sporting and Artistic Events:

Edison High School is committed to providing a safe, respectful, and enjoyable environment at all school-sponsored events, including athletic contests, band and choir performances, musical productions, theatrical performances, and other student activities. These events showcase the hard work, dedication, and talents of our students and deserve the support and respect of all attendees.

All students, parents, guardians, and community members are expected to conduct themselves in a manner that promotes good sportsmanship, respect for others, and a positive event atmosphere. Disruptive, disorderly, abusive, threatening, or otherwise inappropriate behavior that interferes with the safety, operation, or enjoyment of a school-sponsored event will not be tolerated.

Individuals who engage in such conduct may be removed from the event and may be prohibited from attending future school-sponsored events. Depending on the nature and severity of the behavior, the administration may impose a venue ban of up to one year.

The administration reserves the right to investigate incidents and determine appropriate consequences based on the specific facts and circumstances of each situation.

Appeals Process

Any individual who is prohibited from attending school-sponsored events may appeal the decision to the Superintendent within ten (10) business days of receiving written notice of the restriction.

Appeals must be submitted in writing and should include:

- A description of the incident;
- Any relevant information, documentation, or witness statements; and
- The reason the individual believes the restriction should be modified or removed.

The Superintendent will review the appeal and may uphold, modify, or rescind the restriction. The Superintendent's decision shall be final.

The Edison Local School District is committed to enforcing this policy fairly, consistently, and in a manner that promotes the safety, well-being, and positive experience of all participants and spectators.

Field Trips

Field trips provide valuable educational experiences that extend learning beyond the classroom and support the curriculum through real-world applications and enrichment opportunities.

Students participating in field trips must have all required permission forms completed and submitted by established deadlines. Information regarding the trip, including dates, destination, transportation arrangements, and any additional requirements, will be provided to students and parents in advance.

Students are responsible for obtaining and completing any assignments missed as a result of participation in a field trip. Teachers may establish reasonable deadlines for the completion of make-up work. Participation in field trips is a privilege. Students are expected to follow all school rules and represent Edison High School with integrity, respect, and appropriate behavior while attending school-sponsored trips and activities.

Students who demonstrate a pattern of disciplinary concerns, pose a safety risk, or fail to meet behavioral expectations may be restricted from participating in field trips. Eligibility determinations will be made by the administration based on the individual circumstances of each case and the safety and well-being of all participants.

Attendance

At Edison High School, we believe that regular attendance is one of the strongest predictors of student success. Students cannot fully benefit from the instruction, opportunities, relationships, and experiences school provides when they are not present.

Regular attendance supports academic achievement, personal growth, social development, and preparation for **employment, enlistment, and enrollment** after high school. While occasional absences are unavoidable, frequent absences can create significant barriers to learning and make it increasingly difficult for students to remain academically engaged and successful.

Edison High School is committed to working collaboratively with students and families to promote positive attendance habits, identify concerns early, and remove barriers that may interfere with regular school attendance.

Every day matters.

Changes to Ohio Attendance Law

Beginning with the 2026–2027 school year, Edison Local School District has updated its attendance procedures in response to changes in Ohio law under **House Bill 96**. These changes place greater emphasis on identifying attendance concerns early, preventing chronic absenteeism, partnering with families, and providing tiered supports designed to improve student attendance.

An important distinction exists between **chronic absenteeism** and **habitual truancy**:

- **Chronic absenteeism considers all time missed from school**, whether excused or unexcused.
- **Habitual truancy is based only on unexcused absences.**

Edison High School monitors both throughout the school year and will communicate with students and families as attendance concerns develop.

Absence Reporting Procedure

Parents and guardians are responsible for notifying the school whenever a student will be absent. To report an absence, please contact the Edison High School office at **740-282-0068 before 9:00 a.m.** whenever possible.

When a student is absent and the school has not received prior notification, the school will attempt to contact a parent or guardian in accordance with district attendance procedures.

Absences that are not properly reported or documented may be recorded as unexcused.

Parent-Excused Absences

Parents and guardians may excuse up to **ten (10) student absence days during the school year** through parent notification. These days may be used for circumstances such as personal illness, family vacations, family obligations, appointments, or other absences reported in accordance with school procedures.

The ten parent-excused absence days should **not** be viewed as ten days students are encouraged or entitled to miss school. Every absence, whether excused or unexcused, represents lost instructional time and counts toward a student's overall absence rate and chronic absenteeism calculation.

After a student has accumulated **ten (10) parent-excused absence days**, additional absences will be recorded as **unexcused unless appropriate documentation is provided, the absence qualifies as excused under district policy or state law, or the absence is otherwise approved by the administration.**

Appropriate documentation may include verification from a licensed healthcare provider, court documentation, or other documentation accepted by the administration.

Parents and guardians experiencing special circumstances, extended illnesses, or other significant barriers to attendance are encouraged to contact the school as early as possible so that appropriate support can be considered.

Extracurricular and School-Sponsored Activity Eligibility

Students must attend at least four (4) full class periods during the instructional day to participate in or attend an extracurricular activity, athletic contest, practice, performance, meeting, or other school-sponsored event that day, unless otherwise approved by the building administration.

Attendance for fewer than four full class periods does not meet the one-half-day eligibility requirement.

An exception may be granted when the absence is supported by appropriate documentation or otherwise approved by the building administration.

Attendance Support and Intervention

Edison High School monitors student attendance throughout the school year and provides increasing levels of communication, intervention, and support as attendance concerns develop.

Families should expect the following:

- **2.5% Absent:** A friendly attendance awareness communication will be provided to the parent or guardian.
- **5% Absent:** A second attendance awareness communication will be provided to the parent or guardian.
- **7% Absent:** Families may receive additional communication, an attendance survey, and information designed to help identify barriers to regular attendance and connect the student and family with appropriate resources.
- **10% Absent: The student and parent/guardian will be required to participate in an attendance information meeting to review attendance concerns, discuss barriers, and identify strategies for improvement. Reaching this chronic-absenteeism threshold does not, by itself, mean that the student is habitually truant; habitual truancy is based specifically on unexcused instructional hours.**
- **15% Absent:** The student and parent/guardian will participate in an **Attendance Success Plan (ASP)** meeting. The ASP is an individualized support process designed to identify attendance barriers, establish goals, connect families with appropriate resources, and monitor progress.

Students who continue to experience significant attendance difficulties or who do not respond to previous interventions may receive **additional individualized and intensive attendance support** based upon their needs.

Attendance interventions may include parent/guardian conferences, student goal-setting, mentoring, counseling, academic assistance, attendance monitoring, opportunities to recover lost instructional time, transportation or community resource referrals, and other appropriate supports. The purpose of these interventions is to identify attendance concerns early, address barriers, and work collaboratively with students and families before attendance problems become more serious.

Chronic Absenteeism

A student is considered **chronically absent** when the student misses at least **ten percent (10%) of the minimum number of required instructional hours during the school year**.

Chronic absenteeism considers **all time missed from school**, including both excused and unexcused absences. Therefore, an absence that is properly reported and recorded as excused does not

count toward habitual truancy, but the instructional time missed **does count toward the student's overall absence rate and chronic absenteeism calculation**.

Edison High School will not wait until a student becomes chronically absent to provide support. Families may receive communication and interventions at earlier attendance thresholds so concerns can be addressed proactively.

Habitual Truancy

Habitual truancy is separate from chronic absenteeism and is based specifically on **unexcused absences**. Under Ohio law, a student of compulsory school age may be considered habitually truant after accumulating:

- **30 or more consecutive unexcused hours**
- **42 or more unexcused hours in one school month**
- **72 or more unexcused hours in one school year**

Edison High School will communicate with families as students accumulate unexcused absences so that families are aware of attendance concerns before a student reaches the habitual truancy threshold.

When a student meets the definition of habitual truancy, the school will notify the parent or guardian, provide appropriate intervention and support, and monitor the student's attendance and progress.

The school will consider whether the student and family are making **satisfactory progress toward improving attendance**. Progress may include improved attendance, participation in interventions, communication with the school, efforts to address identified barriers, and other circumstances relevant to the individual student.

When satisfactory progress is not being made, ceases to be made, or circumstances otherwise meet the requirements for legal intervention, a truancy complaint may be filed with the **Jefferson County Juvenile Court** in accordance with Ohio law and Edison Local School District Board Policy.

Partial Absences

A student is considered partially absent whenever the student is not present for a portion of the instructional day because of a late arrival, early dismissal, or other absence while classes are in session.

Students arriving after the beginning of the school day must report to the office and follow established check-in procedures before reporting to class. Students leaving school prior to dismissal must be signed out through the office in accordance with school procedures. Late arrivals, early dismissals, and other partial absences contribute to the student's total instructional time missed and may therefore contribute to chronic absenteeism.

Acceptable Reasons for Excused Absences

In accordance with Ohio law and Edison Local School District Board Policy, absences may be excused for qualifying circumstances including:

- Personal illness
- Appointment with a healthcare provider, including medical, dental, or mental health appointments
- Illness in the family requiring the student's presence
- Quarantine of the home
- Death in the family
- Necessary work at home due to the absence or incapacity of a parent or guardian
- Religious observance or expression in accordance with Ohio law and district policy
- Qualifying district-approved enrichment or extracurricular activities
- Pre-approved college visitation
- Medically necessary leave related to pregnancy
- Service as a precinct officer during an election when permitted by law
- Circumstances related to foster care placement, changes in placement, or related court proceedings
- Circumstances related to student homelessness
- Emergencies or other circumstances approved by the administration or Superintendent
- Other reasons permitted by Ohio law or district policy

Students are responsible for completing classroom assignments, assessments, and other academic requirements missed because of an absence within the timeframe established by their teachers.

College Visits

College visits may be approved as excused absences when appropriate verification is provided.

- **Seniors:** Up to **two (2) college visits**
- **Juniors:** Up to **one (1) college visit**

Verification of the date and time of the visit from the college or university may be required.

Vacation Policy

Parents and guardians are strongly encouraged to schedule family vacations during established school breaks whenever possible. When a vacation will result in a student missing school, the parent or guardian must notify the school in advance in accordance with established attendance procedures.

Vacation days excused through parent notification count toward the student's ten (10) parent-excused absence days.

Once a student has exhausted the ten parent-excused absence days, additional vacation days may be recorded as unexcused unless the absence otherwise qualifies as excused under district policy or state law, or approval is granted by the administration.

Students are responsible for monitoring Google Classroom and completing assignments posted during their absence. Students should communicate with teachers prior to an anticipated absence whenever possible regarding coursework, projects, assessments, and other academic responsibilities.

Assignments and assessments missed during a vacation must be completed within the timelines established by the student's teachers. An excused absence does not eliminate the student's responsibility to complete required academic work.

Attendance and Family Partnership

Edison High School believes attendance is a shared responsibility among students, families, the school, and the community. Our goal is to identify attendance concerns early, maintain open communication with families, remove barriers whenever possible, and provide students with the support necessary to attend school consistently and succeed.

Parents and guardians experiencing circumstances that make regular attendance difficult are encouraged to contact the school as early as possible. Edison High School is committed to working with families while ensuring students receive the instructional time necessary for academic and personal success.

Dress Code

The Edison Local School District recognizes that a student's dress, grooming, and appearance are expressions of personal style and individual choice. While students and families have the right to make decisions regarding personal appearance, the school may intervene when those choices interfere with the educational environment or the safety of students and staff.

Student dress and appearance must not:

- Create a health or safety hazard for the student or others;
- Materially interfere with schoolwork, create disorder, or disrupt the educational process;
- Cause excessive wear or damage to school property; or
- Restrict movement, impair vision, or otherwise interfere with a student's ability to participate fully in school activities.

Clothing, accessories, or appearance that cause a substantial disruption to the educational environment will not be permitted. The administration reserves the right to determine whether a student's attire complies with Board Policy 5511 and to address violations in accordance with the Student Code of Conduct.

Search and Seizure

The safety and well-being of all students is a top priority at Edison High School. To maintain a safe, secure, and orderly learning environment, school officials may conduct searches of students, student property, lockers, vehicles, and other items brought onto school property when permitted by law and in accordance with Board Policy 5771.

Students should have no expectation of privacy in lockers, desks, or other school-owned property. Searches may be conducted when school officials have reasonable suspicion that a search will reveal evidence of a violation of law, Board policy, or school rules.

All searches will be conducted in a manner that respects student privacy while maintaining the safety and security of the school community.

Metal Detection Devices

As part of the district's commitment to maintaining a safe and secure learning environment, Edison High School utilizes walk-through metal detectors and handheld metal detector wands. These devices may be used at building entrances, school-sponsored events, and during targeted safety screenings to detect weapons and other prohibited items.

Students and visitors may be required to participate in security screenings as a condition of entry to school property or school-sponsored events. Refusal to comply with a security screening may result in denial of entry, removal from the premises, or other appropriate disciplinary or administrative action.

The use of metal detectors is intended to enhance school safety and support a learning environment where students and staff can focus on education without unnecessary safety concerns.

Locker Searches

Lockers are the property of Edison High School and are provided to students for the storage of personal belongings. Although students may use locks to secure their lockers, they should not expect privacy in any locker assigned by the school. School administrators may inspect or search lockers and their contents at any time, with or without prior notice, when permitted by law and district policy.

To help maintain a safe and drug-free school environment, the district may conduct random locker searches, including the use of trained drug-detection canines in cooperation with law enforcement agencies.

