



THE CHARGER GUIDE

2025-2026



EDISON MIDDLE SCHOOL

20 Center Street

Berlin Heights, OH 44814

Phone: (419) 499-3000

Fax: (419) 588-3212

WWW.EDISONCHARGERS.ORG

TABLE OF CONTENTS

2025-2026 SCHOOL CALENDAR

EDISON MIDDLE SCHOOL STAFF LIST

INTRODUCTION

POLICIES & REGULATIONS

NON-DISCRIMINATION POLICY

IN CASE OF DISCRIMINATION:

PHILOSOPHY OF EDISON MIDDLE SCHOOL

MISSION STATEMENT

BUILDING RULES & REGULATIONS

School Safety

School Visitors

Substitute Teachers

Respect of School Property - Books

School Bags

Lockers

Expectation of Privacy

Building and Equipment

Assemblies

Bus Regulations

Bus Stops

Student Drop-Off & Pick-Up

Bus Departure Conduct

Fire Drills

Tornado Drills

Power Failure

Emergency Weather Plan

Two-Hour Delay

Two Hour Delay - School Hours

Early Dismissal

Early Dismissal Times

Cancellation of School

Motor Bikes/Bicycles/Skateboards/Roller Blades

Physical Education

Cafeteria

Hall Pass and Conduct

Library

Computer Technology and Network Administrative Guidelines

Computer Technology Policy

Study Hall Conduct

Gum Chewing

Lost and Found



STUDENT BEHAVIOR

Rights and Responsibilities

Code of Conduct

Methods for Correcting Student Behavior

Regular Detentions - Monday, Tuesday, Wednesday, and Thursday (2:55 - 3:25 p.m.)

Friday Detention (2:55 – 4:35 p.m.)

Procedures for Implementation of Suspension, Expulsions, and Removals

Suspensions

Make-up Work during Suspension

Expulsion

Dangerous Weapons in the School

Emergency Removal (by Administrator)

Classroom Removal (by Teacher)

Rules of the Behavior Code

Remote Learning

Anti-Hazing Policy

Public Display of Affection

Dances and Other School Activities

Smoking/Tobacco

Alcohol

Edison Local Board of Education Drug Free Schools

Unauthorized Drugs

ATTENDANCE REGULATIONS

Attendance

Legal Consideration

Excused Absence From School

Notifying the School

Make-up Work Following an Excused Absence

Requesting School Work for Absent Student

Permission to Leave the Building

Leaving School for an Appointment

Illness at School

Absences and Participation in Extracurricular Activities

Absence Due to Extended Travel

Tardiness

Truancy

Edison Local Schools Truancy and Excessive Absence Intervention Plan

Filing a Complaint with Juvenile Court

STUDENT/PARENT INFORMATION

School Fees and Breakfast/Lunch Prices

School Telephones

Test Security



Withdrawal from School
Work Permits
Law Enforcement Interviewing Students
Use of Metal Detectors
Notice for Directory Information
Court Officers Access to Children and School Records
Personal Communication Devices, Cell Phones, I-Pods, MP3 Players, and Electronic Devices
Games, Cards and Toys
Parent Concerns with Lesson Content
Guests
Guidelines for the Identification of Children Who are Gifted
Honor Roll
Merit Roll
Grades/Report Cards/Progress Reports
High School Credit Courses Offered at Edison Middle School
Guidance Program
Electronic Surveillance
Dress Code

HEALTH

Emergency Medical Form
Health Records
Illness or Accidents of Students
Student Inoculations
Medication at School
Health Screening
Recess/Health

INTERSCHOLASTIC ATHLETICS

Code of Behavior for Extracurricular Activities, Athletics and Clubs
Specific guidelines for participant's use or possession of alcoholic beverages, alcohol representations
use or possession of drugs or counterfeit drugs and tobacco.
**Use or possession of Tobacco/Electronic Cigarettes/Personal Vaporizers
Interscholastic Extracurricular Eligibility
Scholastic Eligibility Shall Be as Follows:
Practice Procedures:
Conduct at School Athletic Events
Athletic Boosters
Drama Boosters
Music Boosters
Use of the School Gym
Insurance
Activities
Missing Children
8th Grade Recognition Ceremony

Edison Local School District Directory



2025-2026 SCHOOL CALENDAR

Thursday	August 21	Staff Day/No Classes
Friday	August 22	Professional Dev./No Classes
Monday	August 25	First Day of School
Monday	September 1	Labor Day/No Classes
Tuesday	September 2	Professional Dev./No Classes
Friday	October 10	Professional Dev./No Classes
Friday	October 24	End of First Quarter
Friday	October 31	Staff Day/No Classes
Monday	November 24	No Classes/Professional Dev. Day-A.M./ Parent-Teacher Conf.-P.M.
Tuesday	November 25	No Classes/Professional Dev. Day-A.M./ Parent-Teacher Conf.-P.M.
Wednesday	November 26	Staff Day/No Classes
Thursday	November 27	Thanksgiving Day
Friday	November 28	Vacation Day/No Classes
Monday	December 22	Christmas Break Begins
Monday	January 5	School Resumes
Friday	January 16	End of Second Quarter/1st Semester
Monday	January 19	Martin Luther King Jr. Day/No Classes
Tuesday	January 20	Staff Day/No Classes
Friday	February 13	PD Day/No Classes
Monday	February 16	Presidents Day/No Classes
Friday	March 27	End of Third Quarter
Monday	March 30	Spring Break Begins/No Classes
Monday	April 7	School Resumes
Monday	May 25	Memorial Day/No Classes
Thursday	June 4	End of Fourth Quarter/2nd Semester
Thursday	June 4	Last Student Day
Friday	June 5	Staff Day/No Classes

*Staff and Professional Days at the beginning of the year are subject to change.



EMS Staff List 2025-2026

Cory Smith - Principal
Kerry Parker - Assistant Principal
Marlene Putnam - Counselor
Director of Student Services - Kristina Polachek
Ryan Mock - School Psychologist
Annie Grunder - Speech Therapist
Cindy Turton - Occupational Therapy Asst.
Jeanine Wilhelm - Food Service Supervisor (Rm. 204)
Barb Neidler - Transportation Supervisor
Kaeley Schonhardt - Family Health Services
TBA - Family Health Services
Whitney Baughman - EL Services
Michelle Ruff - LSW/Family and Community Liaison

4th Grade

	<u>Room#</u>
Kellie Kardotzke	1020
Julie Lewis	1200
Rosalynn Campbell	1210
Kelly Scheufler	1230
Lindsay Schnittker	1240

5th Grade

Sandra Wilson	2000
Christine Betts	2020
Amy Litteral	2230
Betsy Bauer	2240
Shayne Fischer	2250

6th Grade

Rhonda Fisher	24
Kellie Costello	25
Amy Ehrhardt	101
Ethan Caskey	201/202
Chelsey Meagrow	302

7th Grade

Rockell Kuns	207
Janice Crooks	209
Larry Fisher	210
Elizabeth Bissell	300

8th Grade

Cody Scott	105
Jason LaCivita	107
Andrea Schoenherr	108
Dean Shelley	301

Special Education

	<u>Room#</u>
Tami Rosin	4
Laura Dingle	100
John Workman	106
Jennifer Lindner	208
Andrea Levine	2200

Specials

Dan Campana	505/Health
Matt Clum	Gym/505 – P.E./Health
Arianna Consolo	403 – Band
Hailey Bauman	400 – Art
Melissa Rosekelly	403 – Band/Music
Gabriella Wood	503/504 – Technology

Title I

Kyley Maschari	2210
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Paraprofessionals

Becky Bishop	200
Andrea Butz	
Dianna Mullins	5
Kim Kennedy	2010
Kam Mesenburg	22
Melissa Moon	21
Erika Ruffo	
Susan Trizna	
Katie Esser	Library

Administrative Assistants

Heidi Villa
Katie Esser

Nurse

Jennifer Myers

Custodial/Maintenance Staff

Jay Enzor
Ron Roberts
Nathan Sebolt

Food Service Staff

Dawn Braden
Marlene Bryant
Teresa Ibarra-Bueno
Shelley Knallay



INTRODUCTION

The Charger Guide has been written to provide you with pertinent information regarding the operating procedure of Edison Middle School. Please take time to review this guide yourself and with your parents. Store the Charger Guide in a place where you and your parents can refer to it often. Should you or your parents have any questions regarding the Guide or any of the policies or guidelines of the Edison Middle School, please feel free to contact the school office.

POLICIES & REGULATIONS

The policies and regulations contained in the Charger Guide were approved and adopted by the Edison Board of Education and carry legal status as determined by state statute.

All adopted policies of the Edison Board of Education are in effect and are followed and adhered to the Edison Middle School. Adopted board policies may be reviewed in any administrative office. This Handbook supplements and does not supersede Board Policy. Where there is a conflict between Board Policy and this handbook, the provisions of Board Policy shall prevail.

NON-DISCRIMINATION POLICY

It is the policy of the Edison Local School District that educational activities, employment practices, programs, and services are offered without regard to race, color, national origin, sex, religion, handicap, age, or any other protected class under federal law.

IN CASE OF DISCRIMINATION:

The grievance procedure will begin with the grievant presenting in writing his or her grievance to the appropriate supervisor. A copy of the complete grievance procedure is available upon request from any school office or the Edison Board office located at 140 South Main Street, Milan, Ohio.

To be in compliance with Title VI, Title IX, and Section 504 regulations, the Edison Local School District has designated the following coordinators:

COORDINATORS:

- Gender Nondiscrimination Compliance Coordinator – **Superintendent/Designee**
- Title IX Coordinator – **Superintendent/Designee**
- Handicapped Nondiscrimination Grievance Officer – **Superintendent/Designee**
- Americans with Disabilities Act Compliance Coordinator – **Superintendent/Designee**
- Section 504 Compliance Coordinator – **Superintendent/Designee**

Any questions should be directed to the building principal.

PHILOSOPHY OF EDISON MIDDLE SCHOOL

The Edison Local School District proposes that each student is entitled to an education that is both continuous and progressive. The student's education will contribute to intellectual, moral, social, physical and aesthetic growth. Upon graduation from Edison High School, the student will have the opportunity to be prepared to participate in society as a useful, contributing member. Accomplishing this philosophy requires the cooperative efforts of the school board, educators, parents, students and community members.



MISSION STATEMENT

The staff of Edison Middle School believes that all students can learn regardless of their previous academic performance, family background, socio-economic status, race or gender. We believe our school's purpose is to educate all students to high levels of academic performance. We accept the responsibility to teach all students so they can attain their maximum educational potential.

The staff also believes it is of the utmost importance for students to learn in a safe and secure environment free of violence, drugs, and fear.

BUILDING RULES & REGULATIONS

School Safety

For the safety of the students and the security of the building, entry doors will be locked at all times. People entering the building are asked to check in at the office. All doors will have information on them directing visitors to the office.

School Visitors

Visitors to Edison Middle School are always welcome. In accordance with the Ohio Revised Code, all school visitors, guests, parents, guardians must report to the middle school office upon entering the school building during regular school hours. Failure to comply is in violation of the Ohio Revised Code and may constitute criminal trespass.

Substitute Teachers

Students are to render any substitute teacher the same respect shown to regular staff members. Your cooperation will be appreciated and expected.

Respect of School Property - Books

The textbooks you use are paid for by the residents of this school District. Take care of them and return them in good shape without damage to the books, bindings, or mark/cuts on the pages.

Each student should write his/her name in the space provided inside the front cover. Make sure you agree with the condition of the book as listed.

If your book is lost, permanently marred, or otherwise unnecessarily damaged, you will be held monetarily responsible. Take good care of all your books – whether they are school property, library property, or personal property. Final grades may be delayed if a student owes money for damaged or lost books.

School Bags

Students will be permitted to carry bookbags and/or athletic bags to school. A backpack and/or small athletic gym bag is suggested. **They must** be small enough to **fit in the school lockers**. Backpacks, book bags, tote bags, etc. are not to be carried between classes. Once in class, purses are to remain under the desk, off of workspace and lap. Cell phones may not be carried in purses.