Student and Personal Property Searches

When a school administrator has reasonable suspicion that a student has violated a law, Board policy, or school rule, or when necessary to protect the safety and security of students or staff, the student and the student's personal property may be searched. Personal property includes, but is not

limited to, book bags, backpacks, purses, vehicles, electronic devices, and other items brought onto school property. All searches will be conducted in a manner that is reasonable in scope and related to the nature of the suspected violation or safety concern.

When a personal search of a student is necessary, it will be conducted privately by a staff member of the same sex and witnessed by another staff member of the same sex, except in situations requiring immediate action to protect the health, safety, or welfare of students or staff.

Vehicle Searches

Students who drive and park vehicles on school property do so as a privilege, not a right. Any vehicle parked on school property may be subject to search when school officials have reasonable suspicion that the vehicle contains evidence of a violation of law, Board policy, or school rules.

By parking a vehicle on school property, students are deemed to have consented to such searches as a condition of receiving parking privileges.

Electronic Device Searches

Electronic devices brought onto school property or to school-sponsored activities may be subject to investigation when school officials have reasonable suspicion that the device contains evidence of a violation of law, Board policy, or school rules.

In such circumstances, school administrators may require a student to surrender the device for inspection or further investigation in accordance with applicable law and district policy. Students are expected to comply with reasonable directives issued by school officials during an investigation. Refusal to surrender an electronic device or otherwise cooperate with a lawful investigation may result in disciplinary action in accordance with the Student Code of Conduct.

Failure to Comply

Students are expected to comply with reasonable search requests conducted in accordance with law, Board policy, and school procedures. Refusal to comply with a reasonable search of a locker, vehicle, personal property, or electronic device may be considered insubordination and may result in disciplinary action, including suspension, in accordance with the Student Code of Conduct.

Surveillance Cameras

To promote the safety and security of students, staff, and visitors, Edison High School utilizes video surveillance cameras in designated areas of school buildings, on school grounds, and on school transportation vehicles. Video surveillance is used to support a safe, secure, and orderly educational environment.

Surveillance recordings may be reviewed and used as part of disciplinary, safety, or law enforcement investigations when appropriate. Tampering with, damaging, disabling, or otherwise

interfering with surveillance equipment is strictly prohibited and may result in disciplinary action, restitution, referral to law enforcement, or other consequences permitted by the Student Code of Conduct.

Access to surveillance recordings is restricted and governed by applicable law, district policy, and administrative procedures. To protect student privacy and maintain the integrity of investigations, surveillance footage will not be released or viewed except as authorized by the district or otherwise required by law.

WILDCATS

Edison High School: Student Code of Conduct

Edison Local Board of Education Student Conduct Statement

All students are expected to demonstrate respect for the law, school rules, the rights of others, and individuals in positions of authority. Respect, responsibility, cooperation, and good citizenship are essential expectations for all members of the Edison High School community.

The Board of Education maintains a zero-tolerance approach toward violent, disruptive, threatening, or otherwise inappropriate conduct that interferes with the safety, security, or orderly operation of the school.

Students are expected to respect both personal and public property, take pride in their work, strive to achieve to the best of their abilities, and demonstrate honesty, courtesy, and integrity in their daily interactions.

Students, teachers, and administrators share responsibility for maintaining a learning environment that:

- Allows teachers to provide effective instruction;
- Provides all students with the opportunity to learn;
- Promotes safety, order, and mutual respect;
- Holds students accountable for their actions; and
- Ensures the fair and consistent application of the Student Code of Conduct.

Students may be disciplined for conduct that violates the Student Code of Conduct even when the behavior occurs off school property if the conduct is connected to a school activity, substantially disrupts the school environment, involves the use of school technology, or is directed toward students, staff members, or school property.

The Student Code of Conduct applies to all students and is reviewed periodically by the district to ensure continued effectiveness and compliance with applicable law and Board policy.

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

The purpose of the Student Code of Conduct is to establish and maintain a safe, secure, orderly, and positive learning environment for all students in grades 7 through 12. Every student has the right to learn in an environment free from disruption, harassment, intimidation, violence, and other conduct that interferes with the educational process.

The Student Code of Conduct outlines the expectations, responsibilities, and behavioral standards that support a culture of respect, responsibility, safety, and academic excellence. By adhering

to these standards, students help create a school environment where learning, personal growth, and student success can flourish.

The Code of Conduct is intended to promote accountability, protect the rights of all members of the school community, and ensure the fair and consistent application of school rules and disciplinary procedures.

Scope of Jurisdiction of Edison High School

The safety and well-being of students is a top priority at Edison High School. The Student Code of Conduct applies whenever a student is under the supervision or authority of school personnel or participating in a school-sponsored activity. This includes conduct occurring on school property, school transportation, extracurricular activities, field trips, and other school-sponsored events.

The Code of Conduct may also be applied to off-campus behavior when the conduct is connected to a school activity, substantially disrupts the educational environment, involves the use of school technology, or is directed toward a district employee, official, student, or school property.

Students enrolled in the Jefferson County Joint Vocational School (JVS) remain subject to the Edison High School Student Code of Conduct. Because attendance at JVS is considered an extension of the educational program, disciplinary actions imposed by either institution may be recognized and enforced by both schools when appropriate.

All school employees are authorized to address and correct student misconduct. Building administrators may assign disciplinary consequences in accordance with district policy, Board policy, and the Student Code of Conduct. Students will be afforded due process rights as required by law, including notice of alleged misconduct and an opportunity to respond.

While administrators will generally follow the disciplinary guidelines outlined in this handbook, they retain the discretion to assign alternative or additional consequences when necessary to address individual circumstances or to protect the safety, security, and orderly operation of the school.

Possible Consequences of Violating the Edison High School Code of Conduct

The Student Code of Conduct provides a range of disciplinary responses designed to maintain a safe, respectful, and productive learning environment. Disciplinary decisions will be based on the nature, severity, frequency, and circumstances of the violation, as well as the student's disciplinary history when appropriate.

Potential consequences may include, but are not limited to, verbal or written warnings, parent conferences, counseling, detention, restitution, loss of privileges, placement in Positive Reinforcement (PR), emergency removal, suspension, expulsion, referral to law enforcement, or other disciplinary actions authorized by Board policy and applicable law.

When appropriate, restorative practices may be utilized to promote accountability, repair harm, restore relationships, and support positive behavioral growth. The purpose of discipline is to promote student learning, encourage responsible decision-making, and maintain a positive school climate while ensuring the safety and well-being of all students and staff.

Alternative School: The Quest Center, operated by the Jefferson County Educational Service Center, serves as an alternative educational placement for students who have committed serious violations of the Student Code of Conduct or whose educational needs are best served in an alternative setting. The program provides academic instruction, behavioral support, counseling services, and other interventions designed to help students remain on track academically while addressing behavioral concerns. Placement at the Quest Center may be assigned by school administration in accordance with district policy and applicable procedures. The goal of alternative school placement is to promote student growth, accountability, and academic success while preparing students for a successful return to the traditional school environment when appropriate.

Detention: Detention may be assigned by school administrators or staff members as a disciplinary consequence for violations of the Student Code of Conduct or classroom expectations.

> **After-School Detention** may be assigned by the administration and is typically held on Tuesdays and Thursdays from 3:00 p.m. to 3:45 p.m. and on Fridays from 3:00 p.m. to 5:00 p.m.
>
> **Breakfast Detention** may be assigned Monday through Friday from 7:20 a.m. to 7:35 a.m.
>
> **Lunch Detention** may be assigned during a student's scheduled lunch period.

Classroom teachers may assign breakfast detention or lunch detention to address inappropriate behavior, classroom disruptions, or violations of classroom expectations. Teachers assigning detention are expected to notify a parent or guardian of the reason for the detention within a reasonable timeframe through telephone, email, or other district-approved communication methods.

Students are expected to report to and complete all assigned detentions. Failure to serve a detention may result in additional disciplinary consequences as outlined below:

Failure to Serve Breakfast or Lunch Detention

- First missed detention: Assigned an additional lunch detention.
- Failure to serve the reassigned lunch detention: Assigned an after-school detention.

Failure to Serve Tuesday or Thursday After-School Detention

- Assigned an extended after-school detention on Friday from 3:00 p.m. to 5:00 p.m.

Failure to Serve Friday Extended Detention

- Assigned a one-day suspension from school.

Students who are unable to attend an assigned detention due to an excused absence or other approved circumstance should notify the school as soon as possible so alternative arrangements can be considered.

The purpose of these procedures is to promote accountability and encourage students to take responsibility for meeting their disciplinary obligations.

Counseling: Edison High School is committed to supporting the academic, social, emotional, and career development of all students. School counselors are available to assist students with a variety of concerns, including academic planning, course selection, career exploration, post-secondary planning, conflict resolution, peer relationships, personal challenges, and social-emotional needs. Counselors work collaboratively with students, families, teachers, administrators, and community agencies to help students overcome barriers to success and achieve their educational goals. Counseling services may be provided through individual meetings, small-group interventions, classroom guidance activities, and referrals to outside resources when appropriate. Students who need assistance are encouraged to contact the school counseling office or speak with a teacher, counselor, or administrator.

Positive Reinforcement: Positive Reinforcement (PR) is a structured disciplinary intervention designed to address student misconduct while maintaining academic engagement and promoting positive behavioral change. PR serves as an alternative to out-of-school suspension when appropriate and provides students with an opportunity to reflect on their actions, accept responsibility, and develop strategies for future success.

Students assigned to PR are removed from their regular classroom setting and placed in a supervised learning environment for a designated period of time. While in PR, students are expected to follow all school rules, complete assigned academic work, and participate in any required behavioral or restorative activities. Students may also be assigned educational courses, online learning modules, intervention programs, or other activities related to decision-making, conflict resolution, personal responsibility, substance abuse prevention, social skills development, or other topics designed to support positive behavior and prepare students for a successful return to the traditional classroom setting.

The length of a PR assignment will be determined by school administration based on the nature, severity, frequency, and circumstances of the violation, as well as the student's disciplinary history when appropriate. Upon successful completion of the assignment, students will return to their regular schedule and classes.

Emergency Removal: An emergency removal is a disciplinary action that may be used when a student's behavior presents an immediate threat to the safety or well-being of themselves or others, poses a continuing danger to school property, or creates a significant disruption to the educational environment.

Emergency removals are authorized by Ohio law and Board Policy 5610.03. When circumstances warrant immediate action, school administrators may remove a student from school property or school-sponsored activities to maintain a safe and orderly learning environment.

Parents or guardians will be notified as soon as practicable following the removal. The student will be afforded all due process rights and procedures required by law and Board policy, including the opportunity for a hearing when applicable. Following a review of the incident, additional disciplinary action or supportive interventions may be implemented as appropriate.

Parent/Guardian Involvement and Communication: A strong partnership between parents/guardians and school staff is essential to student success. Ongoing communication helps support students' academic achievement, behavior, attendance, and social-emotional development. Communication may occur through parent-teacher conferences, telephone calls, email, written correspondence, or school-approved communication platforms.

Classroom teachers may assign lunch detention as a disciplinary consequence for classroom-related misconduct. When assigning a lunch detention, teachers are expected to make reasonable efforts to notify the student's parent or guardian by telephone, email, or other approved means of communication within one school day of the assignment and provide the reason for the disciplinary action.

Referral to Law Enforcement and Judicial Authorities: Edison High School is committed to maintaining a safe and orderly learning environment. When appropriate, school administrators may refer incidents to law enforcement when the nature or severity of the conduct warrants intervention beyond school-based disciplinary measures.

The school works cooperatively with the School Resource Officer (SRO) and local law enforcement agencies on matters involving school safety, criminal activity, and legal concerns. The SRO serves as a law enforcement officer and operates under the authority of their employing agency while collaborating with school administration to support a safe educational environment.

Edison High School also maintains a positive working relationship with the Jefferson County Court system, including its probation and attendance divisions. School officials may communicate and collaborate with court personnel regarding probation requirements, truancy interventions, attendance matters, mediation sessions, and other issues affecting student success and accountability.

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

- Criminal offenses, including theft, assault, vandalism, drug-related activity, or possession of weapons
- Threats to safety, including threats, intimidation, harassment, or conduct that places students, staff, or school property at risk
- Serious misconduct that substantially disrupts the educational environment or endangers others

- Possession, use, or distribution of illegal drugs, alcohol, or other controlled substances

A referral to law enforcement is separate from the school's disciplinary process. Students may be subject to both school disciplinary consequences and any legal consequences imposed by law enforcement or the court system.

Restorative Discipline Practices: Restorative practices may be utilized to repair harm, restore relationships, promote accountability, and strengthen the school community. Rather than focusing solely on punishment, restorative approaches help students understand the impact of their actions, take responsibility for their behavior, and make meaningful efforts to address the harm caused.

Restorative practices may include, but are not limited to, restorative conversations, reflective writing assignments, apology letters or meetings, restorative circles, behavior contracts, peer mediation, and school-based community service. Additional restorative interventions may be implemented as deemed appropriate by school administration.

The goal of restorative practices is to foster empathy, encourage positive decision-making, resolve conflicts constructively, and support the development of responsible, productive members of the school community.

Restricted Hall Pass Privileges: Students are expected to use hall passes responsibly and only for legitimate school-related purposes. Misuse or abuse of hall pass privileges may result in disciplinary action, including the loss of independent hallway movement privileges.

Students involved in alcohol, tobacco, nicotine, vaping, or other drug-related violations, as well as students found skipping class or leaving an assigned area without authorization, will automatically lose hall pass privileges for a minimum of forty-five (45) school days.

During this restriction period, students may not leave the classroom independently. Any necessary hallway movement must be approved by school personnel, and the student may be required to be escorted by an administrator or designated staff member. The purpose of this restriction is to promote student accountability, maintain school safety, and ensure that students remain engaged in the educational environment.

Saturday School: Saturday School is a supervised program **primarily used for attendance restitution**, providing students an additional opportunity to make up missed instructional time outside of the regular school week.

Saturday School may also be used to serve an assigned detention when requested by a parent or guardian due to transportation, scheduling, or other reasonable circumstances and approved by the administration.

Students are expected to arrive on time, remain for the entire assigned session, follow all school rules, and complete academic work or other assigned activities.

Saturday School will be held on designated Saturdays, with dates and times established and communicated by the administration.

Suspension and Expulsion: Suspensions and expulsions are administered in accordance with Ohio Revised Code 3313.66, applicable state law, and Board policy.

The building principal or designee may suspend a student for up to ten (10) school days for violations of the Edison High School Code of Conduct. In cases involving serious misconduct, the Superintendent may expel a student for a period authorized by law. During a suspension or expulsion, students are prohibited from being on school property, attending school-sponsored activities or events, or participating in extracurricular programs without prior administrative approval.

Students assigned a suspension are responsible for obtaining and completing all missed assignments. Academic credit for work completed during a suspension shall be awarded in accordance with Ohio law, Board policy, and district procedures. Students may also be required to participate in restitution sessions, restorative activities, educational interventions, or other reentry requirements as determined by school administration.

Students who are suspended may be assigned mandatory restitution sessions on Fridays from 3:00 p.m. to 5:00 p.m. The number of required sessions may correspond to the length of the suspension and are intended to provide academic support, reinforce accountability, and assist students in successfully returning to the school environment.

Students and parents/guardians have the right to appeal suspensions and expulsions as provided by Ohio law and Board policy. Information regarding appeal procedures will be included in the official notice of suspension or expulsion.

Edison High School is committed to maintaining a safe, orderly, and supportive learning environment while ensuring that all disciplinary actions are administered fairly, consistently, and in accordance with due process requirements.

Verbal / Written Warning: A verbal warning is an informal disciplinary intervention in which a teacher, administrator, or staff member addresses a student's behavior through discussion, redirection, or counseling. Verbal warnings are typically used to address minor infractions and provide students with an opportunity to correct their behavior before more significant disciplinary consequences are considered.

A written warning is a formal disciplinary intervention used to document misconduct and notify the student of behavioral concerns. Written warnings may outline the nature of the violation, expected corrective actions, and potential consequences if the behavior continues. Written warnings may be issued when misconduct is repeated, more serious in nature, or when previous interventions have been ineffective.

Violations

Academic Dishonesty

At Edison High School, academic integrity is founded on trust, honesty, and shared expectations between students and teachers regarding how learning occurs and how students demonstrate their knowledge and skills. Cheating occurs when a student violates those expectations by presenting work, ideas, or information as their own when they are not, or by gaining an unfair academic advantage.

Students are expected to complete their work honestly and uphold the highest standards of academic integrity. Academic dishonesty may result in a loss of credit on the assignment, project, assessment, or course activity involved, as well as additional disciplinary consequences when appropriate. Repeated or serious violations may result in further disciplinary action.

The district does not rely solely on artificial intelligence detection tools or plagiarism detection software to determine academic dishonesty. Instead, determinations are based on teacher observations, professional judgment, student performance, available evidence, and other relevant information. School administration reserves the right to review concerns regarding academic integrity and make final determinations when necessary.

Edison High School is committed to promoting originality, ethical behavior, personal responsibility, and authentic learning. Students are encouraged to take pride in their work, meet expectations honestly, and develop the skills necessary for lifelong success.

Aggressive Behavior and/or Bullying

Edison High School is committed to providing a safe, respectful, and inclusive learning environment for all students. Aggressive behavior includes any conduct that intimidates, harasses, threatens, harms, or interferes with another student's educational experience, emotional well-being, or physical safety. Such behavior is prohibited and will result in appropriate intervention and disciplinary action.

Examples of aggressive behavior include, but are not limited to:

- Stalking
- Intimidation or coercion
- Name-calling, taunting, or verbal harassment
- Threats of violence or harm
- Hazing
- Physical aggression or intimidation
- Bullying, including cyberbullying

Bullying is defined as intentional written, verbal, electronic, or physical behavior directed at a student or group of students that causes mental or physical harm and creates an intimidating,

threatening, or abusive educational environment. Bullying may occur in person or through electronic means, including social media, text messages, email, websites, or other digital platforms.

Edison High School is committed to preventing and responding to all forms of aggressive behavior and bullying. The school encourages students to report concerns involving bullying, threats, harassment, or other safety issues as early as possible so that appropriate support and intervention can occur.

Students may report concerns directly to any trusted staff member, school counselor, administrator, or School Resource Officer. Students may also submit concerns anonymously through school-approved reporting systems. In addition, students, staff, and parents may report bullying, threats, or safety concerns 24 hours a day through the Ohio SaferOH Tip Line by calling or texting 844-SaferOH (844-723-3764).

Retaliation against any individual who reports bullying, harassment, or safety concerns in good faith is strictly prohibited and may result in disciplinary action.

Alcohol / Drugs / Nicotine / Tobacco

Edison High School is committed to maintaining a safe, healthy, and substance-free learning environment. Students are prohibited from possessing, using, transmitting, distributing, selling, purchasing, concealing, being under the influence of, or attempting to obtain any prohibited substance while under the authority of the school.

Prohibited substances include, but are not limited to:

- Alcoholic beverages
- Controlled substances and illegal drugs
- Counterfeit, look-alike, or synthetic drugs
- THC products, including Delta-8, Delta-9, Delta-10, marijuana, cannabis-derived products, edibles, oils, concentrates, and vape productsSynthetic cannabinoids, including K2 and Spice
- Tobacco products, including cigarettes, cigars, chewing tobacco, snuff, and smokeless tobacco
- Nicotine products, including e-cigarettes, vape devices, nicotine pouches, cartridges, liquids, and related paraphernalia
- Any intoxicating substance or product used in a manner intended to produce a mind-altering effect

This prohibition applies on school property, on school transportation, at school-sponsored activities and events, and at any time a student is under the supervision or authority of the school.

Students may not attend school, participate in school activities, or be present at school-sponsored events while under the influence of alcohol, drugs, nicotine, or other prohibited substances. Violations may result in disciplinary action, referral to law enforcement when appropriate, loss of

privileges, participation in educational or intervention programs, suspension, expulsion, or other consequences authorized by Board policy and applicable law.

Student-athletes who violate this policy may also be referred to the Athletic Director for review under the District's Athletic Code of Conduct. Any athletic consequences shall be administered separately and in accordance with applicable athletic department rules, policies, procedures, and eligibility requirements.

Edison High School is committed to promoting healthy choices, providing appropriate interventions when necessary, and maintaining a safe and drug-free environment for all students.

Damage to and/or Theft of Personal or School Property

Students are expected to respect the property of others, school property, and public property at all times. Theft, gambling, trespassing, vandalism, and the misuse or destruction of property are prohibited and may result in disciplinary action, restitution, referral to law enforcement, or other consequences authorized by Board policy and applicable law.

Prohibited conduct includes, but is not limited to:

- Theft, attempted theft, or possession of stolen property
- Gambling or participation in unauthorized games of chance involving money or items of value
- Trespassing on school property, restricted areas, or private property without authorization
- Vandalism, defacement, or intentional damage to school property or the property of others
- Unauthorized use, misuse, or tampering with school equipment, technology, facilities, or personal property

Students may be held financially responsible for damage to, destruction of, or loss of school property. Restitution may be required in addition to any disciplinary consequences.

Edison High School encourages all students to take pride in maintaining a safe, clean, and respectful learning environment. Respect for property reflects respect for the school community and the individuals who share it.

Dishonesty / False Reporting / Falsification

Students are expected to act honestly and responsibly in all interactions with school personnel, students, and members of the community. Dishonesty, falsification, forgery, and the intentional provision of false or misleading information are prohibited and may result in disciplinary action.

Prohibited conduct includes, but is not limited to:

- Falsifying school records, forms, passes, notes, signatures, or other documents
- Providing false information to school personnel during an investigation or disciplinary process
- Making knowingly false accusations or reports against another individual

- Altering, tampering with, or misrepresenting school records or documents
- Using another person's identity, account, or credentials without authorization

Students who engage in dishonest conduct may be subject to disciplinary consequences, loss of privileges, restitution when applicable, referral to law enforcement when appropriate, or other actions authorized by Board policy and applicable law.

Edison High School is committed to fostering a culture of honesty, accountability, and mutual trust. Students are expected to demonstrate integrity in their words and actions and to contribute positively to the school community.

Excessive Tardies to Class

Students are expected to arrive to class on time and prepared to learn. Excessive classroom tardiness disrupts instruction, interferes with the learning environment, and may result in disciplinary action. Classroom teachers are responsible for monitoring and documenting student tardiness. When a pattern of excessive tardiness is identified, the matter may be referred to school administration for additional intervention or disciplinary action.

Edison High School encourages students to develop habits of punctuality, responsibility, and respect for the instructional time of both teachers and classmates.

Fighting

Edison High School is committed to maintaining a safe and orderly learning environment for all students and staff. Fighting, physical aggression, horseplay that results in injury or disruption, and any behavior that threatens the safety of others are strictly prohibited.

Students are expected to resolve conflicts appropriately and to seek assistance from a teacher, counselor, administrator, School Resource Officer, or other trusted adult when disagreements arise. Students who become aware of a potential fight or safety concern are encouraged to report it immediately to a staff member.

Participation in a fight, encouraging a fight, provoking others to engage in a fight, or recording and distributing videos of fights may result in disciplinary action. Incidents involving physical aggression will be investigated by school administration and may result in suspension, expulsion, restitution, referral to law enforcement, or other disciplinary consequences as authorized by Board policy and applicable law. The school's primary goal is to prevent violence, de-escalate conflicts, promote accountability, and ensure the safety and well-being of all members of the school community.

Harassment

Edison High School is committed to maintaining a school environment where all students and staff are treated with dignity, respect, and fairness. Harassment of any kind is prohibited.

Harassment includes verbal, written, physical, electronic, or other conduct that is threatening, intimidating, insulting, demeaning, or dehumanizing toward a student, employee, or other member of the school community. Such conduct may involve words, gestures, images, physical acts, or the use of technology and electronic communication.

Harassing behavior may include conduct that:

- Creates a reasonable fear of physical harm or damage to property
- Substantially interferes with a student's educational opportunities, benefits, or performance
- Substantially interferes with an employee's ability to perform their duties
- Disrupts or interferes with the safe and orderly operation of the school

Students who engage in harassment may be subject to disciplinary action, restorative interventions, referral to law enforcement when appropriate, or other consequences authorized by Board policy and applicable law.

Edison High School will promptly investigate reports of harassment and take appropriate action to address and prevent prohibited conduct.

Hazing

Edison High School is committed to maintaining a school environment where all students and staff are treated with dignity, respect, and fairness. Harassment of any kind is prohibited.

Harassment includes verbal, written, physical, electronic, or other conduct that is threatening, intimidating, insulting, demeaning, or dehumanizing toward a student, employee, or other member of the school community. Such conduct may involve words, gestures, images, physical acts, or the use of technology and electronic communication.

Harassing behavior may include conduct that:

- Creates a reasonable fear of physical harm or damage to property
- Substantially interferes with a student's educational opportunities, benefits, or performance
- Substantially interferes with an employee's ability to perform their duties
- Disrupts or interferes with the safe and orderly operation of the school

Students who engage in harassment may be subject to disciplinary action, restorative interventions, referral to law enforcement when appropriate, or other consequences authorized by Board policy and applicable law.

Edison High School will promptly investigate reports of harassment and take appropriate action to address and prevent prohibited conduct.

Inducing Panic

Students are prohibited from making false reports, false accusations, or engaging in conduct intended to trigger an emergency response, disrupt school operations, or create fear, panic, or confusion within the school community.

Prohibited conduct includes, but is not limited to:

- Falsely activating a fire alarm or emergency notification system
- Making false bomb threats or threats of violence
- Knowingly making false reports regarding weapons, drugs, criminal activity, or school safety concerns
- Knowingly making false reports that another person intends to harm themselves or others
- Providing false information that causes school personnel, emergency responders, or law enforcement to initiate an unnecessary response

Because all potential threats and safety concerns must be treated seriously, students who intentionally make false reports or engage in emergency hoaxes may be subject to disciplinary action, suspension, expulsion, restitution, referral to law enforcement, or other consequences authorized by Board policy and applicable law.

Nothing in this policy shall discourage students from reporting safety concerns, threats, bullying, harassment, self-harm concerns, or other matters in good faith. Students are encouraged to immediately report legitimate concerns to a trusted adult, school official, counselor, School Resource Officer, or other appropriate authority.

Edison High School is committed to fostering a culture of safety, responsibility, and accountability while ensuring that all reports of potential threats are taken seriously and investigated appropriately.

Insubordination and/or Indecent Speech towards Adults

Students are expected to comply with reasonable directions and requests from teachers, administrators, support staff, substitutes, bus drivers, and other authorized school personnel. Insubordination includes refusing to follow reasonable directives, failing to comply with instructions, or engaging in conduct that undermines the authority of school personnel.