Lockers

Lockers are loaned to students and should be kept locked at all times. They are made for the storage of books and jackets and are not to be used as bulletin boards. Do not give your combination to anyone, change lockers, or share a locker without permission from the office. If you have a problem with your locker, please notify the middle school secretary or principal.

Lockers are the property of the Edison Local Schools Board of Education. Therefore, THE LOCKERS AND THE CONTENTS THEREOF ARE SUBJECT TO RANDOM SEARCHES AT ANY TIME WITHOUT REGARD TO ANY REASONABLE SUSPICION. ORC 3313.20



Expectation of Privacy

The Board of Education recognizes that the privacy of students or his/her belongings may not be violated by unreasonable search and seizure and directs that no student be searched without reasonable suspicion or in an unreasonable manner.

The Board acknowledges the need for in-school storage of student possessions and shall provide storage places, including desks and lockers, for that purpose. Such spaces remain the property of the Board and, in accordance with law, may be the subject of random searches, with or without notice. Where locks are provided for such places, students are encouraged to use them against incursion by other students, but in no such places shall students have such an expectation of privacy as to prevent examination by a school official. Fourth/Fifth grade lockers do not have locks, so items are not secure. The Board directs the school principal to conduct a routine inspection at least annually of all such storage places.

School authorities are charged with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search the person or property, including vehicles, of a student, with or without the student's consent, whenever they reasonably suspect that the search is required to discover evidence of a violation of a law or of school rules.

Search of a student's person or intimate personal belongings shall be conducted by a person of the student's gender, in the presence of another staff member of the same gender.

School administrators may use dogs trained to detect contraband to conduct random searches for contraband in student lockers, other common areas of school buildings, and vehicles parked on school grounds. If a dog indicates that contraband is present on school property, school administrators can conduct a further search.

Building and Equipment

School buildings, equipment, and supplies are provided by your parents through taxation. Abuse of school property increases your family's costs, robs you of personal wealth, and forces all of us to use unsightly, unsanitary, inefficient books, furniture, and living space. Protect school property from defacement or destruction by setting a good example, by exerting a positive influence upon your friends, and by reporting vandals to your teacher or principal. Students may be held financially responsible for unreasonable damages, as determined by the Administration.

Assemblies

At all assemblies, students are expected to sit with their respective classes, give courteous attention, and show proper respect for other individuals. When the speaker goes to the podium, students should become attentive. Attendance at some assemblies may be optional. Those who choose not to attend an assembly must report to a supervised study hall with study material and spend the assembly time doing schoolwork.

Students who attend assemblies and do not show proper respect for others will be removed from the assembly, denied the opportunity of attending future assemblies, and face appropriate disciplinary action, the minimum of which will be a class removal.

Bus Regulations

The school furnishes transportation by bus for many of our students. The bus driver is in full charge of the bus at all times and is responsible for order. Students are to ride the bus they are assigned. Any deviation from this procedure must be approved in writing by both the parent and the school. Bus seats may be assigned at any time by the bus driver or director of transportation. Riding the bus is a district privilege. Pupils shall conduct themselves on the school bus as they would in the classroom except that reasonable visiting and conversation are permitted. Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for refusing transportation to any pupil. Whenever it becomes necessary to refuse a student's transportation due to misconduct, notice to the student of an intended suspension from District-managed transportation and an opportunity to appear before the Superintendent or administrator will be provided before the suspension from transportation privileges is imposed. The Student Code of



Conduct/Behavior Code applies to all school transportation and activities.

Bus Regulations - The safe transportation of our students is the primary concern regarding the busing of students. The State Board of Education has set forth rules for pupil transportation and safety.

These regulations apply to students who use bus transportation:

1. Pupils shall arrive at the bus stop before the bus is scheduled to arrive.
2. Pupils must wait in a location clear of traffic and away from the bus stop.
3. Behavior at school bus stops must not threaten life, limb, or property of any individual.
4. Pupils must go directly to an available or assigned seat. Pupils are to remain in seats and only ride assigned buses.
5. Pupils must remain seated, keeping aisles and exits clear.
6. Pupils must observe classroom conduct and obey the driver promptly and respectfully.
7. Pupils must not use profane/inappropriate language.
8. Pupils must refrain from eating and drinking on the bus except as required for medical reasons.
9. Pupils must not use tobacco on the bus.
10. Pupils must not have alcohol or drugs in their possession on the bus except for prescription medication required for a student.
11. Pupils must not throw or pass objects on, from, or into the bus.
12. Pupils may carry on the bus only objects that can be held on their laps.
13. Pupils must leave or board the bus at locations to which they have been assigned unless they have parental and administrative authorization to do otherwise. A written parent request must be signed by the principal or designee and presented by the student to the bus driver.
14. Pupils must not put their head or arms out of the bus windows.
15. Pupils must leave the bus and enter the bus properly and safely.

Bus Stops

The Board of Education shall designate all bus stops. Bus stops will be located at central points for safe student pick up and delivery. The bus will only stop at designated pick-up and delivery points. The Student Code of Conduct applies to all designated bus stops.

Student Drop-Off & Pick-Up

All students need to be dropped off and picked up at the Center Street entrance near the flagpole. Those wishing to enter the building after 7:50 a.m. will need to enter near the principal's office by ringing the bell and waiting for entry to be granted. Vehicles are prohibited from using the south parking lot between the hours of 7:00 a.m. – 4:00 p.m.

Bus Departure Conduct

Students waiting for their bus after school are still under the school's code of conduct and must adhere to the following:

1. Stay behind the yellow line on the sidewalk
2. Remain off the grass and flowerbeds
3. Wait either in the cafeteria or designated area assigned by the principal
4. No hats are to be worn in the building
5. No iPods, phones, hand held games

With the number of buses and vehicles entering and exiting school grounds, safety is of utmost concern. If a student acts in a manner that jeopardizes another person's safety, he/she will face disciplinary action.

Fire Drills

Fire drills are held so that, in any emergency, the building may be orderly and quickly emptied. Since the signal for an actual fire would be the same as the one for a fire drill, it is imperative that all pupils move quickly



and orderly out and away from the building. Keep quiet during the drill. This is very important so that orders may be heard in an emergency. Return only when the signal is given. Your classroom teachers will tell you which exit to use.

MAKING FALSE ALARM OF FIRE - No person shall knowingly make, turn in, aid, or abet in making or turning in any false alarm of fire. Whoever violates this section shall be charged accordingly under the law, and be subject to appropriate school discipline to include suspension and/or possible expulsion from school.

Tornado Drills

If a severe storm is approaching the school, a tornado-warning signal will be sounded. When the warning signal is given, all students are to go to their assigned area, be quiet, and follow the directions of the faculty member in charge.

Power Failure

In the event of a power failure, remain in your classroom. Please be quiet and wait for further instructions. Information will be given to you as it becomes available.

Emergency Weather Plan

Should weather conditions merit the implementation of a “severe weather option,” it will be announced on local radio stations. Participating stations include:

WLEC (1450AM)	WNCO (1340 AM/101.3 FM)
WCPZ (102.7 FM)	WOBL (1320 AM)
WLKR (95.3 FM)	WNCG (100.9 FM)
WWWE (1100 AM)	WXKR (94.5 FM)
WTOL - TV (Channel 11)	WJW - TV (Channel 8)

Every effort will be made to have the announcement on the radio or through the automated telephone service as early as possible, but no later than 7:00 a.m. Parents must provide updated phone numbers (home or cell) to the school secretary whenever numbers change in order to make sure that they are included on the list. We ask that you do not call the schools nor staff members during severe weather periods as their telephones will need to be kept available for emergency communications.

Two-Hour Delay

In the event that dangerous weather occurs prior to the start of school, the District may opt to delay the start of school for two (2) hours. This delay will allow road crews, salt, and sunlight to dissipate the hazard.

If we announce a delay, school will start two hours later than usual. The dismissal time will remain the same.

Two Hour Delay - School Hours

Edison High School	9:50 a.m. – 2:50 p.m.
Edison Middle School	9:50 a.m. – 2:50 p.m.
Edison Elementary School	11:00 a.m. – 3:45 p.m.

In a two-hour delay, the time schedule for bus pick-up will be delayed two hours. In other words, if your child's bus pick-up time is 7:30 a.m., it will be rescheduled for 9:30 a.m. Delays will only be announced when circumstances dictate extra caution.

Early Dismissal

An afternoon dismissal may be initiated in the event of severe weather conditions and/or at the suggestion of civil authorities. If we announce an early dismissal, the following time schedule will be followed:



Early Dismissal Times

Edison High School	1:00 p.m.
Edison Middle School	1:00 p.m.
Edison Elementary School	2:00 p.m.

Bus transportation will be provided in an early dismissal; however, parents may “pick-up” their child at the school. Please be advised that students will not be sent home early if there isn’t proper supervision for the child nor a means to enter his/her house. Children who remain at school will be transported home after our initial bus runs are completed.

Like the two-hour delay, early dismissal will only be used in special circumstances.

Cancellation of School

When severe weather conditions are predicted for an extended period of time, school may be closed for the day. If this occurs, extra-curricular activities may be canceled. Coaches and/or advisors will communicate the status of any scheduled extra-curricular activities that may be impacted by a school closing.

Please be advised if Edison Schools are closed for the day, the District’s buses will not transport students. Should you have any questions about the District’s “severe weather plan,” please contact your child’s building principal.

Motor Bikes/Bicycles/Skateboards/Roller Blades

Students are not to ride mopeds, mini-bikes, or similar vehicles on school property at any time. We have too many play areas where careless drivers could injure people. The Berlin Heights Police Department has been notified that the school grounds are off limits to students using these types of vehicles, not only during the school year, but during vacation times as well.

The school is not responsible for any lost, stolen, or damaged bicycles. No skateboards or roller blades should be brought to school.

Physical Education

Physical Education is required of all students in the Middle School unless specifically excused by a physician, and a written medical excuse is on file with the teacher.

- a) All participants must dress for every activity.
- b) All participants must have proper clothing.
- c) Everyone is responsible for his/her own equipment. Mark all your belongings with permanent ink and keep track of them. **MARK GYM BAGS ON THE BOTTOM WITH PERMANENT INK.**
- d) Everyone is to keep his/her gym equipment in his/her hall locker or carry it to and from school on physical education days.
- e) Always check and make sure you have your physical education clothes before leaving for the next class.
- f) Students are not permitted to borrow another student’s clothing even with the other student’s permission.

Cafeteria

- Edison middle school observes a closed lunch period.
- Any student may purchase lunch. Balanced hot lunches are available to all students.
- Milk is available for those students who wish to bring a packed lunch.
- There will be no club or activity food sales during regular lunch periods.
- All pupils are to eat in the cafeteria and are not to leave the school grounds during the lunch period.
- Students are responsible for maintaining good table manners.
- Normal conversation and a clean table area are important for allowing all students to enjoy their lunch.
- Failure to comply will result in disciplinary action.
- No soft drinks should be brought to school or the cafeteria, nor should fast foods be ordered to be delivered



or eaten during the school time.

- Food and beverages are meant to be in areas that are set up for that reason.
- Food is not permitted in classrooms unless permission has been granted by the principal.
- Restrooms may be used during lunchtime with permission; otherwise, students should stay in the cafeteria or other assigned areas.
- Students may be responsible for wiping tables with provided cloth in their immediate eating space at the table.

Hall Pass and Conduct

No student is permitted to pass through the halls during regular class time without a pass. A student possessing a pass must go directly to the intended destination.

Students should keep to the right and pass quietly during class change without pushing and shoving.

Library

The library is a great aid to anyone who uses its facilities properly. Books and magazines should be returned on the date due so others may use them. Loitering, excessive or loud talking, or similar discourtesies demonstrate an improper attitude and will be cause for disciplinary action. Taking materials from the library without permission is stealing. Those who are caught stealing from the library will be treated as outlined in the Student Code of Conduct/Behavior Code.

Computer Technology and Network Administrative Guidelines

Computer use at Edison Middle School is encouraged and made available to students for educational purposes. The school retains the ownership of all hardware and software. The school reserves the right to inspect, copy, and/or delete all files and records created or stored on school owned computers.