Examples of insubordination and disrespect include, but are not limited to:

- Refusing to comply with a reasonable directive from a staff member
- Walking away from a staff member while being addressed or directed
- Repeatedly ignoring instructions or requests
- Using inappropriate, disrespectful, profane, or abusive language toward school personnel
- Engaging in argumentative, confrontational, or defiant behavior that disrupts the educational environment

- Refusing to identify oneself when requested by school personnel acting within their authority

Students have the right to respectfully express concerns, ask questions, and seek clarification regarding school rules and decisions. However, students may not do so in a manner that is disruptive, disrespectful, threatening, or insubordinate.

Acts of insubordination or disrespect may result in disciplinary action, restorative interventions, loss of privileges, suspension, or other consequences authorized by Board policy and applicable law. Respectful interactions between students and staff are essential to maintaining a safe, orderly, and productive learning environment.

Obscene Materials

Students are prohibited from possessing, creating, displaying, transmitting, sharing, or distributing obscene, sexually explicit, or otherwise inappropriate materials while under the authority of the school. For purposes of this handbook, obscene materials include images, videos, audio recordings, written content, digital media, gestures, or other materials that depict or describe sexual conduct, nudity, lewd behavior, graphic violence, or other content that is inappropriate for a school setting.

This prohibition applies regardless of whether the material is stored on a personal device, school-issued device, social media platform, website, messaging application, or any other electronic or physical medium. Students who possess, create, send, receive, display, or distribute nude, sexually explicit, or sexually suggestive images involving individuals under the age of eighteen (18) may be subject to disciplinary action, referral to law enforcement, and other consequences authorized by Board policy and applicable law.

Edison High School encourages students to immediately report any receipt of inappropriate or explicit materials involving minors to a parent, school official, School Resource Officer, or other trusted adult. Students should not save, forward, share, or redistribute such materials under any circumstances.

Sexual Harassment

Edison High School prohibits sexual harassment in accordance with Title IX, Board Policy 5517, and applicable federal and state law. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, electronic, or physical conduct of a sexual nature that interferes with an individual's educational experience, creates an intimidating, hostile, or offensive environment, or limits a person's ability to participate in or benefit from school programs, activities, or opportunities.

Sexual harassment may be committed by individuals of any gender and may be directed toward individuals of the same or a different gender.

Examples of sexual harassment include, but are not limited to:

- Unwelcome sexual advances, propositions, or requests for sexual favors

- Sexually suggestive comments, jokes, gestures, sounds, or innuendos
- Comments about an individual's body, appearance, or sexual activity
- Displaying, sharing, or distributing sexually explicit or sexually suggestive materials
- Unwelcome touching, patting, grabbing, pinching, or other physical contact of a sexual nature
- Obscene phone calls, messages, emails, social media communications, or other electronic communications
- Sexual assault or other forms of sexual misconduct
- Verbal, nonverbal, or physical conduct based on sex, gender, or gender stereotypes that creates a hostile educational environment

This list is not exhaustive. Any conduct that constitutes sexual harassment under Board Policy 5517, Title IX, or applicable law is prohibited. Reports of sexual harassment will be investigated promptly and addressed in accordance with district procedures. Retaliation against any individual who reports sexual harassment or participates in an investigation is strictly prohibited.

Skipping Class and/or Leaving School Grounds with Permission

Students are required to attend all scheduled classes and school activities and must report directly to their assigned locations throughout the school day. Students may not leave a classroom, assigned area, or school grounds without authorization from school personnel. Once students report to class, they are expected to remain there for the duration of the period unless they have permission from the supervising staff member and are issued an authorized hall pass or other approved documentation.

Students who leave school grounds during the school day must follow established checkout procedures, including parent or guardian authorization and approval from the school office. Failure to follow these procedures may result in disciplinary action. Regular attendance and active participation are essential to academic success. Students are expected to be present, punctual, and engaged in all assigned classes and school activities throughout the school day.

Social Media Policy

While under the authority of Edison High School, students are expected to use technology and social media responsibly. This expectation applies on school property, during school hours, while using school technology, and during any school-sponsored activity, event, trip, or transportation.

Students may not record, photograph, livestream, post, share, or distribute content that violates school rules, infringes upon the privacy of others, disrupts the educational environment, or compromises the safety and well-being of students or staff.

Prohibited conduct includes, but is not limited to:

- Recording, photographing, or livestreaming students or staff without authorization in classrooms, restrooms, locker rooms, offices, or other private or instructional areas
- Posting or sharing content that invades the privacy of students, staff, or visitors
- Posting, sharing, or promoting content that contributes to bullying, harassment, threats, intimidation, or discrimination
- Posting content that substantially disrupts the school environment or interferes with the educational process
- Sharing videos, images, or other content depicting fights, misconduct, disciplinary incidents, or unsafe behavior
- Using social media to organize, encourage, or promote violations of school rules

Students who engage in prohibited social media activity may be subject to disciplinary action under the provisions of this handbook, including those related to unauthorized use of electronic devices, bullying, harassment, threats, dishonesty, or other applicable violations. The administration reserves the right to impose additional consequences when social media activity results in a substantial disruption to the school environment, creates safety concerns, interferes with school operations, or negatively impacts the rights of others.

Edison High School may address off-campus online conduct when there is a sufficient connection to the school environment and the conduct substantially disrupts school operations, threatens the safety of students or staff, or interferes with a student's ability to access educational opportunities.

Edison High School is committed to promoting responsible digital citizenship and expects students to use technology and social media in a manner that reflects respect, responsibility, and good judgment.

Substantial Disruption of Class and/or School

Students are expected to contribute to a respectful, orderly, and productive learning environment. Behavior that disrupts instruction, interferes with the learning of others, or prevents a teacher from effectively conducting class is prohibited.

Examples of disruptive behavior may include, but are not limited to:

- Repeatedly interrupting instruction
- Refusing to follow classroom expectations or reasonable staff directives
- Excessive talking, shouting, or making distracting noises
- Engaging in behavior that distracts others from learning
- Creating disturbances that interfere with the safe and orderly operation of the classroom or school

Students are encouraged to express questions, concerns, and differing viewpoints respectfully and at appropriate times. Respectful disagreement is permitted; disruptive behavior is not.

Teachers are responsible for maintaining an effective learning environment and may implement classroom interventions, corrective actions, or disciplinary consequences when disruptions occur. Students who repeatedly disrupt instruction or fail to respond to classroom interventions may be referred to administration for additional disciplinary action.

Edison High School is committed to protecting instructional time and ensuring that every student has the opportunity to learn in a safe, respectful, and focused educational environment.

Threats and Intimidation

Edison High School is committed to maintaining a safe, respectful, and secure learning environment. Students are prohibited from engaging in intimidation, coercion, or threatening behavior toward students, staff, volunteers, or visitors.

Intimidation includes any verbal, physical, written, electronic, or nonverbal conduct intended to frighten, pressure, manipulate, control, or cause fear in another person. Such behavior may occur directly or indirectly and may involve actual threats, implied threats, or actions that reasonably cause another person to feel unsafe or fearful.

Examples of intimidation and coercion include, but are not limited to:

- Threatening to harm a person, their property, or their reputation
- Demanding money, property, favors, or actions through threats or pressure
- Stalking, following, or repeatedly confronting another individual in a threatening manner
- Using threatening language, gestures, or implied threats intended to create fear
- Pressuring, manipulating, or coercing another person to engage in conduct against their will
- Encouraging others to intimidate, threaten, or harass an individual

While bullying often involves a pattern of behavior and a power imbalance, intimidation may be addressed as a disciplinary violation even when it occurs only once or does not meet the formal definition of bullying. The school reserves the right to intervene whenever conduct threatens the safety, well-being, or sense of security of any member of the school community.

Students who engage in intimidation or coercive behavior may be subject to disciplinary action, restorative interventions, referral to law enforcement when appropriate, or other consequences authorized by Board policy and applicable law.

Unauthorized Bodily Contact

Edison High School is committed to maintaining a safe, respectful, and orderly learning environment. Students are expected to respect the personal space and physical boundaries of others at all times. Inappropriate physical contact is prohibited and includes any unwanted, unsafe, disruptive, or intrusive physical interaction with another person. Examples include, but are not limited to:

- Physical aggression or unwanted physical contact

- Horseplay or excessive horseplay
- Deliberately striking, pushing, shoving, tripping, or otherwise making physical contact with another person
- Touching another individual in a manner that is inappropriate, offensive, or unwelcome
- Public displays of affection that are inconsistent with school expectations
- Any physical conduct that causes discomfort, creates a safety concern, disrupts the educational environment, or violates another person's personal boundaries

Students who engage in inappropriate physical contact may be subject to disciplinary action, restorative interventions, referral to law enforcement when appropriate, or other consequences authorized by Board policy and applicable law.

Edison High School is committed to fostering a school climate where all students and staff feel safe, respected, and free from physical intimidation, unwanted contact, or harm. These expectations are consistent with Board Policies 5517 and 5600.

Unauthorized Fire

Students are prohibited from possessing or using matches, lighters, or any flammable materials without direct permission from authorized staff. Fire-related activities must only occur under staff supervision to ensure safety. Unauthorized use poses serious risks and will result in disciplinary action. This policy exists to protect the well-being of all individuals in our school and to promote responsible behavior around fire.

Unauthorized Presence

Students must be under the supervision of a coach, advisor, or teacher when on school property. After school, students not participating in a supervised activity must leave campus by 3:00 p.m. All students are required to use the restroom located on the same floor as their classroom. This policy is in place to ensure student safety and prevent disruptions. Using restrooms on other floors is considered unauthorized and will result in disciplinary action.

Between 7:20 and 7:35 a.m., students must remain in their assigned areas—the 1963 Gymnasium or Cafeteria. Hallway access during this time is limited to students waiting in line for the kitchen or using the 1963 restroom. Students are strictly prohibited from entering the 1939 building or the Academic Wing of the 1963 building during this time. Failure to follow these expectations will result in disciplinary consequences.

The kitchen area is for staff use only. Students may enter the kitchen area solely to go through the line for breakfast or lunch. For safety reasons, students are not permitted behind the counter at any time. Any violation of this expectation will result in disciplinary action.

Unauthorized Use of Electronic Devices

To support a focused and respectful learning environment—and in alignment with Ohio House Bill 250 and related legislation—students are not permitted to use cell phones or personal electronic devices during the school day, from 7:20 a.m. to 2:50 p.m. All devices must be powered off and stored in lockers. Devices may not be carried on the student or used in any way during school hours, including to make calls, send messages, take photos, browse websites, or access social media.

Use of devices is strictly prohibited in classrooms, bathrooms, locker rooms, and during supervised educational activities unless an approved exception applies. At extracurricular activities, athletic events, and other school-sponsored functions, students must follow all administrative directions and event-specific device restrictions.

Headphones are also prohibited at all times during the school day. They must be stored in lockers and may not be worn or carried, including in hallways or the cafeteria. Students with an active IEP or 504 Plan allowing device use will only be permitted if the intervention specialist or school nurse communicates the accommodation to both the building administrator and the student's teachers.

Misuse of school computers, networks, or internet—including visiting unauthorized websites or illegal activity—is prohibited. All students must have a signed Edison Local School District Student Network and Internet Agreement to use school-owned devices. The school is not responsible for lost, stolen, or damaged personal electronics. Parents needing to contact a student during the school day should call the main office. Students may use school phones when necessary.

Unauthorized Use of Open Containers

To maintain a clean and distraction-free environment, students are not permitted to bring open drink containers into the building without prior approval from administration. This includes travel mugs, thermoses, open cans, and similar containers. Only water is allowed during the school day. Students may carry a spill-proof water bottle filled with water only. Beverages such as energy drinks, coffee, soda, juice, and other non-water drinks are not permitted in classrooms, hallways, or other instructional areas. Students with a medical need for an exception must receive prior approval from the school nurse or administration.

Weapons

The Board of Education strictly prohibits students from possessing, storing, making, or using any weapon within the school safety zone. This ban applies to all property owned, leased, or contracted by the Board, including school buildings, vehicles, and school-sponsored events.

A **weapon** is defined as any object that, by design or intent, can cause serious bodily harm, property damage, or pose a threat to the safety of others. Examples include—but are not limited to—firearms (loaded or unloaded), air and gas-powered guns, pellet and BB guns, knives, razors, stun guns,

clubs, brass knuckles, martial arts weapons, ammunition, explosives, chemical agents (such as tear gas), and look-alike or replica weapons.

Students found in possession of a weapon will face disciplinary action in accordance with Board policy, and law enforcement will be notified as necessary to protect the safety of the school community. This policy reflects the Board's ongoing commitment to maintaining a secure and orderly environment for all students and staff.

Unlisted Violations

The violations listed in this handbook are not intended to be all-inclusive. Situations may arise involving student behavior that is not specifically mentioned but still requires disciplinary action. The administration reserves the authority to determine whether such behavior violates school expectations and to assign consequences deemed appropriate based on the nature and seriousness of the incident.

WILDCATS

Appendix A: Office Managed Behaviors Discipline Protocol

Academic Dishonesty

First Offense - F on the Assignment:

- On the first instance of academic dishonesty, including but not limited to plagiarism, the student will receive a failing grade (F) on the assignment. This consequence serves as both a penalty and a warning, emphasizing the seriousness of academic integrity violations and the expectation for honest, original work moving forward.