Students must observe the following guidelines. Failure to do so will result in penalties as determined by the teaching staff or school administrator.

1. Files stored on school computers are restricted to school related assignments only.
Personal files may not be stored.
2. Network password security is the responsibility of the student.
3. Students shall not copy (without authorization), damage, or alter any hardware or software. Students shall not delete a file (without authorization) or knowingly introduce a computer virus to any school program.
4. Students shall not use or alter another person's password, file, or directories. Students aiding teachers are restricted to using only the program selected by the teacher.
5. All non-school software and memory sticks must be checked for viruses and approved for use by the District Tech Director before being used on any computer and are subject to inspection and approval by school personnel at any time.
6. Use of all telecommunications is restricted to school related projects and must be supervised by the teacher or computer aide. Internet users must complete an Internet Use Consent form, which must be approved before using the Internet.
7. No students shall attempt to establish computer contact into school District restricted computer nets or any other unauthorized database.
8. Memory sticks are subject to teacher approval/Inspection for use on District equipment.

Students receiving the loss of privileges penalty will have their passwords changed during the penalty period. Teachers may request reinstatement of loss privileges for a student only for the purposes of completion of required assignments. A student reinstated under this provision must be supervised at all times. Notification to parents may be made at any penalty level.



Building administrators will enforce the Student Discipline Code when applicable. Penalties for Discipline Code infractions may include suspension and expulsion if warranted.

Computer Technology Policy

The Board of Education has adopted specific regulations with regard to computer and Internet use. All students are expected to abide by these rules. Failure to do so will result in appropriate disciplinary action.

Each year students will be given an Acceptable Use Agreement which outlines computer, internet, e-mail, and web server use. Parents are asked to review and discuss this document with their child so they understand their responsibilities. The Acceptable Use Agreement must be signed and returned to your child's school before they will be allowed access to computer and on-line services.

Study Hall Conduct

During the student's normal schedule, there may be times he/she will have the opportunity to work on assignments in study hall. A study hall is a place to study. Students need these periods to prepare lessons. You will help yourself and others by observing the following courtesies:

- 1) Take your seat quickly and quietly.
- 2) Always plan to have something to do. Sleeping will not be tolerated.
- 3) Keep quiet! If it is necessary to talk, get permission from the teacher or aide.
- 4) Bring your study materials with you.
- 5) Do not sign out of study hall for any reason until the teacher excuses you.
- 6) Leave quietly and orderly upon dismissal.

Any student receiving failing grades may lose all sign-out privileges. A letter grade of D- or F constitutes a failing grade at progress report time or end of quarter. Sign-out privileges are lost until the next reporting period shows a letter grade of D or higher.

Gum Chewing

Gum chewing is not permitted in the Edison Middle School and will result in an assigned DETENTION. Repeated violations will result in further consequences.

Lost and Found

Students who find lost articles should turn them in at the school office. The finder is not the keeper, but is responsible for returning a lost article to its owner. Students who have lost articles should check with the classroom teacher where the article was first thought to be lost, then check the lost and found in the main office.

STUDENT BEHAVIOR

Rights and Responsibilities

Boards of Education must adopt a set of rules and regulations designed to maintain order and discipline necessary for effective learning. The Board of Education's primary concern is that students who wish to learn can do so in an environment conducive to learning and that every available disciplinary and prescriptive means be employed on behalf of those who would deny such an environment.

Code of Conduct

All students are expected to:

- Accept the leadership and authority of teachers, principal, and other staff members.



- Practice good citizenship.
- Cooperate with all staff members and other students.
- Demonstrate respect toward all people and their property.
- Be regular and punctual in attendance.
- Practice good health habits and cleanliness.
- Dress appropriately and neatly.
- Be honest and courteous at all times.
- Use acceptable language – NO profanity or obscenity.
- Refrain from chewing gum or eating candy in corridors or classrooms.
- Obtain authorization from school officials before using the telephone.
- Remain on school grounds until dismissal or given permission to leave by school authorities.
- Walk and speak quietly in the corridor.
- Assist in keeping the school and grounds free from litter.
- Behave in an acceptable manner on the way to and from school.
- Refrain from all forms of fighting, menacing, assault, harassment and bullying.
- Represent themselves and their school in a positive manner.
- Read and become familiar with the rules, guidelines, and policies established in the Charger Guide.
- Obey/follow all rules, guidelines and policies established in the Charger Guide.
- Cell phones are not to be used inside Edison Middle School unless permission has been granted by a staff member. During the school day, cell phones should be turned off and kept in their locker.
- Dress appropriately. Torn clothing or clothing with holes in them will be considered inappropriate.
- No unnatural hair coloring or streaks.

Methods for Correcting Student Behavior

The building principal is responsible for proper enforcement of discipline in his school. He/she has the discretionary authority to use or in some cases authorize other school personnel to use the following measures to modify pupil behavior: (including but not limited to the following examples)

- 1) Communication with student and parent/guardian.
- 2) Refer to Guidance Counselor
- 3) Assign detention.
- 4) Suspend from school.
- 5) Recommend to the Superintendent for expulsion.
- 6) Cite to Juvenile Court.
- 7) Suspend bus privileges.

Regular Detentions - Monday, Tuesday, Wednesday, and Thursday (2:55 - 3:25 p.m.)

Detentions given by a classroom teacher or through the office will be made up on the day(s) assigned. If a student feels there is a valid reason for missing an assigned detention, a parental note should be presented to the principal prior to missing the assigned detention. The principal will determine if the student will be excused from the assigned detention. Detentions missed, due to an absence, will be rescheduled the day the student returns to school. If a student misses an unexcused detention, another detention will be added. If the student misses detention for a second time, a Friday Detention will be assigned and a formal notice will be issued stating that another unauthorized miss will result in severe disciplinary action, which may include suspension from school.

Friday Detention (2:55 – 4:35 p.m.)

A supervised Friday Detention Program will be operated for students who have accumulated regular



detentions or for those who have committed more serious rule violations. Friday detention will be held from 2:55 - 4:35 p.m. Students attending Friday detention shall bring a sufficient quantity of schoolwork to do during the detention period. Only the building principal will assign Friday detention. Students will be given notification to attend Friday detention prior to the assigned detention date. Assigned students will return their notification form, with parent signature, prior to the assigned date. Failure to attend or being removed from an assigned Friday detention will result in a more serious penalty including additional Friday school and/or suspension. Failure to return the signed parent notification form will not excuse the student from the assigned date. The student will still be expected to attend.

Procedures for Implementation of Suspension, Expulsions, and Removals

School administrators shall be responsible for the implementation of the policy.

Suspensions

In the case of a student's intended removal from school for purposes of suspensions, the following procedure shall be enacted.

- 1) The pupil shall be informed in writing of the intended suspension, and reasons for the proposed action.
- 2) The pupil shall be provided an opportunity for an informal hearing to present his views and/or otherwise explain his actions.
- 3) An attempt shall be made to notify his/her parent, guardian, or custodian as soon as possible by telephone of the impending action and the reason(s) for it.
- 4) Within one school day, a letter shall be provided to the parent, guardian, or custodian stating the specific reasons for the suspension and include notice of their right to appeal such action to the Board or its designee, to be represented in appeal proceedings, to be granted a hearing before the Board or its designee, and to request such a hearing to be held in executive session. If an appeal is requested, it must be made to the Superintendent within five days after the notice is sent.
- 5) Simultaneous written notice of the suspension shall be sent to:
 - Superintendent of Schools
 - Pupil's School Record

Suspension may not be longer than ten school days beginning with the first day of removal from school.

Make-up Work during Suspension

Teachers will have homework assignments ready for the student's parent/guardian to take home at the end-of-the first day of suspension. All assignments will be due the day the student returns from the suspension. Credit will be given for assignments completed during the period of the suspension, but grades will be reduced one letter for each day overdue.

Expulsion

A pupil may be expelled by the Superintendent of schools in accordance with procedures outlined by Ohio Statute.

Prior to the expulsion, the Superintendent must enact the following procedures:

- 1) Give the pupil and his parent, guardian, or custodian written notice of the intention to expel. That notice must advise the pupil and his/her parent, guardian, custodian, or other representative of the reasons for the intended expulsion and their right to appear in person before the Superintendent or his designee to challenge the reasons for the expulsion. That notification must



carry the place and time of the hearing which must take place no earlier than three days and not later than five days after the notice is sent.

- 2) Conduct a hearing when practicable under appropriate guidelines of hearing procedures within the above stated period.

Within twenty-four (24) hours of the expulsion, the Superintendent must notify the parent, guardian or custodian, and Treasurer of the Board of the action to expel the pupil. The notice must include the reasons for the expulsion; and the right to be represented at the appeal and to request the hearing be held in executive session. The expulsion appeal must be made to the Treasurer within 14 calendar days after the notice of intent to expel was provided to the student, parent, guardian, or custodian.

Dangerous Weapons in the School

Students are prohibited from using or possessing any dangerous weapons on school property, in school vehicles, or at any school sponsored activity. Students who violate the policy will be subject to expulsion for a period of not less than one year. The Superintendent shall have the authority to modify the expulsion requirement on a case-by-case in order to address the individual circumstances of the incident.

The definition of a weapon shall include, but not be limited to, firearms, knives, metal knuckles, straight razors, explosives, noxious irritants or poisonous gasses, poisons, drugs, or other items possessed with the intent to use, sell, harm, threaten, or harass students, staff members, parents, or members of the school community.

Unless otherwise authorized by law pursuant to ORC section 2923.122, no person shall knowingly possess, have under the person's control, convey, or attempt to convey a deadly weapon or dangerous ordinance into a school safety zone.

Emergency Removal (by Administrator)

If a pupil's presence and behavior poses a continuing danger to persons or property or is an ongoing threat of disrupting the academic process, then the Superintendent/principal may remove the student from the school premises, curricular, or extracurricular activity.

1. If it is intended that the pupil be removed from a curricular or extracurricular activity for more than twenty-four (24) hours after a removal is ordered.
 - a. An attempt should be made to notify his/her parent/guardian as soon as possible by telephone of the pending action and reasons for it.
 - b. Written notice for the hearing and the reason for the removal and any intended disciplinary action must be given to the pupil as soon as possible prior to the hearing.
 - c. The person who ordered or requested the removal must be at the hearing.
 - d. If suspension or expulsion is intended, the due process requirements of the law must be adhered to.
2. In all cases of normal disciplinary procedures where a pupil is removed from a curricular or extracurricular activity for less than twenty-four (24) hours, due process requirements outlined in the policy; do not apply.

Classroom Removal (by Teacher)

If a pupil's presence and behavior poses a continuing danger to persons or property or is an ongoing threat of disrupting the academic process, then the teacher may remove a student from curricular or extracurricular activities under his supervision with the following conditions:

1. Students will be sent to the office of the principal.
2. Removal of students shall be limited to no more than one class for any single incident.
3. The specific reasons for removal by the teacher must be submitted to the Administrator as soon after the removal as possible.
4. Students who fail to report to the office of the principal as directed by school personnel will incur immediate disciplinary action which may include suspension from school.
5. Students who frequently exhibit behavior which disrupts the educational process will be subject to a



tiered disciplinary system which includes two detentions for the first removal, one Friday detention for a second removal, and two Friday detentions and a Notice of Intended Suspension for a third removal. The fourth removal will result in suspension from school. Additional removals will result in any of the following: Friday detentions, suspension, and recommendation for expulsion.

Rules of the Behavior Code

A violation of any rule may result in disciplinary action.

NOTE: Examples given under the following rules are not intended to be exhaustive; they serve as an indication of the type of offense included under the rule.

Rule 1 Disruption of School: (Inappropriate Conduct) Students shall not by use of violence, force, noise, coercion, threat, harassment, intimidation, fear, passive resistance, or any other conduct, cause, attempt, or threaten to cause the disruption or obstruction of any lawful mission, process, activity, or function of the school. Students shall not urge other students to engage in such conduct for the purpose of causing, attempting or threatening to cause, the disruption or obstruction of any lawful mission, process, activity, or function of the school. While this list is not intended to be all-inclusive, the following acts illustrate the kinds of misconduct prohibited by this rule:

- a. improperly occupying any school building, school grounds, or part thereof;
- b. blocking the entrance or exit of any school building or corridor or room therein;
- c. setting fire or attempting to set fire to or damaging or attempting to damage or defacing or attempting to deface any school building or property;
- d. making by telephone call, letter, or other means a threat to damage or destroy any school property or to disrupt any school-sponsored or related activity, function, or event on or off school grounds;
- e. activating or attempting to activate any emergency alarm system in the absence of an emergency;
- f. preventing or attempting to prevent, by physical act or verbal utterance, the conveying or continuing functioning of any school, class, or activity, or any lawful meeting or assembly on or off the school property;
- g. except under the direct instructions of the principal or other authorized school personnel, blocking pedestrian or vehicular traffic on school property or at the site of any school-sponsored or related activity or event; continuously making noise or acting in a manner so as to interfere with a teacher's ability to conduct a class or an extracurricular activity; or
- h. possession of electronic devices such as beepers, cellular phones, etc. that can or may cause a disruption.

Rule 2 Damage, Destruction, Theft, Misuse or Unauthorized Removal of School or Private Property: Students shall not cause or attempt to cause damage to school property, or steal or attempt to steal school property, or engage in or attempt to engage in, or participate in or attempt to participate in the unauthorized removal of school property.

Students shall not cause or attempt to cause damage to private property of students, teachers, school personnel, or other persons, or steal or attempt to steal private property, or engage or attempt to engage in or participate in the unauthorized removal of private property.

Rule 3 Fighting/Assault/Menacing/Harassment/Bullying: A student shall not act or behave in such a way (intentionally or unintentionally) as could cause physical injury to another student, teacher, other employee of the school District, or any other authorized person in the school building, on school grounds or on school business. No student shall knowingly cause another student or staff member to believe that he/she (the offender) will cause serious physical harm to the person or property of such other person through his/her words or actions. No student shall cause or by his words or actions help



to cause, either directly or indirectly, a fight between other students, or between himself/herself and another student. No student shall engage in any behavior that may cause injury to another. No student shall verbally harass or intimidate a student by threatening them or using racial slurs or ethnic comments.

Rule 4 Weapons, Look-A-Like Weapons, Dangerous Instruments, Fireworks and Explosives: Students shall not use, possess, handle, transmit, sell, or conceal any object that can be classified as a weapon, look-a-like weapon, or dangerous instrument. Weapons, look-a-like weapons, and dangerous instruments shall include any object which is used or may be used to inflict physical harm or property damage or to threaten to inflict such harm or damage.

Rule 5 Tobacco, Narcotics, Alcoholic Beverages, Drugs and Counterfeit Controlled Substances:

A student shall not possess, use, transmit, conceal, or show evidence of consuming or using tobacco, narcotics, alcoholic beverages, or drugs. Narcotics and drugs are defined as follows: any narcotic, drug, medicine or pill, chemical preparation, plant, seed or derivative thereof, of a hallucinogen, barbiturate, or amphetamine nature. Students are not permitted to have lighters or matches in their possession. It is important to note that beverages described as non-alcoholic and/or de-alcoholized representations of alcohol products also contain small amounts of alcohol and are prohibited. Possessing, using, selling, etc. any “counterfeit controlled substance” or “look-alike drug” as defined in the Ohio Revised Code in amended sections 2925.01 (P) and 2925.37 is a crime in the state of Ohio with various penalties. Students shall not possess, use, or transmit electronic cigarettes or other personal vaporizer devices. Look- alike drugs or counterfeit controlled substances are defined as:

- a. any drug that bears, or whose container or label bears, a trademark, trade name, or other identifying mark used without authorization of the owner of rights to such trademark, trade name, or identifying mark;
- b. any unmarked or unlabeled substance that is represented to be a controlled substance that manufactured, processed, packed, or distribute it;
- c. any substance that is represented to be a controlled substance but is not a controlled substance or is a different controlled substance;
- d. any substance other than a controlled substance that a reasonable person would believe to be a controlled substance because of its similarity in shape, size, and color, or its markings, labeling, packaging, distribution, or the price for which it is sold or offered for sale.

The use of any of the above is strictly prohibited, except that possession of a medication together with evidence that a duly licensed physician has ordered such medication for medical purposes, shall not constitute a violation.

As of July 20, 1988, the Ohio Revised Code (3313.751) prohibits the use or possession of tobacco by students in any area under the control of the school District or at any activity supervised by any school operated by the District.

Rule 6 Insubordination: Students shall comply with all requests and directives of teachers, student teachers, substitute teachers, teacher aides, Principal, and other authorized school personnel during any period of time when the student is properly under the authority of school personnel. Repeated violations of any minor rule, directive or disciplinary procedure, or repeated involvement in actions which disrupt the educational process of other students in a classroom activity or other organized function of the school shall also constitute insubordination.

Rule 7 Inappropriate Language: A student shall not use profane, obscene, demeaning, or derogatory language, either written or verbal, in communication with any faculty member, any other authorized



school personnel, or another student. Included in the prohibition would be the use of inappropriate, improper gestures, signs, or publications.

- Rule 8 Classroom Disruption/Removal:** Students shall not passively or overtly disrupt the educational process in a classroom.
- Rule 9 Disrespect for Staff:** Students will be expected to demonstrate respect toward all staff and their personal property at all times, day or night, on or off school property. Failure to comply with this reasonable request will result in immediate disciplinary action.
- Rule 10 Cheating/Plagiarism:** Cheating in class or on class assignments will not be tolerated at the Edison Middle School. First offense shall result in an “F” grade for that assignment. Second offense shall result in an “F” grade for the grading period in the subject area where the cheating occurred. Teachers will post comments in Progress Book.
- Rule 11 Trespass:** Students shall not enter school grounds or premises of a school building to which the students are not assigned during or after school hours except with the express permission of the school principal of the building. Students under suspension, expulsion, or emergency removal are not permitted on school grounds without the express permission of the principal.
- Rule 12 Falsification or Misrepresentation of Facts or Other Information:** Students shall not forge the writing of another or falsely use the name of another person or falsify items, dates, grades, addresses, or other data on school forms or school related correspondence.
- Rule 13 Obtaining Property or Things of Value by Use of Coercion and Related Misconduct:** Students shall not use or attempt to use an express or implied threat, violence, harassment, coercion, or intimidation to obtain money or other types of property belonging to another student, a school employee, or other person.
- Rule 14 Withholding Information from School Authorities:** Any student who has knowledge about specific incidents of code of conduct violations, and deliberately withholds information from school authorities, will be subject to disciplinary action.
- Rule 15 Sexual Harassment:** A student shall not engage in any act which may be considered to be a form of sexual harassment. Sexual harassment is defined as unwanted sexual advances which may be verbal, visual, or physical contact, and includes the definition of sexual harassment under Title IX. The definition is very broad and could include propositioning, making threats of reprisal after a proposition is refused, displaying sexually suggestive objects, making sexual remarks or gestures, making sexual comments, displaying sexual pictures or cartoons, making derogatory comments or slurs based on sex, making sexual comments about a person’s body, touching a person, blocking their exit, or assaulting a person.
- Rule 16 Immunizations and Health Policies:** Failure to comply with Sections 3313.671 and 3701.13 of the Ohio Revised Code or the health policies of the Edison Schools may result in exclusion from school.
- Rule 17 Unauthorized Sales:** No student shall sell or cause to sell anything during school hours, anytime on school property, or at school-sponsored events without the prior approval of the building administrators.



Rule 18 Publications and Organizations: Publishing or distributing any printed material or promoting organizations, joining any club or organization which has not been approved by the building administrator is prohibited.

Rule 19 Graffiti, Signs, Symbols, Clothing, etc.: No student will display or demonstrate anything that would symbolize or show gang affiliation or manifest and exhibit discrimination, bias, or harassment.

Rule 20 Aiding and Abetting: Any student that aids or abets another student who has violated any rules, guidelines, regulations or policies of the *Charger Guide* will be subject to disciplinary action.

Rule 21 Inducing Panic: At no time shall any individual falsely initiate or circulate a report or warning of an alleged or impending fire, explosion, crime, or other catastrophe. No individual shall commit any offense with reckless disregard of the likelihood that said offense would cause serious public inconvenience or alarm. Threatening to commit any offense or act of violence is strictly prohibited.

Rule 22 Inappropriate Conduct: At no time shall a student exhibit any behavior deemed inappropriate in the school environment.

Rule 23 Harassment, Intimidation, Bullying, Cyber Bullying, and Dating Violence: At no time shall a student harass, intimidate, or bully. Harassment, intimidation, or bullying means any intentional written, verbal, electronic, or physical act that a student has exhibited toward another particular student more than once and the behavior both: (1) causes mental or physical harm to the other student; and (2) is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student. The intentional act also includes violence within a dating relationship. The Bullying and/or Cyber Bullying component includes any act that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop, use of the District Internet system, use of a personal digital device on campus, or off-campus activities that cause or threaten to cause a substantial and material disruption of school or interference with the rights of students to be secure. Students may make anonymous reports of bullying/cyberbullying to the principal's or guidance counselor's office. Students who make false reports of bullying will be subject to disciplinary measures including up to suspension or expulsion.

Rule 24 TECHNOLOGICAL INTERFERENCE/IMPROPER USE OF TECHNOLOGY: A student shall not attempt to gain unauthorized access, disrupt, delete data, change data, circumvent filters, plant viruses, download prohibited materials, or engage in any other illegal act through the use of the School District's district-wide computer system, including but not limited to such items as emails and world wide web.

Rule 25 SHOW OF AFFECTION OR SEXUAL MISCONDUCT: Students will not engage in public displays of affection. Students will not engage in any sexual contact or conduct while on school premises or attending any school event or function (including buses).

- The descriptions of the above rules are intended to be examples of offenses and do not include every possible infraction.



Remote Learning

If Edison Local Schools have to implement remote learning in any capacity, the Student Code of Conduct and the Internet User Agreement Policy will remain in effect. Students are expected to “attend” online education 4-6 hours per day Monday - Friday. Attendance will be monitored through required learning activities posted on Google Classroom. Students not participating in required daily instructional activities will be considered absent from school and subject to the District’s attendance policy and HB 410. If a student is unable to participate in online class activities, a parent/guardian must notify the school by 9:00 am on the day of non-attendance, and must specify the reason the student is unable to participate in online class. Students that regularly fail to participate in required daily remote instructional activities may be required to attend school in-person every day if the school is open.

Edison Schools reserve the right to discipline students’ remote learning behavior which substantially disrupts the school’s educational process or mission, or threatens the safety or well-being of a student or staff member. In addition to the usual methods for correcting student behavior, consequences may include but are not limited to the following: require in-person student attendance if the school is open, loss of privileges, mandatory student/parent conference, limiting a student’s Chromebook to essential educational resources only, and virtual detention with the principal.

Anti-Hazing Policy

It is the policy of the Edison Local Board of Education and school District that hazing activities of any type are inconsistent with the educational process and shall be prohibited at all times.

Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiating into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Permission, consent, or assumption of risk by an individual subjected to hazing does NOT lessen the prohibition contained in this policy.

Administrators, faculty members, students, and all other employees who fail to abide by this policy may be subject to disciplinary actions, and may be liable for civil and criminal penalties in accordance with Ohio law.

Public Display of Affection

The desire to show affection among young people is quite natural. There is a time and place for it; but the school day is not the time, nor the school premises; the place. Failure of students to comply with a faculty member’s request to follow the above suggestions will be grounds for disciplinary action.

Dances and Other School Activities

- 1) All dances and other school activities must be approved by the office.
- 2) Admission price will be left up to the sponsoring organization.
- 3) All dances and other activities are for Edison Middle School students only.
- 4) Students are to wear regular school clothes to all dances/activities except when designated otherwise.
- 5) The sponsoring organization is responsible for cleanup.
- 6) No students may leave a dance/activity and be readmitted.