Second Offense F for the 9-Week Grading Period:

- If a student commits a second act of academic dishonesty within the same academic term, the consequence will escalate. The student will receive a failing grade (F) for the entire 9-week grading period. This serious penalty reflects a repeated violation of academic integrity and is intended to reinforce the importance of honesty and ethical behavior in all academic work

Third Offense - F for the Course:

- If a student commits a third act of academic dishonesty, the consequence will be a failing grade (F) for the entire course. This reflects the severity of repeated misconduct and underscores the school's commitment to academic honesty and ethical conduct in the learning environment.

Nicotine / Tobacco / Vaping

1st Offense – 10 Days in Positive Reinforcement:

- Upon a first offense, the student will be placed in Positive Reinforcement for a period of 10 school days. During this time, the student will have restricted movement and will be closely monitored by designated staff during school hours. The student will also be placed on the Hall Pass Restriction List for the remainder of the school year.
- While in Positive Reinforcement, the student is expected to complete all assigned schoolwork and participate in restorative and educational programming designed to reinforce accountability and support better decision-making.
- A Jefferson County Court Liaison will meet with the student at school to provide the INDEPTH curriculum, consisting of four 30-minute lessons.
- Additionally, the student must successfully complete two online courses, Vaping and Decision Making, while in the Positive Reinforcement classroom. The student must earn a minimum score of % on each course before being released from Positive Reinforcement and returning to the regular classroom setting.
- This consequence is designed to provide structure, accountability, education, and support while helping the student make better choices moving forward.

Second Offense – 3 Days External Suspension, Followed by 7 Days in Positive Reinforcement:

- For a second offense, the student will receive a 3-day external suspension, during which they will be temporarily removed from the school environment. This consequence reinforces the seriousness of repeated misconduct.
- Upon returning to school, the student will serve 7 school days in Positive Reinforcement, where they will be closely monitored and supported. During this time, the student is expected to complete all assigned academic work and required educational programming.
- The student's two online courses, Vaping and Decision Making, will be reset and must be completed again. The student must earn a minimum score of 85% on each course before being released from Positive Reinforcement and returning to the regular classroom setting.
- Additionally, a Jefferson County Court Liaison will work directly with the student to complete a second intervention program, Not On Tobacco (N-O-T). This program may consist of up to 10 lessons completed with the Court Liaison.
- This consequence is designed to address repeated behavior through increased accountability, education, and intervention while providing the student with the support needed to make better decisions moving forward.

3rd Offense - 5 Days External Suspension, Followed by 5 Days in Positive Reinforcement:

- In the event of a third offense, the student will receive a 5-day external suspension, temporarily removing them from the school environment due to the continued pattern of misconduct. Upon returning to school, the student will complete 5 school days in Positive Reinforcement, where they will be closely monitored and supported.
- During this time, the student is expected to complete all assigned academic work and required educational programming. The student's two online courses, Vaping and Decision Making, will be reset and must be completed again. The student must earn a minimum score of 85% on each course before being released from Positive Reinforcement and returning to the regular classroom setting.
- Additionally, the Jefferson County Court Liaison will be contacted to provide additional education and intervention based on the student's individual needs and continued violations.
- This consequence is designed to reinforce the seriousness of repeated offenses while continuing to provide education, accountability, and support to help prevent future violations.

4th Offense - 7 Days External Suspension, Followed by 3 Days in Positive Reinforcement:

- A fourth offense will result in a **7-day external suspension**, during which the student will be temporarily removed from the school environment. Upon returning, the student will serve **3 school days in Positive Reinforcement**. This placement is intended to provide increased

structure, accountability, and support while reinforcing expectations and addressing the continued pattern of misconduct.

- During Positive Reinforcement, the student's two online courses, **Vaping** and **Decision Making**, will be reset and must be completed again. The student must earn a minimum score of **85% on each course** before being released from Positive Reinforcement and returning to the regular classroom setting.

- Additionally, the **Jefferson County Court Liaison will be contacted to provide additional education and intervention** based on the student's continued violations and individual needs.

5th and Subsequent Offenses: 10 Day External Suspension + Possible Alternative School Placement

- For any subsequent offenses, the student will receive a **10-day external suspension**. This increased consequence reflects the seriousness of repeated and continued violations of school rules and the need for additional intervention.

- Upon returning to school, the student will be **placed in the Positive Reinforcement classroom until all required coursework is successfully completed**. The student's two online courses, **Vaping** and **Decision Making**, will be reset and must be completed again. The student must earn a minimum score of **85% on each course** before being released from Positive Reinforcement and returning to the regular classroom setting.

- Additionally, the **Jefferson County Court Liaison will be contacted to provide additional education and intervention** based on the student's continued violations and individual needs.

- The administration will also consider **placement at the JCESC Quest Center** based on the severity and frequency of the student's offenses. This placement may be used when additional structure, accountability, and intervention are necessary to address the continued behavior and support the student's success.

Aggressive Behavior / Bullying / Fighting / Harassment / Hazing / Intimidation / Obscene / Threats

1st Offense – 5 Days in Positive Reinforcement

- For a first offense, the student will be placed in **Positive Reinforcement for 5 school days**. During this time, the student will have restricted movement and will be closely monitored by designated staff. The student is expected to complete all assigned academic work and participate in restorative practices designed to address the behavior and reinforce appropriate decision-making.

- The student will also be required to complete the online **Decision Making** course and earn a minimum score of **85%** before being released from Positive Reinforcement and returning to the regular classroom setting.

2nd Offense – 7 Days in Positive Reinforcement

- For a second offense, the student will be placed in **Positive Reinforcement for 7 school days**. The student will continue to complete all assigned academic work and participate in restorative practices and interventions designed to address the repeated behavior.

- The **Decision Making** course will be reset, and the student will be required to complete the course again with a minimum score of **85%** before being released from Positive Reinforcement and returning to the regular classroom setting.

3rd Offense – 10 Days in Positive Reinforcement

- For a third offense, the student will be placed in **Positive Reinforcement for 10 school days**. This increased consequence reflects the continued pattern of behavior and provides additional structure, accountability, and intervention.

- The **Decision Making** course will again be reset and must be successfully completed with a minimum score of **85%** before the student is released from Positive Reinforcement and returns to the regular classroom setting.

4th and Subsequent Offenses – Progressive External Suspension

- Beginning with the fourth offense, the student will receive an **external suspension that increases progressively with subsequent violations**. Upon returning to school, administration may require additional time in Positive Reinforcement, restorative practices, educational programming, or other interventions before the student returns to the regular classroom setting.

- The **Decision Making** course will be reset and must be completed again with a minimum score of **85%** as part of the student's required intervention.

Administrative Discretion

- These consequences establish a progressive framework but do not limit the administration's authority to respond appropriately to serious misconduct. **Depending on the nature and severity of the incident, the level of disruption or harm caused, the student's disciplinary history, and any safety concerns, administration reserves the right to increase or modify the consequence at any level.**

- Serious incidents involving physical violence, credible threats, severe or persistent bullying or harassment, hazing, intimidation, or conduct that creates a significant safety concern may result in immediate external suspension, referral to law enforcement or other appropriate agencies, and/or additional disciplinary action in accordance with district policy.

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

All Offenses: 10 Day External Suspension

- Any student found in violation of the school's **Alcohol or Drug Policy**, or involved in **sexual harassment**, **inducing panic**, **starting an unauthorized fire**, or **possessing a weapon**, will receive a 10-day external suspension, regardless of the specific circumstances. The student will be temporarily removed from the school environment during this time.

- These are considered serious violations of school policy and student safety. The 10-day suspension reflects the school's **zero-tolerance approach** and reinforces our commitment to a safe and respectful learning environment.

- **Student-Athletes:** Any student-athlete who violates the **Alcohol or Drug Policy** will also be **suspended from all athletic participation**. They will not be permitted to return to their team or participate in school athletics until all **Athletic Department requirements**—including any mandatory education, counseling, or reentry protocols—are fully met.

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

1st Offense - 1 Extended After-School Detention:

- For a first offense, the student will be assigned one extended after-school detention. This will be held on a designated Friday from 3:00 PM to 5:00 PM. During detention, the student will be supervised and may be assigned tasks, reflection activities, or schoolwork. The purpose of this consequence is to allow the student time to reflect, take responsibility for their actions, and better understand the importance of following school expectations.

- **Parent Option:** If a parent or guardian is unable to arrange transportation for the 5:00 PM dismissal, they may request that the student serve **one day in Positive Reinforcement** during regular school hours in place of the extended detention.

2nd Offense - 1 Day in Positive Reinforcement:

- For a second offense, the student will be placed in Positive Reinforcement for one full school day. During this time, the student will have restricted movement and will be closely monitored by staff. This setting provides additional structure, accountability, and an opportunity for the student to reflect on their behavior, receive guidance, and begin making more positive choices moving forward.

3rd Offense - 3 Days in Positive Reinforcement:

- For a third offense, the student will be placed in Positive Reinforcement for three school days. During this time, the student will have limited movement and be closely monitored by staff throughout the school day. This structured setting is designed to provide increased accountability, reinforce behavioral expectations, and give the student time to reflect, reset, and work toward making better decisions.

Subsequent Offenses - Positive Reinforcement or External Suspension:

- For any offenses beyond the third, the administration may assign **Positive Reinforcement** or **External Suspension** as a disciplinary measure. The duration of these consequences will increase progressively with each additional incident. This escalating approach is intended to reflect the seriousness of repeated violations and deter further misconduct. The length of any external suspension will be determined by administration based on the nature of the offense, the student's disciplinary history, and relevant school policies.

Excessive Tardies to Class

5th Offense - Hall Pass Restriction + After-School Detention:

- The student will be placed on the **Hall Pass Restriction List** for a period of **45 days**. During this time, the student will not be permitted to leave class without direct staff escort or administrative approval. In addition, the student will be assigned to **one after-school detention**, to be served on the following **Tuesday or Thursday**. This combined consequence is intended to reinforce school policies, promote responsible behavior, and provide the student with an opportunity to reflect and improve moving forward.

6th through 8th Offense - Hall Pass Restriction + 2 After-School Detentions:

- The student's placement on the **Hall Pass Restriction List** will be **extended up to 45 days** as a consequence for repeated violations. This extended restriction emphasizes the importance of following school rules and provides increased accountability. In addition, the student will be assigned **after-school detention on both the following Tuesday and Thursday**. These detentions serve as an opportunity for the student to reflect on their behavior, take responsibility for their actions, and begin making more positive choices.

Subsequent Offenses - Hall Pass Restriction + Extended Detention:

- The student's placement on the **Hall Pass Restriction List** will be extended for **up to 45 days** due to continued violations. This extended restriction reinforces the importance of consistently following school rules and serves as a more serious consequence for repeated offenses. During this time, the student will not be permitted to leave class without direct staff escort or administrative approval.

- In addition, the student will be assigned an **extended after-school detention** on the following **Friday from 3:00 PM to 5:00 PM**. This longer detention period allows time for meaningful reflection, encourages personal accountability, and promotes a deeper understanding of the impact of one's behavior. The goal is to support the development of more responsible and respectful conduct moving forward.

- **Parent Option:** If a parent or guardian is unable to arrange transportation for the 5:00 PM dismissal, they may request that the student serve **one day in Positive Reinforcement** during regular school hours in place of the extended detention.

- **Administrative Support:** To ensure the student reports to class on time and remains accountable, **administration may assign a classroom aide or building aide to escort the student** to each class during the restriction period. This added structure provides increased support and helps reinforce positive behavioral expectations.

- **Escalated Disciplinary Action:** If subsequent offenses continue **after all available support and interventions have been exhausted**, the administration **reserves the right to assign Positive Reinforcement or External Suspension**. This step will be taken to ensure the learning environment remains safe, orderly, and conducive to academic success for all students.

Insubordination towards Adults / Indecent Speech towards Adults

1st through 3rd Offense - 1 After-School Detention:

- For the first three incidents of **insubordination** or **indecent speech directed toward an adult**, the student will be assigned **one after-school detention**, to be served on the following **Tuesday or Thursday**. This consistent consequence is intended to address the inappropriate behavior, reinforce the importance of respectful communication, and provide the student with an opportunity to reflect on their actions and make better choices moving forward.

- **Administrative Discretion:** Based on the **severity of the insubordination** or the **nature of the indecent speech**, **administration reserves the right to place the student in Positive Reinforcement for the remainder of the school day** or to assign an **external suspension** if the behavior is determined to be severe, threatening, or grossly disrespectful.

4th through 6th Offense - 1 Extended Detention:

- For each of the next three incidents following the initial offenses, the student will be assigned an **extended after-school detention**, to be served on the following **Friday from 3:00 PM to 5:00 PM**. The extended duration underscores the seriousness of the behavior and provides additional time for meaningful reflection. This consequence is designed to help the student take

responsibility for their actions, recognize the impact of disrespectful communication, and begin making positive behavioral changes.

- **Administrative Discretion:** Based on the **severity of the insubordination** or the **nature of the indecent speech**, **administration reserves the right to place the student in Positive Reinforcement for the remainder of the school day** or to assign an **external suspension** if the behavior is determined to be severe, threatening, or grossly disrespectful.

- **Parent Option:** If a parent or guardian is unable to arrange transportation for the 5:00 PM dismissal, they may request that the student serve **one day in Positive Reinforcement** during regular school hours in place of the extended detention.