Smoking/Tobacco

Health professionals have determined the use of tobacco products can be detrimental to one’s health and the Board of Education wishes to encourage good health practices among the students of the District. Therefore,



the Board prohibits the smoking, use or possession of tobacco in any form, including, but not limited to, cigarettes, cigars, clove cigarettes, chewing tobacco, snuff, and any other tobacco, by any student in any area under the control of the school District or at any activity supervised by any school within the District. Students shall not possess, use, or transmit electronic cigarettes or other personal vaporizer devices. Violations will result in the following:

- 1st Offense: 3-day suspension or smoking/vaping cessation program*
- 2nd Offense: 10-day suspension
- 3rd Offense: recommendation to the Superintendent for expulsion

Board Approved Interpretation: Toilet stalls are made to accommodate one person; therefore, only one person is to be in a toilet stall at a time. If there is evidence of smoking coming from a stall and the stall is occupied by more than one person, then everyone in the stall will be considered in violation of Rule 5 of the Student Conduct Code.

The Board of Education prohibits the use of all tobacco products 24-hours a day in all District owned, leased, or contracted buildings where routine or regular preschool, kindergarten, elementary, secondary, or library services are offered to children. In addition, the Board prohibits the use of tobacco products 24-hours a day in all District-owned or leased vehicles.

*A student in violation of Rule 5 of the Student Conduct Code pertaining to tobacco or vaping will be given the choice between receiving a three day suspension or enrolling and completing a District approved smoking/vaping cessation program. If the student chooses the cessation program in lieu of the suspension, they must show proof of enrolling in the program within a week of the offense, and provide proof of completion of the program within two months of enrollment in the program. The option of the cessation program is a one-time option as an alternative to suspension. Future violations will result in suspension according to the number of violations listed above.

Alcohol

The use or possession of alcohol or alcoholic representations is not permitted in the school building, on school property, on buses, on school trips, or any school function whether at home or away. The following procedures will be in effect for any student who has possession of alcohol, or shows evidence of having consumed alcohol:

- 1st Offense: Referred to Juvenile Court if a juvenile; 10-day suspension; recommendation to the Superintendent for expulsion. Expulsion may be avoided by having a student and parent/guardian seek an assessment at a recognized treatment facility to determine if an alcohol problem is present. If the student complies with the recommendation of the assessment, no expulsion will be recommended and the student may return to school and make up work missed. The assessment should be done during the 10-day suspension period if possible and must be done within 20-days of the issuance of the suspension.
- 2nd Offense: Referred to Juvenile Court if a juvenile; 10-day suspension; recommendation to the Superintendent for expulsion.

Edison Local Board of Education Drug Free Schools

The Board recognizes its share of the responsibility for the health, welfare, and safety of the students who attend the District's schools. The Board is concerned about the problems of alcohol and drug abuse and recognizes that illegal or inappropriate use of alcohol, narcotic drugs, depressants, or other controlled substances is wrong and harmful, and constitutes a hazard to the positive development of all students.

The Board will not permit any student to possess, transmit, conceal, consume, show evidence of having



consumed, used, or offered for sale any alcoholic beverages, illegal drugs, unprescribed drugs, look-alike drugs, or any mind altering substance while on school grounds or facilities; at school sponsored events; or in other situations under the authority of the District or in school-owned or school approved vehicles. Included in this prohibition are any substances represented as a controlled substance, nonalcoholic beers, steroids, tobacco, and tobacco products and drug paraphernalia.

The Board wishes to emphasize the following:

1. A student is required to obey existing laws on school grounds and while involved in school activities. School authorities have the same responsibility as any other citizen to report violations of the law. The final disposition of any problem, however, will be determined by the building principal with due consideration of the welfare of the student and of any other relevant factors involved.
2. Discipline will be imposed independent of court action. Students will be subject to immediate suspension with a recommendation for school expulsion for possession or use of illegal drugs or alcoholic beverages.
3. Parents and students will be given a copy of standards of conduct and the statement of disciplinary sanctions and will be notified that compliance with the standards of conduct is mandatory.
4. If conditions warrant, the administration will refer the student for prosecution and offer full cooperation in criminal investigations.
5. After a hearing with the Superintendent, a reduction in a penalty may be considered if the student receives professional assistance. Professional assistance may include but not be limited to an alcohol/drug education program; assessment with follow through based on the assessment finding, counseling, outpatient treatment or inpatient treatment.

Unauthorized Drugs

The use or possession of unauthorized drugs or drug paraphernalia is not permitted in the school building, on school property, on buses, on school trips, or at school functions, whether at home or away. Any student who has possession of drugs or shows evidence of having used drugs will see the following procedures go into effect.

1st Offense: Referral to Juvenile Court if a juvenile; 10-day suspension; recommendation to the Superintendent for expulsion. Expulsion may be avoided if the student and parent/guardian undergo assessment at a recognized treatment facility to determine if a drug problem is present. If the student then complies with the recommendations of the assessment, he/she may return to school and make up work missed. The assessment should be done during the 10-day suspension and must be done within 30 days of the issuance of the suspension.

2nd Offense: Referred to Juvenile Court if a juvenile; 10-day suspension; recommendation to the Superintendent for expulsion.

The selling or dispensing of alcohol and unauthorized drugs, or the attempt to defraud by selling or dispensing counterfeit controlled substances in the school building, on school property, in buses, on school trips, or at school functions, whether at home or away, will result in the following procedures:

- 1) Parents will be notified.
- 2) Appropriate law enforcement will be notified.
- 3) 10-day suspension from school.
- 4) Recommendation to Superintendent for expulsion.

ATTENDANCE REGULATIONS

Attendance

Students are expected to attend classes regularly and to be on time for all classes. Daily school attendance has a major impact upon achievement. Educational research has shown that students who attend school



regularly and pay attention to daily lessons and homework, receive higher grades.

When a student misses a day of school, he/she misses a day of learning. Learning is an ongoing process. Lessons proceed in steps. Each step is built on the last and builds toward the next. Each step helps students understand the meaning and progression of their learning and how the skills they are learning relate to major course objectives. We encourage students to place attendance at school as a high priority.

Legal Consideration

The law is quite specific in regards to school attendance. Children between five and eighteen years of age are of compulsory school age (O.R.C. 3321.01) and must attend school or a special education program conforming to state minimum standards, unless otherwise instructed or excused (O.R.C. 3321.02). School attendance must begin within the first week of the school term or within one week of residence in the District. (O.R.C. 3321.04). Civil authorities may hold the parent/guardian or the child liable for violating school attendance laws. (O.R.C. 3321.19 or 3321.22)

Excused Absence From School

Absence is defined as the failure of a student to report to school or to a class when assigned for instruction. Under certain circumstances, absences are legal/permissible. Students are permitted 65 hours (approximately 10 days) of excused absences from school. Absences in excess of 65 hours in a school year will be considered unexcused, unless a doctor, dental, or court note is presented to excuse the absence.

Students are expected to attend school every day unless prevented by one of the following reasons (O.R.C. 3301-51-13):

- Personal Illness
- Illness in the family
- Quarantine of the house
- Death of a relative
- Work at home due to absence of parents or guardians
- Observance of religious holidays
- Family emergency or set of circumstances which, in the judgment of school officials, constitute a good and sufficient cause for absence from school.

An absence for any reason other than those cited above is illegal/not permissible and constitutes truancy.

Notifying the School

A student's parent/guardian must notify the school if their son/daughter will be absent that day. Telephone calls should be made to the School's main office (419-499-3000) by 8:00 a.m. on the day of the absence. If there is no contact by the parent, the school will attempt to contact the parent. If no contact is made, an automated message will be sent to all phone numbers associated with the student. In addition, upon returning to school, students must bring an absence note. Absence notes should be legibly written or printed on a sheet of paper and include the following information:

- The student's full name (first and last name);
- The date(s) the student was absent from school;
- The reason for the student's absence;



- The signature of the student's parent/guardian; and
- The date the note was written and signed.

Here is an example of a well-written absence note:

September 8, 2012

Please excuse Bob Andrews from school on Feb. 5 & 6. He was ill with the flu.

Thank you, Roberta Johnson

Home: 419-588-1234/Work: 419-588-1234

Absence notes should be presented at the main office before school begins. The Principal or designee will determine if the absence is in accordance with the Ohio Administrative Code.

Absence notes will be kept on file in the main office for the duration of the school year. Parents may inquire about them or any other aspect of the attendance policy by contacting the Principal.

NOTE: If a student fails to present an absence note within 48 hours of his/her return to school, then the absence will be counted as unexcused.

Make-up Work Following an Excused Absence

Students are responsible for all work missed during an absence. Students are to arrange for makeup work within two days of returning to school or forfeit this privilege.

On the day a student returns to school from an absence, he/she should check with each of his/her teachers about makeup work. Teachers will make every effort to facilitate student efforts to make up work; however, it should be remembered that certain classroom activities (ex. lab, lectures, discussion, etc.) cannot be made up under most circumstances. Also, students are advised to contact trusted classmates for assignments and/or class notes whenever they are absent.

As a rule, students have one day plus the number of days absent to complete the makeup work they missed during an absence. However, students missing school the day before a test will be expected to take the test with the class when advanced notice of the test was provided and the student received all information being assessed. Teachers and/or the building's administration may extend this deadline if there are extenuating circumstances or if they feel additional time is merited.

Requesting School Work for Absent Student

Students who will be absent from school for an extended period of time can have schoolwork sent home to them. Parents/guardians should contact the office prior to 10:00 a.m. to make arrangements for schoolwork 24 hours in advance of picking the work up. Please note, unless there are extenuating circumstances, all pre-arranged schoolwork must be turned in the day the student returns to school. Teachers and/or the building's administration may extend this deadline if there are extenuating circumstances or if they feel additional time is merited.

Permission to Leave the Building

Permission to leave the school building for any reason must be secured through the school office. Students should have a note from their parents (student written notes are not acceptable) requesting release from school during the school day. The student is to report to the office between 7:00 a.m. and 7:50 a.m., where a pass will be issued. The note should include a home or work telephone number where a parent can be contacted. When



it is time to leave, the student will report to the office where your parent/guardian will sign you out.

Students who become ill during the school day should report to the office. Students who are ill are to notify the teacher, counselor, nurse, or the office, but are not to remain out of class without permission. Students who are granted permission by a teacher to go on an errand must present a pass to the office, signed by the teacher, and have it approved by the Principal.

Leaving School for an Appointment

Students wishing to be excused during the school day should bring a note from their parent/guardian on the day they wish to be excused and present that note to the office before school begins. The note should be legibly written or printed on a sheet of paper and contain the following information:

1. The student's full name;
2. The time the parent wants the student excused from class - this is usually five minutes earlier than the time the parent will actually pick up the child;
3. The reason the student should be excused;
4. The parent's signature;
5. The date the note was written and signed; and
6. The number where a parent may be contacted to verify the request.

Here is an example of a well-written request note:

September 8, 2012

Please excuse my daughter, Mary Crawford, at 1:15 p.m. today. She has an orthodontic appointment.

Thank you

Alan Crawford

Home: 419-588-1234/Work: 410-499-1234

An "excused pass" will be issued to the student. The pass will be issued excusing the student from class about 10 minutes before you would arrive. The parent/guardian must sign the student out in the main office.

Illness at School

Students who become ill during school should report to the main office. Calls to parents of ill students will be made by office personnel, the nurse, or the student. Students who are ill are not to remain out of class or leave the building without permission from the principal or his designee.

Absences and Participation in Extracurricular Activities

Students must attend school in order to participate in an extra-curricular activity after school or that night. Students coming in late to school must report to the office PRIOR to 9:35 a.m. in order to be eligible for participation. Students who leave school after 9:35 a.m. because of illness may not participate after school unless a doctor's note is presented to the coach/advisor, or prior approval has been given through the office.

Students not in school may not participate or attend any extra-curricular activity or function unless approval is granted by the school administration.