Subsequent Offenses - Positive Reinforcement or External Suspension:

- For all subsequent offenses, the student will be assigned **progressive disciplinary consequences**, beginning with **3 days in Positive Reinforcement** and potentially increasing to **up to 10 days in Positive Reinforcement**. This approach emphasizes the seriousness of repeated insubordination or indecent speech and is designed to provide continued structure, supervision, and opportunities for reflection and behavior correction.

- If the student continues to engage in **insubordination or indecent speech toward an adult** despite prior consequences, the administration will implement **further progressive discipline**. This will begin with a **minimum of 3 days of external suspension** and may escalate to a **maximum of 10 days**, depending on the nature and frequency of the behavior.

- **Severe Incidents:** In cases where the student uses **severely inappropriate or offensive language toward an adult**, the student will receive an **immediate external suspension**, regardless of prior disciplinary history. The length of the suspension will be determined by the administration based on the **severity of the language used** and the **impact on the learning environment**. This escalating disciplinary model underscores the seriousness of continued disrespectful behavior and is intended to deter further misconduct while encouraging meaningful and lasting change.

Skipping Class / Leaving the School Grounds without Permission

1st Offense - Hall Pass Restriction + 1 Extended Detention:

- The student will be assigned a **1-day extended after-school detention**, to be served on the following **Friday from 3:00 PM to 5:00 PM**. This consequence is intended to address the student's unauthorized absence by emphasizing the importance of regular attendance and remaining on school grounds during the school day. In addition, the student will be placed on the **Hall Pass Restriction List for 45 days**. This restriction reinforces the expectation that students must follow proper procedures and obtain staff permission before leaving the classroom or any supervised area of the school.

- **Parent Option:** If a parent or guardian is unable to arrange transportation for the 5:00 PM dismissal, they may request that the student serve one day in Positive Reinforcement during regular school hours in place of the extended detention.

2nd Offense - Hall Pass Restriction + 1 Extended Detention:

- The student will be assigned another extended after-school detention, to be served on the following Friday from 3:00 PM to 5:00 PM. In addition, the student's placement on the Hall Pass Restriction List will be extended by an additional 45 school days. This continued restriction reinforces the importance of attending class, remaining in assigned areas, and obtaining permission before leaving a classroom or supervised area.

- **Parent Option:**
  If a parent or guardian is unable to arrange transportation for the 5:00 PM dismissal, they may request that the student serve **one day in Positive Reinforcement during regular school hours** in place of the extended detention.

Subsequent Offenses - Positive Reinforcement or External Suspension:

- The school administration will assign **progressive disciplinary consequences** for any further incidents of **skipping class** or **leaving school grounds without permission**. This progression will begin with **3 days in Positive Reinforcement** and may increase to **up to 10 days**, depending on the frequency and circumstances of the behavior. This approach reinforces the seriousness of repeated violations and provides a structured setting for the student to reflect on their choices and work toward improved conduct.

- If the student **continues to skip class or leave the premises without authorization**, even after being placed in Positive Reinforcement, the consequences will escalate further. The student will then face **external suspension**, starting with a **minimum of 3 days** and potentially extending up to **10 days**, based on administrative judgment. This escalation highlights the severity of the behavior and serves as a deterrent while promoting accountability and behavioral change.

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

1st through 3rd Offense - 1 After-School Detention:

- For each offense, the student will be assigned **one after-school detention**, to be served on the following **Tuesday or Thursday**. By consistently assigning this consequence, the school aims to address the misconduct promptly, reinforce behavioral expectations, and provide the student with an opportunity to reflect on their actions and make positive changes.

4th through 6th Offense - 1 Extended Detention:

- For each offense, the student will be assigned **one extended after-school detention**, to be served on the following **Friday from 3:00 PM to 5:00 PM**. By consistently applying this consequence, the school aims to promptly address the misconduct, reinforce expectations, and provide the student with meaningful time to reflect on their behavior and make positive changes.

- **Parent Option:** If a parent or guardian is unable to arrange transportation for the 5:00 PM dismissal, they may request that the student serve **one day in Positive Reinforcement during regular school hours** in place of the extended detention.

Subsequent Offenses:

- The school administration will assign **progressive disciplinary consequences** for repeated incidents involving **dishonesty**, **false reporting**, **falsification**, **unauthorized use of open containers**, or **unauthorized bodily contact**. Discipline will begin with **3 days in Positive Reinforcement** and may escalate up to **10 days**, depending on the frequency and severity of the behavior. This structured setting is designed to provide the student with clear expectations, an opportunity for reflection, and support for making appropriate behavioral corrections.

- If the student continues to engage in any of these behaviors despite having served time in Positive Reinforcement, disciplinary action will escalate further. In such cases, the student will be assigned an **external suspension**, beginning with a **minimum of 3 days** and potentially extending up to **10 days**, based on the nature of the offense and the student's disciplinary history. This progressive approach underscores the seriousness of continued misconduct and serves as both a consequence and a deterrent, encouraging the student to take accountability and make lasting improvements in behavior.

Unauthorized Use of Electronic Devices

Personal electronic devices must be powered off and stored in the student's assigned locker throughout the school day unless an exception has been approved by administration. The discipline progression below applies to office-managed electronic-device offenses. A cooperative classroom correction handled entirely by the teacher does not count as an office-managed offense. An offense begins at this level when the student or device is referred to the Assistant Principal's Office because of a repeated violation, refusal or failure to comply, or another need for administrative intervention.

- **1st Office-Managed Offense: 1 Day in Positive Reinforcement**
- **2nd Office-Managed Offense: 3 Days in Positive Reinforcement**
- **3rd Office-Managed Offense: 5 Days in Positive Reinforcement**
- **4th Office-Managed Offense: 7 Days in Positive Reinforcement**
- **5th Office-Managed Offense: 10 Days in Positive Reinforcement**
- **6th Office-Managed Offense: 1 Day External Suspension**
- **7th Office-Managed Offense: 3 Days External Suspension**
- **8th Office-Managed Offense: 5 Days External Suspension**
- **9th Office-Managed Offense: 7 Days External Suspension**
- **10th and Subsequent Office-Managed Offense: 10 Days External Suspension**

Additional Considerations:

Approved Use: A student may use a personal electronic device during the school day only when the use is specifically authorized by school administration for an approved educational, medical, emergency, IEP, or Section 504 purpose. Teacher permission alone does not create an exception to the Electronic Device Policy.

Special Circumstances: Students who require use of a personal electronic device because of a medical condition, an IEP, a Section 504 Plan, or another legally required accommodation must provide appropriate documentation when required. The approved accommodation must be communicated to the building administration and appropriate staff before the device is used during the school day.

Appendix B: Edison High School: Hall Pass Policy

Purpose:

The **Hall Pass Policy** is designed to maintain a **safe, structured, and orderly learning environment** while ensuring students are able to attend to **necessary personal needs or authorized activities** outside the classroom. The policy promotes the **responsible use of hall passes** and is intended to **minimize**

disruptions to instructional time, support student accountability, and maintain a clear and secure flow of movement throughout the school building.

Hall Pass Availability:

- Students must receive teacher permission and have an active pass issued through the Edlio electronic hall-pass system before leaving the classroom during instructional time.
- The student and teacher must use Edlio to begin and end the pass so that the student's destination and time outside the classroom are accurately recorded.
- Only one student may be out of a classroom on a hall pass at a time. Before leaving, the student must place any personal electronic device in the classroom's district-approved storage location if the device is not already secured in the student's locker.
- Hall passes are granted at the teacher's discretion based on the student's need, the classroom context, and the impact of the absence on instructional time. Medical needs, emergencies, and directions from authorized staff may require an exception to the ordinary limitations below.

Authorized Reasons for Hall Pass Usage:

- **Restroom Use:** Students may use a hall pass for restroom needs. This privilege is expected to be used **responsibly and efficiently**, without unnecessary delay or repeated requests.
- **Nurse's Office:** Students requiring **medical attention** or access to **prescribed medication** may use a hall pass to visit the school nurse. In cases of emergency, staff will assist with escorting the student as needed.
- **Main Office or Designated Areas:** Hall passes may be granted for students to access specific areas such as the **main office**, **library**, or **counselor's office** for **academic**, **administrative**, or **support-related purposes**, as approved by the teacher or supervising staff member.

Hall Pass Restrictions:

- **Time Limitations: Hall passes ordinarily will not be issued during first period, during the 20 minutes immediately before or after the student's assigned lunch period, or after 2:30 p.m. Exceptions may be approved for a medical need, emergency, administrative direction, or another legitimate circumstance determined by staff.**
- Frequency and Destination Limitations: Students must use the closest appropriate restroom or report directly to the destination identified in Edlio. Students are expected to use hall passes only for essential needs, travel directly, and return promptly. Excessive or frequent use may be reviewed by the teacher or administration and may result in restricted privileges.
- **Accountability: The Edlio electronic hall-pass record serves as the official sign-out and sign-in record. Students may not leave until the pass is active and must ensure the pass is ended promptly upon returning to class.**

- **Use by Others: An Edlio pass is valid only for the student to whom it was issued and for the approved destination. A student may not use, share, or attempt to transfer another student's pass.**

Teacher Expectations:

- **Communication of Procedures:** Teachers will inform students of the **hall pass procedures and expectations** at the **beginning of the school year** or whenever the policy is introduced or revised. Clear communication ensures consistency and understanding across classrooms.
- **Professional Judgment:** Teachers will exercise **professional discretion** when determining the appropriateness of issuing a hall pass. Decisions will be based on the **student's need**, the **classroom context**, and the **impact on the instructional environment**.

Consequences for Misuse:

- Misuse or abuse of hall-pass privileges may result in disciplinary action, including placement on the Hall Pass Restriction List for up to 45 school days, as determined by administration. During a restriction, the student may leave an assigned area only with direct staff escort or administrative approval.
- A student disciplined for an alcohol, tobacco, nicotine, vaping, other drug-related violation, skipping class, or leaving an assigned area without authorization will automatically lose independent hall-pass privileges for a minimum of 45 school days. A new qualifying offense may result in an additional 45-school-day restriction.
- These procedures promote safe, accountable student movement while protecting instructional time.

Teachers will explain the Edlio hall-pass procedures and expectations when the policy is introduced or revised. Students are responsible for following the electronic process and all directions from staff.

Appendix C: Edison High School: Attendance Restitution and Recovery Policy

Purpose:

The **Attendance Restitution and Recovery Policy** is designed to promote regular school attendance, encourage personal accountability, recover lost instructional opportunities, and support academic success.

Edison High School recognizes that attendance concerns may result from a variety of circumstances and barriers. Restitution is intended to provide students with a structured opportunity to recover missed instructional time, receive academic support, and remain engaged in their education.

Restitution is one component of Edison High School's broader attendance intervention and support process and may be used when appropriate based upon a student's attendance history, academic needs, and individual circumstances.

Understanding Chronic Absenteeism and Habitual Truancy:

Changes to Ohio attendance law under **House Bill 96** place greater emphasis on early identification, chronic absenteeism prevention, family engagement, and tiered intervention and support.

It is important to distinguish between **chronic absenteeism** and **habitual truancy**:

- **Chronic Absenteeism:** A student is considered chronically absent when the student misses at least **10% of the minimum required instructional hours during the school year**. Chronic absenteeism considers **all time missed from school, whether excused or unexcused**.
- **Habitual Truancy:** Habitual truancy is based specifically upon **unexcused absences**. Under Ohio law, a student of compulsory school age may be considered habitually truant after accumulating:
    - **30 or more consecutive unexcused hours**
    - **42 or more unexcused hours in one school month**
    - **72 or more unexcused hours in one school year**

Edison High School monitors both overall attendance and unexcused absences so that concerns can be identified and addressed as early as possible.

Absence Intervention - Intervention and Recovery Support:

Edison High School will maintain communication with students and parents or guardians regarding significant attendance concerns, assigned interventions, and restitution expectations.

When appropriate, the school will work with students and families to identify barriers contributing to attendance difficulties and connect them with available supports.

Support may include:

- Academic assistance
- School counseling
- Staff mentoring
- Transportation assistance or planning
- Community resource referrals
- Coordination with appropriate agencies
- Attendance goal-setting and monitoring
- Other individualized supports

The goal is not simply to recover missed instructional time, but to address the underlying attendance concern and help the student establish consistent attendance moving forward.

Restitution Plan Support and Communication:

- Attendance restitution serves as a structured disciplinary support, offering students a dedicated space to **recapture instructional hours forfeited through absences by finishing coursework within a monitored educational environment**.

- As a component of the broader Edison High School attendance support framework, students may be required to fulfill restitution obligations. The specific duration and timing of these sessions are determined by the administration, taking into account the student's total hours missed, academic standing, engagement with prior supports, and unique individual needs.

Attendance restitution may be completed through designated supervised sessions, including:

- **Morning Restitution** before the beginning of the regular school day
- **Lunch Restitution** during the student's scheduled lunch period
- **After-School Restitution** following the regular school day
- **Saturday Restitution (Saturday School)** on designated Saturdays as scheduled by the administration

After-school restitution will generally be available:

- **Tuesdays and Thursdays:** 3:00 p.m. – 3:45 p.m.
- **Fridays, when scheduled or necessary:** 3:00 p.m. – 5:00 p.m.

Saturday Restitution will be offered on designated Saturdays throughout the school year. Specific dates and times will be established and communicated by the administration.

Additional restitution opportunities may be established by the administration when appropriate.