Absence Due to Extended Travel

Students may petition the principal to receive an excused absence of up to five (5) school days for extended travel if the absences are within the first 65 hours of absence for the school year. The student must submit a



note from his/her parent/guardian prior to missing school and receive proper approval. The note should include the following information:

- The student's full name;
- The date(s) the student will be absent from school;
- The reason for the absence;
- The signature of the student's parent/guardian; and
- The date the note was written and signed.

The principal reserves the right to approve or reject extended travel requests. The following absences due to extended travel will be considered unexcused:

- Extended travel absences in excess of the first 65 hours of absence for the school year.
- Extended travel absences in excess of the five allowable days.

Tardiness

Students who arrive at school after 7:50 a.m. should report to the office, sign in, and receive a class-admit slip. Any late arrival after 7:50 a.m. and before 10:20 a.m. will be considered tardy unless, upon arrival, you have a verified note from a doctor, dentist, court official, or approved counselor.

- A tardy will be excused if it meets one of the criteria established for an excused absence from school, provided the student presents a parent note upon arrival or had prior approval granted through the principal's office. (See Absence from School.)
- A tardy will be unexcused if it fails to meet one of the criteria established for an excused absence from school or if a student abuses the tardy policy. There will be no makeup for missed class work.

Students who arrive beyond the scheduled time that a class begins will receive a class tardy. A class tardy will not be issued if a student was detained by a teacher. However, the student must obtain a "pass" to enter his/her next class from the teacher who detained him/her in order to waive the class tardy. Teachers will honor other faculty members' "late notes." Tardies will be cumulative each quarter.

Students will be subject to the following penalties for tardiness:

<u>Number of Tardies</u>	<u>Penalty</u>
1-4	No Penalty
5th tardy	1 detention and notification to parent
6th tardy	2 detentions
7th tardy	1 Friday detention
8th tardy or more	2 Friday detentions, including possible referral to absence intervention team

Truancy

While some absences are legal and/or excused, truancy is not. Truancy is defined as an absence from school or class for reasons not qualifying as legal in the Ohio Administrative code (see Excused Absence From School). Truancy shall be considered any unauthorized absence from school or class.



Chronic absenteeism and truancy pose problems for the student. They interfere with learning and can result in his/her failure to acquire the skills and credentials needed for employment, post-secondary education, and success in life. Truancy is considered a serious breach of school rules. When a student is truant from school/class he/she will be subject to the following penalties:

1st Incident - Two hours of detention for each class missed; Parent/guardian notified of truancy

2nd Incident - Two hours of detention for each class missed plus two Friday detentions; Parent/guardian notified of truancy

3rd or more Incident - Combination of detentions and Friday School, including referral to absence intervention team.

The District reserves the right to contact juvenile court with regard to truancy problems. Truancy rules and policies are in effect for the entire school day, including study hall and lunch periods. Students who are truant from school/class are not permitted to make up missed class work.

Edison Local Schools Truancy and Excessive Absence Intervention Plan

The purpose of Edison Local Schools' Truancy Intervention Plan is to establish student-centered absence intervention for every child who has been deemed habitually truant or excessively absent by identifying specific barriers and solutions to attendance. This intervention is designed to include participation by both the student and their parent or guardian.

'Habitual truant' is defined as:

- a. Absent 30 or more consecutive hours without a legitimate excuse (5 consecutive days);
- b. Absent 42 or more hours in one month without a legitimate excuse (6 days in a month);
- c. Absent 72 or more hours in one year without a legitimate excuse (10 days in a year).

'Excessive absences' is defined as:

- a. Absent 38 or more hours in one school month with or without a legitimate excuse (6 days in a month);
- b. Absent 65 or more hours in one school year with or without a legitimate excuse (10 days in a year).

When a student's absences surpass the threshold for habitual truant, the building principal or designee assigns the student to an absence intervention team within 10 days of the triggering event.

- The absence intervention team must be developed within seven school days of the triggering event. The team may vary based on the needs of each individual student, but each team must include:
 1. A representative from the school or District;
 2. Another representative from the school or District who has a relationship with the child;
 3. The child's parent (or parent's designee) or the child's guardian, custodian, guardian ad litem or temporary custodian.
 4. The District or school may consult or partner with public and nonprofit agencies to provide assistance as appropriate to students and their families to reduce absences.
- During the seven days while developing the team, a school representative will make at least three meaningful, good faith attempts to secure participation of the student's parent. If the student's parent is unresponsive, the District investigates whether the failure to respond triggers mandatory reporting to the appropriate children's services agency and instructs the absence team to develop the intervention plan without the parent.
- Within 14 school days after a student is assigned to a team, the team develops a student specific intervention plan to work to reduce or eliminate further absences. The plan includes, at a minimum, a statement the District will file a complaint in juvenile court no later than 61 days after the date the plan is implemented if the student refuses to participate or fails to make satisfactory progress. The District



makes reasonable efforts to provide the student's parent with written notice of the plan within seven days of development.

Filing a Complaint with Juvenile Court

A complaint will be filed against the student in juvenile court after implementation of the absence intervention plan when:

1. The student's absences have surpassed the threshold for habitual truant or excessive absences; and
2. The District has made meaningful attempts to re-engage the student through the absence intervention plan, other intervention strategies and offered alternatives to adjudication; and
3. The student has refused to participate in or failed to make satisfactory progress on the plan or any offered intervention strategies or alternatives to adjudication as determined by the absence intervention team.

When a student's absences surpass the threshold for excessive absences:

- The District will notify the student's parents in writing within seven days of the triggering absence;
- The student will follow the District's plan for absence intervention; and
- The student and family may be referred to community resources.

STUDENT/PARENT INFORMATION

School Fees and Breakfast/Lunch Prices

School Fees: \$30.00

Middle School: Breakfast \$2.25 / Lunch \$3.05

Milk \$0.55

School Telephones

The telephones in the office and classrooms are for business only. Students will not be called to the phone except for an emergency, but an important message will be taken for later delivery. If a student believes he/she must make an important and necessary phone call, he/she may only come to the office for permission during study hall or lunch module. Using cell phones without permission from a staff member is prohibited.

Test Security

Edison Local School District is in compliance with Ohio Administrative Code Rule 3301-13-05 and ORC 3301-12-06 communicating test security to all students. Edison Local School District has established test security provisions through adopted policy. The District has adopted written procedures to protect the security of test material, including authorized test administration personnel and handling and tracking of secure test materials while in the District and school building. All proficiency/achievement test questions and other materials are considered secure and subject to both Ohio Administrative and Revised Codes.

Procedures for investigating allegations of test security violations and reporting penalties have been established by the District.

Withdrawal from School

Students who are transferring to another school should inform the school office so that the proper credentials may be prepared and forwarded upon receipt of your permission to release. We must receive a request for release of records from the new school before anything will be sent. All materials belonging to the school must be returned before departure.



Work Permits

Students who are employed during the school year are required to have a work permit. Students who do yard work, babysitting, or deliver newspapers are not subject to this requirement. Students who are employed without the required work permit may find they have no protection or compensation in the event of injury. An employed minor must secure a new employer card each time he/she changes employers, and a new work permit each year. Application forms for a work permit may be obtained at the main school office. After being completed, it should be returned to the school office.

Law Enforcement Interviewing Students

Caseworkers of Erie/Huron County Children Services, any Probation Officer of Family Court, and Custody Investigator of Family Court shall, with proper identification, have the right to contact and interview any child at any school in Erie County privately and without the consent of the parent. This is pursuant to the responsibility given Erie County/Huron County Children Services for the investigation of abuse and neglect charges under the authority of the juvenile laws of the State of Ohio. Other law enforcement officers may talk with a child at school or take other necessary measures regulated by the laws and regulations of the local, county, state, and federal government agencies.

Use of Metal Detectors

When the administration has reasonable cause to believe that weapons are in the possession of unidentified students, when there has been a pattern of weapons found at school, or when violence involving weapons has occurred at the school, the administration is authorized to use stationary or mobile metal detectors in accordance with procedures approved by the Board. Any search of a student's person as a result of the activation of the detector will be conducted in accordance with the policy on personal search and in private.

Notice for Directory Information

The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that Edison Local Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Edison Local Schools may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow Edison Local Schools to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs;
- Athletic team rosters.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks.

If you do not want Edison Local Schools to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing. Edison Local Schools has designated the following information as directory information:

1. student's name;
2. student's address;



3. student's home phone number;
4. student's email address;
5. student's major field of study;
6. dates of attendance at District;
7. grade level;
8. date of graduation;
9. most recent previous educational agency or institution attended;
10. student photographs;
11. date and place of birth;
12. participation in officially recognized activities and sports;
13. student's achievement awards or honors; and
14. student's weight and height if a member of an athletic team.

Footnotes:

These laws are: Section 9528 of the ESEA (20 U.S.C. 7908) as amended by the No Child Left Behind Act of 2001 (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the National Defense Authorization Act for Fiscal Year 2002 (P.L.107-107), the legislation that provides funding for the Nation's armed forces.

Court Officers Access to Children and School Records

The Edison Local School District will comply with the following Erie County Family Court order regarding allowing Children's Service Board caseworkers, Court Probation Officers, and Divorce Investigators the right of access to a child at school:

It is hereby ordered, adjudged and decreed that any caseworker at Erie County Children's Services, any Probation Officer or Family court, any Custody Investigator of Family Court shall, with proper identification, have the right to contact and interview any child at any school in Erie County privately and without consent of parent.

This is pursuant to the responsibility given Erie County Children Services for the investigation of abuse and neglect charges under the authority of the juvenile laws of the State of Ohio.

Erie County Juvenile Court

The District will also comply with the following court order regarding access to records:

Whereas, the Federal Government has passed statutes protecting the rights of parents and students in the privacy of school records (Title 20, #1232 U.S.C.A. PL93-380); Whereas, the Juvenile Court of Huron County has a compelling need for school records information on students who are wards of this Court and on children against whom complaints have been filed in this Court; Whereas, Title 20, #1232g(b) (2) (B) U.S.C.A. provides such information may be furnished in compliance with judicial orders upon conditions that parents and the students are notified of all such orders: It is therefore ordered that the officials of all public and private schools having Huron County children in their institutions shall provide this Court, upon request of its Probation Officers, all school records information on those students who are wards of this Court or against whom a complaint is pending in the Court. It is further ordered that each institution, having students who are residents of Huron County, give a general public notice of the parents of their students of the order of this Court.

The Court will issue further orders from time to time as it becomes necessary to modify and facilitate this procedure.

Huron County Juvenile Court Judge



Personal Communication Devices, Cell Phones, I-Pods, MP3 Players, and Electronic Devices

1. Students are not encouraged to bring personal communication devices to school.
 - a) Personal communication devices that are brought to school are the responsibility of the owner. The school and school Board are not liable for damage or loss.
 - b) Personal communication devices, cell phones, I-Pods, MP3 players, and/or electronic devices that are brought to school are to be:
 - i. turned off while in the school building and put in one's locker, unless use is requested and Supervised by a staff member for educational purposes;
 - ii. may not be used at any time where individual privacy must be protected such as restrooms, locker, or changing rooms.
2. Consequences for the inappropriate use of personal communication devices, cell phones, I-Pods, MP3 player and/or players, and/or other electronic devices include:
 - a) First Offense: confiscation of phone or device for the remainder of the day and an office detention by staff member
 - b) Second Offense: may be considered as disruptive and the phone or device will be confiscated and will result in a Friday detention (Parent must pick-up device in office)
 - c) Third Offense: the device will be confiscated and the student will serve "in-school" suspension for three days.
3. This policy will be monitored annually.
4. Students, parents, and staff shall be made aware of this policy at the beginning of each school year.

Games, Cards and Toys

Games, playing cards, hacky-sacks, and other toys are not to be brought to school or used on school grounds.

Parent Concerns with Lesson Content

In selected classes, there may be material and/or discussion about sensitive issues, including reproductive health. If a parent wishes to have his/her child exempted from such exposure, they should ask for this in writing at the beginning of each course whose curriculum might include such matters. Great effort will be made to include other material and discussion in good taste and for proper educational purposes. Students who are excused from such activities may be asked to complete an alternative assignment.

Guests

Students who plan to attend Edison Local Schools are eligible to participate in classes for one day at the middle school. Student visitors need to have an emergency medical form completed and a note from their parents approving of the visit. Visitors are not allowed to ride the bus unless prior arrangements have been made with the principal. Teachers must be given 24-hours notice to allow them to address concerns or make classroom adjustments, if necessary. Student guests are required to report to the school office on arriving to obtain a name tag. Any exceptions to the above guidelines must be approved by the principal.

Guidelines for the Identification of Children Who are Gifted

The District uses a three-part approach to identify students who perform or show potential for performing at high levels of accomplishment in the areas of superior cognitive ability, specific academic ability, creativity, and visual and performing arts. The District ensures that there are ample and appropriate scheduling procedures for using the process outlined in the Information for Parents brochure available at your District offices. This



brochure also explains the withdrawal procedures and the process for appeals.

Also available are:

Identification of Children Who Are Gifted, describing the eligibility criteria, the identification plan, and the appeals process allowable by HB 282; and

Assessment Instruments Used by the District for Gifted Identification, which lists the instruments accepted by the Ohio Department of Education.

This identification system follows the assessment process delineated in Amended HB 282, the Rule for Identification and Services for Children Who are Gifted effective July 1, 1999, and the recommended procedures by the Ohio Department of Education's Division of Gifted Education. Please contact your building principal for further information regarding gifted identification.



Honor Roll

To be eligible for the Honor Roll, a student must maintain a point average of 3.5 or higher. The Honor Roll will be figured at the end of each nine-week grading period. If a student has a grade of "Incomplete," he is not eligible for the Honor Roll until it is removed. Any student receiving a "D," "F," or "U" grade will not be eligible for Honor Roll consideration. The Honor Roll will be posted on our web site each grading period.

Merit Roll

To be eligible for the Merit Roll, a student must attain a point average of 3.0 to 3.49. The basic requirements for the Merit Roll are the same as those for the Honor Roll. Any student receiving a "D," "F," or "U" grade will not be eligible for Merit Roll consideration. The Merit Roll will be posted on our web site each grading period.

Assignments to make up incomplete grades must be completed within 2 weeks of notification of the incomplete grade or the grade will become an "F".

Grades/Report Cards/Progress Reports

The school encourages monitoring of Progress Book by parents to view grades, assignments, and other important class information.

Grades/Report Cards will be issued every nine weeks. The grading system is as follows:

Excellent	98 – 100% = A+	93 – 97% = A	90 – 92% = A-
Good	88 – 89% = B+	83 – 87% = B	80 – 82% = B-
Average	78 – 79% = C+	73 – 77% = C	70 – 72% = C-
Poor	68 – 69% = D+	63 – 67% = D	60 – 62% = D-
Failing	0 – 59% = F		
Satisfactory – S		Unsatisfactory – U	Incomplete – I

Progress reports are issued midway through each marking period for students with low grades. Students will take them home for parents to review. Parents should feel free to contact the school office at any time for a parent/teacher conference.

High School Credit Courses Offered at Edison Middle School

High School credit will be awarded for the following 8th grade courses: The grades they receive in these classes will show up on their high school transcript and will contribute towards their high school graduation requirements and GPA.

- Honors Algebra I (1 H.S. math credit)

Guidance Program

The Guidance Program at Edison Middle School is established on the belief that each pupil is a unique and worthwhile individual. The main focus of the program is to provide each pupil with the opportunity to grow so that he gains a sense of self-worth, and realizes his/her uniqueness and his responsibility to himself and to society. Parents should feel free to contact the school counselor at any time.



Electronic Surveillance

Edison Middle School is equipped with Electronic Surveillance (ES). ES will be secured in a locked area and deleted after 30 days. Be advised that ES equipment is operated at all times in the lobby entrance, library entrance, and hallways.

ES equipment will not be placed to look through windows unless necessary to protect external assets or ensure personal safety of students, visitors, and staff. ES will not be positioned to look through windows of adjacent buildings nor will they be positioned to monitor areas where the public has a reasonable expectation of privacy such as washrooms.

The school will, in all ways, act in compliance with all federal and state privacy laws which generally provide:

1. use to detect and deter criminal offenses which occur in view of the equipment;
2. use for inquiries and proceedings related to suspected violations of the Student Conduct Code;
3. use for research such as the nature of area usage, traffic patterns, or evaluation of particular ES systems; and
4. use in accordance or compliance with any court order or governmental agency directive.

Any individual who is the subject of any action based upon ES review has the right to request access to the images or records. However, access to the complete images or records may be denied, in full or in part, on grounds that such access would violate another person's privacy rights. To the extent other persons' rights can be protected by severing their personal information, the applicant may be given access to the remainder of the information.

NOTE: Should an incident occur that requires a criminal investigation, please be notified that student information, including recorded video images that are requested by applicable law enforcement agencies, will be provided to these agencies to the extent permitted by law.

Dress Code

Students of Edison Middle School are expected to dress and groom themselves in good taste. The intent of the dress code is to provide an atmosphere, which is of a serious nature so as to be conducive to learning and a positive learning atmosphere. At the same time, it is to ensure decency, safety and health. Therefore, your cooperation is required in observing the following rules:

1. Shoes or sandals with back straps must be worn at all times (FORBIDDEN are flip-flop shoes and slide shoes, or boots with cleats or wheels).
2. Shorts may be worn but must conform to the following guidelines:
 - a) Any garment must extend below fingertip length with one's arms resting at one's side with fingers extended.
3. Mini-skirts, of the modest variety, may be worn. (Skirt length must comply with short length policy.)
4. Cleanliness of hair, body, and clothing is required.
5. Hats, sweatbands, and sunglasses are not to be worn or carried during school.
6. Any garment that advertises alcoholic beverages or drug related materials, tobacco products, obscene or suggestive slogans, pictures, or patches are inappropriate school attire.
7. Pants are to be worn at the waist and of an appropriate length so as not to drag on the floor. No undergarments are to be visible.
8. All shirts must have sleeves. Tank tops are not permitted.
9. Tops and bottoms must overlap at all times, including when arms are raised.
10. Wallet chains ("dog collars, necklaces, and bracelets") are not permitted.
11. Body piercing in and around the mouth, nose, and eyebrow are limited to metal or diamond studs only. Hoops, rings, and spikes are not permitted.
12. Extreme hair colors and styles are prohibited. Other natural colors are permitted.
13. Coats and jackets are to be left in your locker and never worn to class.



14. In situations where a disagreement exists as to whether or not attire is appropriate, the administration shall make the final decision.
15. Pajama pants and pajama shorts will not be permitted.
16. Holes in clothing will not be permitted.

HEALTH

Emergency Medical Form

As required by ORC 3313.712, the school must have on file a completed Emergency Medical Form for each student by October 1st of each year. New students must complete an Emergency Medical Form upon enrollment. Forms are available in the office, on-line, and also will be provided by the students' homeroom teacher on the first day of school.

It is especially important to verbally notify the school nurse of any **significant** health problems upon enrollment and of any changes during the school year. All student health problems should be listed on the Emergency Medical Form. A copy of this form is given to EMS for transport and needs to be accurate to provide care for your child.

It is **important to identify two adults** who are readily available and who are willing to assume responsibility for the student in case of illness or emergency. Changes in address or phone numbers also need to be immediately communicated to the school. Parents who will be away from home for an extended period of time are encouraged to notify the school nurse in writing of alternate emergency phone numbers and temporary guardians.

If your child has a health problem, please ask your physician to put it in writing for the school's records and update the information at regular intervals. Mutual understanding regarding health problems can help us better care for your child.

Note: All Health Policies will be adopted as they become state law.

Health Records

The District requires health records of students on the following basis:

1. Prior to November 1st, kindergarten, first grade, as well as students entering school for the first time must have a completed health history before being admitted to school (ORC 3313.673).
2. Health records are required of all students transferring into the District. If the previous school does not forward a record or if it is incomplete, it will be the parents' responsibility to comply with health requirements for students.
3. Students must have physical examinations prior to their participation in interscholastic athletic programs.

Illness or Accidents of Students

If your child becomes ill or an accident of sufficient nature occurs making it necessary for the child to go home, you will be called. If you cannot be reached, we will call the person(s) you have designated on your Emergency Medical Authorization Form. Please try to designate an alternate who generally is accessible to the school in a short amount of time.

Exclusion of sick children from school is the responsibility of the school administration. Transporting sick or injured children to their home in a timely manner is the responsibility of the parent.

A child should **remain home at least 24 hours** with no fever, diarrhea, or vomiting following an illness. Notify the school that your child will be absent. When your child returns to school, he/she must bring a written excuse stating the dates and reason for absence. This excuse must be signed by a parent or legal guardian.



Student Inoculations

In order to minimize the spread of preventable illnesses in schools and provide students with a healthier learning environment, the Board requires immunizations in compliance with State law and the Ohio Department of Health for each student unless the parent(s) file an objection (ORC 3313.671). **Your child must meet the current minimum requirements to be admitted to school, or they will be excluded.**

Whenever your child receives immunizations, please submit a copy of the immunization record to the school. The doctor or agency providing the immunization does NOT notify the school. The District maintains an immunization record for each student, available to parents upon request.

Medication at School

State law outlines the school's authority and/or responsibility for the administration of medication to students within very specific regulations. Only employees of the Board who are licensed health professionals, or who have completed a drug administration training program conducted by a licensed health professional and considered appropriate by the Board, may administer to a student a drug prescribed for the student (ORC 3313.713).

Many students are able to attend school regularly through effective use of medication in the treatment of disabilities or illnesses that will not hinder the health or welfare of others. If possible, all medication should be given by the parent at home. If this is not possible, it will be done in accordance with the following:

1. No medication may be administered to a student by a school employee unless the school nurse, principal or his/her designee has received a Physician's Request for the Administration of Medication in School. These forms are available on-line, in the office or nurses station. Many area physicians' offices have them. **OVER THE COUNTER DRUGS ARE INCLUDED AS MEDICATION** and require the request form to be completed by the physician or licensed prescriber.
2. The drug must be received by the person authorized to administer the drug **IN THE CONTAINER IN WHICH IT WAS DISPENSED BY THE PHYSICIAN OR LICENSED PHARMACIST**. You may request a separate bottle to remain at school. **OVER THE COUNTER** medication must come in the original unopened container.
3. Medication request changes must be submitted with a revised statement signed by the physician. School employees can make no changes in the administration of medication without a revised statement.
4. Any medication to be administered at school must be delivered to the school by a parent/guardian.

Health Screening

Students may be screened periodically during the school year for height/weight, vision, hearing, scoliosis, and any other assessment as required or recommended by Ohio state law/mandates. Parents/guardians will be notified of any abnormalities with recommendations for referral to the appropriate medical specialists including free or reduced cost providers for those parents unable to pay for services. Parents are requested to submit documentation to the school nurse as proof of follow up for mandated screenings.

Parents may submit to the school a written statement to the effect that they do not wish to have their child receive such screenings. Statistical data from such records shall be made available to official state and local health, education, and human services departments and agencies. (ORC: 3313.50, 3313.673, 3313.69, 3313.73, 3313.674, and 3313.69)

Recess/Health

4th and 5th grade students are outdoors for recess each day, weather permitting (if the wind chill is 20 degrees or above). They should be dressed according to weather predictions. If health conditions dictate that a child is unable to participate in outdoor activities, please send a request to the homeroom teacher each day that your child is to stay indoors, stating the reason. We ask that this be requested as infrequently as possible since



the people available for supervision are needed on the playground.

INTERSCHOLASTIC ATHLETICS

Edison Middle School is a member of the Sandusky Bay Conference, consisting of the following schools: Bellevue, Clyde, Danbury, Edison, Fremont St. Joseph, Gibsonburg, Hopewell-Loudon, Huron, Lakota, Margareta, New Riegel, Northwood, Norwalk, Old Fort, Perkins, Port Clinton, Sandusky, Sandusky Central Catholic, Tiffin Calvert, Tiffin Columbian, Vermilion, Willard, and Woodmore. Regular schedules are established in basketball, cross-county, football, track, volleyball, and wrestling.