Expectations During Restitution

Restitution is intended to be **productive academic recovery time**, not simply a consequence for missing school. Students assigned restitution are expected to:

- Report to the assigned location on time.
- Remain for the entire assigned session.
- Bring necessary academic materials and a charged Chromebook when applicable.
- Complete missing assignments, current coursework, academic intervention activities, or other school-approved work.
- Follow all school rules and staff directions.
- Use restitution time appropriately and productively.

When a student does not have outstanding academic work, school personnel may provide appropriate academic, attendance-reflection, goal-setting, or supplemental learning activities.

Completion and Accountability:

School personnel will document completed restitution time and monitor student participation.

Failure to report to an assigned restitution session, leaving without permission, or failing to participate appropriately may result in the session not being credited toward the student's restitution requirement and may result in additional attendance intervention.

Restitution is one component of Edison High School's broader attendance support process. Its purpose is to provide students with an opportunity to **recover lost instructional time, maintain academic progress, and develop improved attendance habits.**

Need Help or Have Questions?

If you have any questions about **attendance policies** or need assistance in getting your student to school consistently, please don't hesitate to reach out.

- Contact our **Assistant Principal, Mr. Joshua Leasure** at
  📞 (740) 282-0068, Extension 3102
  ✉️ josh.leasure@edisonwildcats.org

We're here to help support you and your student every step of the way.

WILDCATS

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

Purpose:

This policy is intended to maintain a **respectful, safe, and focused learning environment** by establishing clear guidelines for **appropriate dress and personal appearance** within the school building. As a school community, we are committed to **preparing students for tomorrow**—whether that means **employment, enlistment, or enrollment**. Our expectations for student dress are designed to reflect the standards of **professionalism and self-respect** that will be expected in the workplace, military service, and post-secondary education. By dressing appropriately, students are learning to present themselves in a way that supports both their **academic success and future readiness**.

Prohibited Clothing and Accessories:

- **Tops:** The following are not permitted: Halter tops, tube tops, tank tops, crop tops, muscle shirts, low-cut shirts, netted jerseys without undershirts, or any top that exposes the **midriff, chest, or back**.
- **Pants:** Must be worn **at the natural waistline** and must not expose undergarments. **Sagging pants** are not allowed.
- **Shorts/Skirts:** Must meet the **fingertip rule**—the bottom hem must reach at least the tips of the student's fingers when arms are extended at their sides.
- **Sleepwear:** Pajama pants, slippers, or loungewear are not permitted during school hours.
- **Spiked/Chain Clothing:** Clothing or accessories with **spikes, studs, chains**, or other sharp objects are prohibited.
- **Headwear:** Hats are permitted, but **hoods, sweatbands, scarves, ski masks, and other head coverings** are not allowed unless pre-approved by administration for **medical, cultural, or religious reasons**.
- **Sunglasses:** Not permitted indoors unless prescribed by a physician.
- **Inappropriate Messaging:** Clothing may not display **profanity, sexual content, violent imagery, or references to drugs, alcohol, tobacco, gangs, or weapons**. Any clothing that promotes or implies **hate speech or offensive messaging** is strictly prohibited.

Grooming and Accessories:

- **Hair:** Hairstyles must be **clean and well-groomed**. While Edison respects individuality, any hairstyle that is **excessively distracting, interferes with learning, or violates health/safety standards** may result in administrative intervention.

- **Jewelry and Accessories:** Jewelry that poses a **safety hazard or significant distraction** is prohibited. This includes, but is not limited to:
    - **Long or oversized chains/necklaces**
    - **Dangling or heavy earrings**
    - **Body piercings** that disrupt the school environment or present safety risks

- The administration reserves the right to address any accessory that is **unsafe or inappropriate**.

Enforcement and Administrative Decision:

This dress code exists not simply to enforce rules, but to **promote a respectful, safe, and focused learning environment**. It is grounded in our belief that how students present themselves plays a role in how seriously they are taken by others—and more importantly, how seriously they take themselves. We're not just shaping students for high school success—we're shaping young adults for life after graduation. Students in violation of the dress code may be asked to:

- **Change into appropriate clothing**, if available, provided by the school,
- **Call home for a change of clothes**, or
- **Serve disciplinary consequences** for repeated offenses.

Final authority rests with building administration, who may evaluate attire on a **case-by-case basis**. At Edison High School, **our objective is to prepare students for tomorrow—whether that means employment, enlistment, or enrollment**. As such, students are expected to **dress each day as if preparing for their future**, reflecting the responsibility, professionalism, and self-respect those paths demand.

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

Eligibility:

- This policy applies exclusively to **senior students who are on track to graduate** during the current school year.
- Only seniors who have **met all graduation requirements to date** and have **no outstanding academic, disciplinary, or financial obligations** are eligible for **late arrival or early release privileges**.
- Eligible seniors must complete the official **Late Arrival / Early Release Request Form**, available in the **school's administrative office**. Approval is contingent upon administrative review.
- This policy supports Edison High School's commitment to **preparing students for tomorrow—for employment, enlistment, and/or enrollment—** by reinforcing the importance of **accountability, attendance, and responsible conduct**.

Late Arrival:

- **Students who have a study hall scheduled during 1st period** and wish to arrive late must complete and submit the **Late Arrival / Early Release Form**.
- The completed form must be turned in to the **school's administrative office** for review and **approval by a school administrator**.
- **Late arrival privileges** will only permit eligible senior students to **arrive at the end of 1st period**. **Students may not report to Edison High School later than the end of 1st period under any circumstances.**

Early Release:

- **Students who have a study hall scheduled during 8th period** and wish to leave school early must complete and submit the **Late Arrival / Early Release Form**.
- The completed form must be submitted to the **school's administrative office** for review and **approval by a school administrator**.
- **Early release privileges** will only permit eligible senior students to **leave at the end of 7th period**. **Students may not leave Edison High School earlier than the end of 7th period under any circumstances**.
- **Exception – Work Permit:** In certain cases, the **school administration may grant early release prior to 7th period** if the student holds a valid **work permit** and has verified employment. This decision may **only be made by Mr. Morrison**, and is subject to administrative discretion and documentation requirements.

Consequences for Partial Absences:

- If a student has **five unexcused partial absences** (e.g., arriving late or leaving early without a valid excuse), they will **lose their late arrival and/or early release privileges for a period of two weeks**.
- The **privilege will be reinstated** after the two-week period, provided the student complies with all attendance expectations during that time.
- If the student accumulates **five additional unexcused partial absences** after the privilege has been reinstated, they will **lose late arrival and/or early release privileges for the remainder of the semester**.
- The student may **reapply for the privilege at the start of the next semester**, pending administrative review.

Excessive Absences or Habitual Truancy:

- If a student is identified as **excessively absent or habitually truant**, as defined by **Ohio House Bill 410**, they will **lose their late arrival and/or early release privilege for the remainder of the semester**.
- The privilege may be **restored at the beginning of the next semester**, subject to a **reapplication and administrative review process**.

Attendance Reporting for Approved Late Arrival / Early Release Privileges:

Approved students must **promptly report to the Assistant Principal's Secretary, Mrs. Kathy Gill**, **immediately upon arrival** at Edison High School (for Late Arrival) or **prior to leaving** the building (for Early Release).

This reporting requirement is essential to maintaining the **accountability and integrity** of the Late Arrival / Early Release privilege.

- **First Failure to Report:** The student's privilege will be temporarily suspended for a period of two weeks.
- **Second Failure to Report:** The student will lose the privilege for the remainder of the semester.

Consistent and timely reporting to Mrs. Kathy Gill is vital to the proper administration of this privilege. Students are reminded that adherence to this procedure is a condition for continued participation in the Late Arrival / Early Release program.

Academic Performance Requirement:

To maintain or earn eligibility for Late Arrival and/or Early Release privileges, senior students must demonstrate consistent academic responsibility.

- If a student earns a grade below a "C" in any class on the 1st interim, 1st nine-week report, or 2nd interim, their Late Arrival and/or Early Release privilege will be revoked for the remainder of the current semester.
- If a student earns a grade below a "C" in any class on their 1st semester report card, they will be ineligible for Late Arrival and/or Early Release privileges during the second semester.

This policy reflects Edison High School's commitment to preparing students for employment, enlistment, and enrollment. In all three paths, performance and accountability matter. Whether it's showing up on time for a job, staying academically eligible for military programs, or maintaining GPA standards for college admissions, students must learn to prioritize their responsibilities. By tying this privilege to academic performance, we aim to reinforce the importance of time management, effort, and personal accountability—skills essential for success beyond graduation.

Conditions and Policy Review

Late Arrival and Early Release privileges are not guaranteed rights, but rather privileges granted at the discretion of school administration. These privileges are contingent upon the student's adherence to school policies, attendance expectations, and overall conduct. Administration reserves the right to approve, deny, revoke, or reinstate privileges based on individual circumstances.

This policy will be periodically reviewed by school administration to ensure its continued effectiveness and relevance. Any updates or modifications to the policy will be communicated clearly to students, parents, and other relevant stakeholders. By implementing this policy, Edison High School aims to provide flexibility for eligible senior students while maintaining the academic integrity and administrative oversight necessary for a safe and responsible learning environment. Students and families should understand that this privilege is conditional and subject to revocation based on attendance and disciplinary records.

Appendix F: Edison High School: Cafeteria - Lunch Policy

Lunch Period Procedures:

All students are required to report directly to the cafeteria during their assigned lunch periods and must promptly find a seat at their designated table or within their assigned area. Students must remain in the cafeteria for the entire lunch period unless they have written permission from a school administrator to leave. This structure ensures a safe, supervised, and orderly environment while allowing for efficient supervision and communication.

If a classroom teacher or office staff member needs to meet with a student during lunch, they must first obtain approval from an administrator. This procedure prevents unnecessary disruptions and ensures that student movement during lunch is properly coordinated.

Administrative Authority on Seating Arrangements:

The school administration reserves the right to assign students to specific seats, rows, or tables during lunch, either individually or as a group, for disciplinary or supervisory reasons. These assignments may be temporary or extended, depending on the circumstances and the needs of the cafeteria environment.

As the default seating arrangement, during A Lunch, all high school students must sit in the row closest to the Memorial Garden windows, while all junior high students may sit in any of the remaining rows. During B Lunch, students are free to sit in any row, unless otherwise directed by administration.

Lunch Service Procedure:

To ensure an orderly and efficient lunch service, students who choose hot lunch will be called to the kitchen area row by row by the assigned lunchroom teacher. This process helps maintain structure, reduces congestion, and minimizes disruptions during the lunch period.

Seating and Movement:

During lunch, all students are expected to remain seated and may not stand, walk around, or leave their seat without explicit permission from a staff member. If a student needs to leave their seat for any reason, they must raise their hand and wait to be approached by a staff member before receiving permission. This expectation helps maintain a safe, structured, and respectful lunch environment for all students and staff.

Vending Machine Usage:

Students are expected to refrain from using the vending machines until their row has been called for hot lunch. This helps maintain a smooth and orderly lunch service and ensures that all

students have equal access to the vending machines during their designated lunch period. Your cooperation is appreciated in helping us maintain an efficient and respectful cafeteria environment.

Restroom Usage:

Students are encouraged to use the restroom during the transition from their classroom to the cafeteria to ensure their needs are addressed before lunch begins. In addition, an organized opportunity to use the restroom will be provided during the final 10 minutes of the lunch period and during the transition from lunch to the next class. Students should refrain from using the restroom at any other time during lunch, unless it is an emergency. In such cases, students must raise their hand and receive permission from a staff member.

Please note that students are only permitted to use the restrooms located in the 1967 addition during their assigned lunch period. This policy is in place to help maintain clear hallways, allow for effective supervision, and ensure the safety and well-being of all students throughout the lunch period.

Student Conduct during Lunch:

The Student Code of Conduct remains fully in effect during the lunch period. Students are expected to demonstrate respectful behavior, follow all school rules, and treat others with kindness and consideration. In cases where students fail to meet these expectations, disciplinary actions will be taken in accordance with the procedures outlined in the Student Code of Conduct.

This lunch policy has been established to support a structured, safe, and positive environment for all students. By following the expectations outlined—including the restroom usage policy, the vending machine guidelines, and all seating and supervision procedures—students contribute to a lunch period that is not only enjoyable but also respectful of others and aligned with our broader school values.

Your cooperation in respecting and upholding these guidelines is essential to maintaining a safe and positive atmosphere for everyone during lunch.

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.

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Appendix H: Edison High School: Classroom Management Policy

Reason for Classroom Management Policy:

Effective classroom management is vital to creating a positive, respectful, and productive learning environment for all students. It provides a foundation of structure and safety that supports academic success and promotes the well-being of every learner.

A clearly defined classroom management policy enables teachers to proactively address student behavior, maximize instructional time, and ensure that all students have equal opportunities to succeed. By setting clear expectations, using preventative strategies, and applying appropriate consequences when necessary, this policy fosters student engagement, builds positive teacher-student relationships, and supports both academic achievement and social-emotional development.

Office and Classroom Managed Behaviors:

The distinction between classroom-managed and office-managed behaviors will be determined through a collaborative effort between the classroom teacher and the school administrator. This distinction will be based on the severity of the behavior and its impact on the learning environment.

Teachers and administrators will work together to establish clear guidelines and protocols for identifying, addressing, and escalating behaviors. This collaborative approach ensures consistency, fairness, and clarity in the disciplinary process, while supporting a positive and accountable school culture.

By promoting shared responsibility and open communication, this framework helps reinforce student accountability, encourages responsible behavior, and fosters a learning environment that is conducive to both academic success and personal growth.

Classroom Teacher Expectations for Behavior Support

Classroom teachers play a vital role in fostering a positive learning environment and reinforcing school-wide behavioral expectations. As part of our commitment to Positive Behavioral Interventions and Supports (PBIS), the following practices are expected of all classroom teachers:

- **Daily Reinforcement:** Teachers will consistently reinforce classroom expectations with students each day to promote structure and accountability.
- **Positive Pre-Corrections:** At the beginning of each class period, teachers will provide positive pre-corrections—brief reminders of expected behaviors—to proactively guide student conduct.
- **Relationship Building:** Teachers will actively work to build positive relationships with students and parents, recognizing that strong partnerships are essential to student success.

- **PBIS Matrix Review:** Teachers will regularly review the **classroom PBIS matrix** with students to ensure a clear understanding of behavior expectations and to support a consistent, school-wide culture of respect and responsibility.

Classroom Teacher Discipline Protocol:

In alignment with the PBIS framework and the school's commitment to proactive behavior support, the following steps outline the progressive discipline process classroom teachers are expected to follow prior to referring a student for administrative action:

1. **Face-to-Face Conference:** The teacher will hold a private, face-to-face conversation with the student to reteach classroom PBIS expectations and clarify appropriate behaviors.
2. **Teacher Collaboration:** The classroom teacher will consult with colleagues who have experience working with the student to gain insights into effective strategies and identify any known challenges or patterns.
3. **Parent/Guardian Contact:** The teacher will place a phone call to the student's parent or guardian to inform them of the behavioral concern and initiate the discipline protocol in a collaborative and supportive manner.
4. **Student Behavior Contract:** The teacher will develop a student contract that outlines specific expectations and holds the student accountable for improving their behavior in the classroom.
5. **Implementation of Interventions:** The teacher will implement a minimum of two evidence-based behavior and/or instructional interventions tailored to the student's needs. These strategies will be in place for at least two consecutive school weeks to evaluate effectiveness.
6. **Ongoing Parent Communication:** The teacher will follow up with the parent or guardian to provide updates on the student's progress and discuss the outcomes of the interventions.
7. Parent Meeting: If the behavior persists despite intervention efforts, the teacher will schedule a face-to-face meeting with the parent or guardian to provide additional support and identify next steps collaboratively.

8. **Administrative Referral:** If the student continues to engage in problem behavior after all steps above have been completed and documented, the teacher will submit a referral to the school administrator for further disciplinary action.

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

1. **Documentation in Educators Handbook (Incidents+):** Classroom teachers are responsible for recording classroom behavior incidents and any corresponding interventions in the "Minor Incidents" section of the Educators Handbook (Incidents+). Each entry should include a clear, detailed description of the behavior and the specific intervention(s) implemented to address it.

2. **Escalation to Administration:** If the behavior persists despite multiple documented interventions, the classroom teacher will escalate the issue by submitting an Office Referral through Educators Handbook (Incidents+).

Teachers are not required to re-document previously attempted interventions in the referral, as these are already recorded in the Minor Incidents log.

3. **Administrative Review and Response:** The Assistant Principal will investigate the behavior or incident, review the documented history of interventions, and determine the appropriate next steps. These may include additional classroom management strategies, collaboration with the teacher, and/or disciplinary action consistent with the Student Code of Conduct.

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

All office-managed behaviors must be promptly reported to the school administration through an Office Referral submitted via the Educators Handbook (Incidents+). Upon receipt, the school administration will thoroughly investigate the incident, taking into account relevant details, contextual factors, and the Student Code of Conduct to determine an appropriate and fair resolution.

In cases where the behavior significantly disrupts the learning environment or poses an immediate concern, the classroom teacher should immediately send the student to the office for administrative intervention.

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Appendix I: Edison High School: Positive Reinforcement Policy

Policy Statement:

The Positive Reinforcement Policy is designed to ensure that students assigned to the Positive Reinforcement Room follow clear guidelines and expectations throughout the school day. This policy provides a structured, closely monitored environment that supports student accountability, reinforces appropriate behavior, and encourages continued academic progress while the student is removed from the general student population.

Positive Reinforcement Room Attendance:

- **Room Assignment and Duration:** Students are required to remain in the assigned Positive Reinforcement room for the entire duration of the school day, as determined by the School Administrator. Students are expected to follow all rules and remain in their assigned seat unless otherwise directed by the supervising teacher.
- **Accountability for Attendance and Work Completion:** Tardiness, unexcused absences, or failure to complete assigned daily work while in Positive Reinforcement will result in additional time being assigned.
- **Supervised Movement:** Any movement outside the Positive Reinforcement room—including restroom visits or trips to the cafeteria—must be supervised by the Positive Reinforcement teacher. Students are not permitted to leave the room or travel through the building unsupervised.

Positive Reinforcement Lunch:

- **Lunch Collection:** Students who do not bring a lunch from home will be escorted to the cafeteria at 11:30 AM to collect their lunch and must promptly return to the Positive Reinforcement room.
- **Lunch Location:** Students are expected to eat lunch at their assigned desks during the scheduled lunch break. No food is permitted outside the designated time or space unless approved by the supervising teacher.
- **Behavioral Expectations:** Physical contact and visiting with other students during lunch is strictly prohibited. Students must remain seated and maintain appropriate behavior throughout the lunch period.

Daily Expectations:

Students assigned to Positive Reinforcement are expected to follow all established procedures to ensure a structured and productive learning environment. The following expectations must be upheld at all times:

- **Stay on Task:** Students must remain focused and follow the Positive Reinforcement schedule and classroom guidelines throughout the day.
- **Academic Completion:** Students are expected to complete all assigned work for each class, following the directions provided. Academic progress remains a priority during placement in Positive Reinforcement.
- **Behavior Reflection:** Each student must complete a Behavior Reflection Sheet addressing the reason for their placement, a proposed positive resolution, and strategies to avoid similar behavior in the future.
- **Food and Drink:** No food or drinks are permitted, except bottled water or items consumed during the scheduled snack or lunch break.
- **Respect and Conduct:** Students must demonstrate respect for staff and peers at all times, refraining from obscene language, disruptive behavior, or physical contact.
- **Technology Use:** Computer games are not permitted. Students using computers must do so only for assignment-related purposes and in full compliance with the Edison High School Student Handbook technology policies.
- **Adherence to School Rules:** All school rules outlined in the Edison High School Student Handbook apply in the Positive Reinforcement room without exception.

Expectations and Guidelines:

Mobile Phones

- All phones must be locked in the student's locker before reporting to the Positive Reinforcement room.
- If a student must bring their phone to the Positive Reinforcement room, they are required to surrender it to the supervising teacher immediately for safekeeping in the designated phone box.
- Phones will be securely stored and returned at dismissal. Unauthorized use or possession of a phone during Positive Reinforcement will result in disciplinary action.

Classroom Conduct:

- Students are expected to remain seated, quiet, and attentive at all times while in the Positive Reinforcement room.
- Listening to music, podcasts, or videos is not permitted unless it is explicitly assigned by a teacher for instructional purposes.
- Students are required to stay actively engaged in academic assignments and make productive use of their time throughout the day.
- Physical contact between students is strictly prohibited and will not be tolerated.
- Drawing or coloring is only permitted with prior teacher approval or when it is directly related to an assigned academic task.

Breaks:

- Scheduled breaks will be provided to allow students the opportunity to use the restroom, get a drink, or purchase lunch.
- During all breaks, students must be accompanied by the supervising teacher. Unsupervised movement throughout the building is not permitted while assigned to Positive Reinforcement.

Supplies and Assignments:

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

Return to Regular Classroom:

Students may only return to their regular classroom after successfully completing the following:

- The assigned Behavior Intervention Course
- The Student Responsibility Sheet
- Any additional assignments provided by their classroom teacher during their time in Positive Reinforcement

This policy is effective immediately and applies to all students placed in the Positive Reinforcement room. Compliance is mandatory. Failure to meet these requirements may result in additional disciplinary action, as outlined in the Edison High School Student Handbook.

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Appendix J: Edison High School: Driving Privilege Policy

Eligibility:

To be eligible for driving privileges on school property, students must meet the following requirements:

- Possess a valid driver's license
- Be in good academic standing, with no failing grades

Additionally, students must complete and submit a Driving Privileges Application to school administration for review and approval. Driving on school premises is a privilege—not a right—and may be revoked at any time for academic, behavioral, or safety-related concerns.

Parking Permit:

To obtain approval for driving privileges on school grounds, students must:

- Submit a completed Driving Privileges Application to school administration
- Provide a copy of a valid driver's license
- Provide proof of current automobile insurance

Once approved, students will be issued a parking permit. This permit must be visibly displayed on the rearview mirror or dashboard of the vehicle at all times while on school property. Failure to follow these requirements may result in the suspension or revocation of driving privileges.

Driving Conduct and Safety Expectations:

Students must follow all local, state, and federal traffic laws while operating a vehicle on school property. In addition, students are expected to uphold the Edison High School Student Code of Conduct at all times while driving or parking on campus.

The following behaviors are strictly prohibited and will result in the immediate suspension or revocation of driving privileges:

- Reckless or unsafe driving
- Speeding
- Driving under the influence of drugs or alcohol
- Leaving campus without administrative permission
- Any violation of applicable traffic laws

Students are expected to drive responsibly and prioritize the safety of pedestrians, staff, and fellow students. Driving on school grounds is a privilege that can be revoked for any behavior that endangers others or violates school expectations.

Parking Regulations:

Students must park only in **designated student parking areas**. The following areas are strictly off-limits for student parking:

- Faculty and staff parking spots
- Visitor parking areas
- Field house parking
- Fire lanes or any other restricted zones

Vehicles parked in unauthorized areas may be towed at the owner's expense.

Students are expected to park in an orderly manner, using space efficiently to ensure maximum availability for others. Failure to follow parking guidelines may result in disciplinary action or loss of driving privileges.

Vehicle Responsibility and Liability:

- Students are solely responsible for the **maintenance, security, and insurance coverage** of their vehicles while on school property.
- **Edison High School assumes no responsibility** for damage, theft, vandalism, or loss involving any vehicle parked on campus. Students are encouraged to lock their vehicles and avoid leaving valuables inside.
- Parking on school grounds is at the student's own risk.

Consequences for Violations:

- Any violation of the **Driving Privilege Policy** may result in the **suspension or revocation** of a student's driving privileges. The length and terms of the suspension or revocation will be determined by school administration on a **case-by-case basis**.
- **Repeat violations** or **serious offenses** may result in additional disciplinary consequences in accordance with the **Edison High School Student Code of Conduct**.

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Appendix K: Academic Letter

Eligibility & Awards Criteria

Beginning in **9th grade**, students are eligible to earn an **Academic Letter** based on their year-end **Grade Point Average (GPA)**.

To qualify, a student must achieve a **3.0 GPA or higher** for the academic year.

Academic Letter Awards Progression:

- **1st Year Achieved:** Academic Letter
- **2nd Year Achieved:** Lamp Pin
- **3rd Year Achieved:** Academic Bar
- **4th Year Achieved:** Additional Academic Bar

Award Distribution:

- Awards earned during the **Freshman, Sophomore, and Junior years** will be presented at the **Fall Awards Assembly**, held before **Thanksgiving Break**.
- The award earned during the **Senior year** will be presented at the **Senior Honors Banquet** in **May**.

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Appendix L: Positive Interventions and Supports

Policy Statement:

At Edison High School, we are committed to preparing our students for **tomorrow's opportunities**—whether that's **employment**, **enlistment**, or **enrollment** in higher education. Our **Vision and Mission** guide everything we do, and they are grounded in three core behavioral expectations:

Be Respectful. Be Responsible. Be Safe.

These expectations apply to every hallway, classroom, locker room, cafeteria, athletic field, and online interaction under the jurisdiction of Edison High School. They are not just school rules—they are life skills.

Core Expectations

- **Respectful** – Treat classmates, staff, and school property with dignity. Use appropriate language. Listen and respond politely.
- **Responsible** – Show up on time, come prepared, follow through. Take ownership of your actions and decisions.
- **Safe** – Keep yourself and others safe—physically, emotionally, and digitally. Follow procedures and report unsafe behavior.

PBIS Acknowledgement System

We believe good behavior should be noticed and reinforced. At Edison High School, students may be recognized for meeting and exceeding expectations through:

- **PBIS Points** – Redeemable for privileges, rewards, or raffles.
- **Positive Office Referrals** – When students go above and beyond.
- **Quarterly Incentives** – Events or activities based on positive behavior and attendance.
- **Verbal Praise & Recognition** – Immediate feedback that reinforces success.

Interventions and Supports

When students struggle to meet expectations, our approach is not just discipline—it's support. PBIS includes a range of interventions, including:

- **Restorative Conversations**
- **Behavior Reflection Opportunities**
- **Check-In/Check-Out Mentoring**
- **Tiered Support Plans**
- **Referral to Counseling or Student Support Services**

Discipline and PBIS

PBIS does not eliminate discipline. Students who violate the Code of Conduct will face appropriate consequences. PBIS ensures that we teach behavior expectations **proactively** and respond **consistently** and **fairly**.

Student Voice Matters

We believe students are more than just recipients of rules—they are leaders of our school culture. Through surveys, student advisory teams, and feedback loops, students have a voice in how we continue to shape a positive environment at Edison High School.

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