Code of Behavior for Extracurricular Activities, Athletics and Clubs

Participation in extracurricular activities, athletic programs, and clubs at Edison Middle School is a District privilege. The expectation for all participants is to act in a positive manner and to set a good example for all to follow. In order to earn this privilege and keep it, students must obey basic rules, regulations, and guidelines. Students not willing to abide by these rules, regulations, and guidelines will forfeit their privilege to participate. Participants:

- 1) Shall not engage in any criminal activity or violation of the civil law.
- 2) Shall not use and/or possess tobacco in any form (i.e. cigarettes, cigars, snuff, chewing tobacco, etc.). Students shall not possess, use, or transmit electronic cigarettes or other personal vaporizer devices.
- 3) Shall not sell, distribute, use and/or possess drugs (narcotics, steroids, hallucinogens, intoxicants) or alcohol at any time. Alcohol/non-alcohol representations are also prohibited.
- 4) Shall behave in a manner which reflects positively on the school and the activity.
- 5) Shall comply with all additional training rules and other requirements established by the coach/advisor of the activity.
- 6) Students must attend school in order to participate in any extracurricular activity. Students must be in school prior to 9:35 a.m. the day of the activity. The next school day after an activity, students are expected to be in school. A doctor's medical excuse or principal's determination are the only exceptions.
- 7) Financial obligations resulting from equipment fees, replacement of lost or stolen equipment, and/or unpaid balances from sale projects, must be paid prior to participation in any present or future extracurricular activity, athletic program, or club.
- 8) Students have the responsibility to notify the coach/advisor if they are unable to attend a scheduled activity.
- 9) Coaches/advisors are responsible for the administration of the programs to which they are assigned. In this capacity they also have the option to make judgments and decisions on items and procedures not specifically designated in these guidelines which they believe necessary to ensure the continued high ideals of the extracurricular activities, clubs, and athletic programs of Edison Middle School. General guidelines apply to the school year only with exceptions designated to those activities which begin earlier with an official starting date (i.e.: fall sports, band, cheerleading, etc.)
- 10) An athlete or cheerleader who quits a team after the first regular season contest may not go out for another sport during the same season, or lift or condition with another sport until the original team's regular season is completed.
- 11) All participants will discipline themselves and display exemplary behavior to a much greater degree than non-participants and willingly abide by all established rules, regulations, and guidelines.
- 12) Any students who are denied participation for fighting, tardiness, truancy, or any other breaches of school policy, shall forfeit the privilege to practice, play, or participate in any scheduled activity during their denial.
- 13) Any student who violates any of the rules of behavior that are published in the *Charger Guide* will be



subject to additional disciplinary action by the appropriate coach/advisor and may be denied privilege to participate.

14) Cheerleading is considered a sport, not an activity.

15) Bus behavior for activity trips:

- Participants are to ride school transportation to and from all activity destinations. Exceptions to this must be followed by the normal school policy, which is a note to the principal for approval a day in advance of the contest. The advisor/coach may use his own discretion if asked personally by the participant's parents.
- No walking around on the bus.
- Everyone must be quiet while crossing railroad tracks.
- No food on the bus.
- Behavior at away activities is expected to be of a high standard.
- Respect is to be shown for other school's property and equipment.
- All guidelines in the *Charger Guide* apply.

16) Curfews may be established by coaches/advisors for program participants. All participants must adhere to an established curfew.

****Specific guidelines for participant's use or possession of alcoholic beverages, alcohol representations use or possession of drugs or counterfeit drugs and tobacco.**

Self-Referral (one time grades 7-8)

If a student or his/her parent/guardian, without prior knowledge of usage by coaches, advisor, police authorities, voluntarily refers himself/herself to an assessment program and follows through with the assessment recommendations, there will be No Denial of Privilege to Participate. Failure to follow through with the assessment program and/or program recommendation will result in the Denial of Privilege to Participate in all extracurricular programs for 90 school days.

First Offense

Any student known to be involved in the use or possession of alcohol or drugs can expect a Denial of Privilege to Participate in all extracurricular activities for a period of 90 days. If the student agrees to seek an assessment at a recognized treatment facility, follows through with the assessment program and program recommendations, participates in a student-school service program for a period of 30 school days and agrees to meet periodically with a school counselor, the Denial of Privilege to Participate will be reduced to 30 school days. Should the student not perform in accordance with the reduction criteria, the 90 school days denial will be enforced beginning with the date the student stopped the reduction criteria.

Second Offense

Any student known to be involved in use or possession of alcohol or drugs for the second time during the school year can expect a Denial of Privilege for 180 school days. The student will be expected to seek an assessment at a recognized treatment facility, follow through with the assessment program and program recommendations, participate in a student-school service program for a period of 60 school days, and agree to meet periodically with the school counselor. Failure to adhere to these guidelines will result in the student being denied the privilege to participate an additional 90 school days in any extracurricular activities.

Third offense (Occurs anytime during grades 7-8)

Student is denied the privilege to participate in any extracurricular activities during his/her attendance at Edison Middle School grades 7 and 8.

****Use or possession of Tobacco/Electronic Cigarettes/Personal Vaporizers**

First Violation



The student will be denied the privilege to participate in the next contest, show, play, activity, meetings and face possible disciplinary actions as determined by the coach/advisor.

Second Violation

The student will be denied the privilege to participate in the next two contests, two shows, drama production, 30 school days of additional activities, and meetings. The student may also face additional disciplinary action as determined by the coach/advisor.

Third and Subsequent Violations

The student will be denied the privilege to participate for 90 school days.

Coaches/advisors are responsible for administering their respective programs. In all cases where a Denial of Privilege to Participate is considered, there will be a conference between the coach/advisor, the parent/guardian, and the student. Denials may be appealed to the principal.

Violations of any extracurricular rule carry over from year to year until the student graduates, permanently leaves, or is no longer eligible to participate. Violations may also mean the forfeiture of certain awards due to non-participation.

Interscholastic Extracurricular Eligibility

“Scholastic Eligibility Requirements” - The administration, directors, and coaches of the Edison Middle School believe that scholastic endeavor is the most important part of the educational program. Therefore, minimum academic standards shall be established for students participating in extracurricular activities. This includes, but is not limited to, all athletic teams, academic teams, cheerleaders, performing groups, DC trip, and other similar groups as determined by the building principal. Students participating in extracurricular programs shall be required to meet certain academic standards to be eligible to participate in contests or performances.

Students in grades seven and eight must have received passing grades in a minimum of four of those subjects in which the student received grades during the preceding grading period and have maintained a minimum of 1.0 grade point average for the same grading period to be eligible to participate in interscholastic extracurricular activities.

In all cases of eligibility, the Ohio High School Athletic Association standard will apply.

Scholastic Eligibility Shall Be as Follows:

A student enrolled in the seventh grade for the first time will be eligible for the first grading period regardless of the previous academic achievement. Thereafter, in order to be eligible, a student in grade 7 or 8 must be currently enrolled and must have been enrolled in school immediately preceding grading period and received passing grades during that grading period in a minimum of four of those subjects in which the student received grades.

Student eligibility will be monitored on a weekly basis. Any students receiving a failing grade on the weekly eligibility will be rendered ineligible until the failing grade is raised to passing status or the end of a grading period.

- Eligibility lists shall be passed out to all teachers on a weekly basis starting no later than two weeks following the beginning of each grading period.
- Eligibility is calculated on an accumulative basis.
- The principal reserves the right to have discretionary power to waive any of the above Regulations if the student is eligible under the OHSAA requirements. (A waiver form is required to be initiated by the student athlete.)

Practice Procedures:

Students who are ineligible will be required to participate in all practices but not be allowed to participate in performances or athletic contests.

Conduct at School Athletic Events

Fans shall exhibit positive conduct at practice sessions and/or games. This involves demonstrating proper conduct toward the opposing team, coaches, other fans, and officials.



The behavior of a fan should at all times be marked by dignity and self-control. He should not, at any time, use provocative language or engage in any improper actions or tactics. He should refrain from any actions or remarks which would tend to incite the displeasure of spectators or provoke disorderly behavior.

Fans should refrain from physical confrontation with opposing teams, coaches, fans, and officials. Should a fan's behavior/actions be such that they must be removed from an event by a law enforcement official or an employee of the District, said individual shall not be entitled to attend a similar event for the next ten (10) contests.

Athletic Boosters

Athletic Boosters is an organization established for the promotion of athletics in the District. Meetings are held the first Monday of every month in the Edison High School cafeteria.

Drama Boosters

Drama Boosters is an organization established for the promotion of drama in the District. Meetings are held the third Monday of every month at 7:00 p.m. at Edison High School.

Music Boosters

Music Boosters is an organization established for the promotion of music in the District. Meetings are held the second Tuesday of every month at 7:00 p.m. in the Edison High School music room.

Use of the School Gym

Street shoes are not permitted on the gym floor. Use of the gym should be done in a respectful and safety conscious manner.

Insurance

All students participating in any athletic, music, drama, or club activities should be covered by a personal or family insurance plan.

Activities

Academic Competitions - Students will have the opportunity to participate in various academic competitions sponsored on the local, county, state, and national level.

Clubs - Several clubs are available to interested and qualified middle school students. Activities include, but are not limited to, Drama Club, Robotics Club, Power of the Pen, Yearbook, and others.

Music/Band - Since it is an elective, a student who fails band for the year may not take band the following year. A student who chooses to drop band and then wishes to rejoin may do so only with the permission of the band instructor and the principal. Students who wish to join band as 5th, 6th, 7th, or 8th graders may have to take private lessons before being scheduled into band.

Student Council - This organization is open to all middle school students in grades six, seven, and eight. Members are elected by the student body.

Field Trips/Class Trips - Participation in extracurricular activities and programs at Edison Middle School is a privilege. In order to earn this privilege, students must adhere to school and classroom rules, regulations, and guidelines. Students who fail to abide by the student code of conduct and/or school/classroom rules may forfeit their privilege to participate in extracurricular activities including programs, field trips, and other activities.

Field trips properly planned, properly supervised, and properly integrated into the instructional program; are not to be considered "outings" or days off from school. They are, in fact, extensions of the curriculum and the school.



Therefore, all field trips sponsored by the schools will be educational in nature and will be related to the subject matter and the objectives of instruction at the particular grade level. Field trips are lessons and are to be planned as such, with definite objectives determined in advance. Appropriate instruction should precede and follow each field trip.

Written permission from a parent/guardian must be obtained prior to any student participation in a school-sponsored field trip.

Field trips which are part of the instructional program and do not involve overnight stays may be paid for by the school District or the participant. Field trips; which are part of the school's extracurricular activities and/or trips, which involve overnight stays, will usually involve some expense to the participating student.

Fund drives will be allowed under the Board's policies governing student gifts and solicitations and student fund-raising activities. In no case will a student be prevented from participating in a field trip solely because of inability to pay.

Students must be transported to and from field trip destinations by school transportation or Board approved transportation, unless approval from the principal has been granted in advance of the field trip.

Missing Children

Any child determined to be missing as designated by the Missing Children's Act will be reported immediately to the Missing Children's Clearing House and the proper law enforcement agency. The Edison Board of Education believes it is important to protect children and young people. It encourages every home to teach children about safety and protection measures.

If you believe your child to be missing, it is critical that you act immediately. If your child is missing from home, search the house. You should check closets, piles of laundry, in and under beds, inside old refrigerators -- wherever a child could crawl into or hide and possibly be asleep or not able to get out. Check with your neighbors and friends of your child. If you still cannot find your child, **call the police immediately.**

If your child disappears when you are away from home - on a shopping trip, for example - notify the manager of the store or the security office and ask for assistance in finding your child. Then telephone the police **immediately.**

When you call the police, try to stay calm. Identify yourself and your location and say, "Please send an officer; I want to report a missing child." You should give your child's name, date of birth, height, weight, and any unique identifiers, such as eyeglasses, pierced ears, or braces on the teeth. In addition, you should tell them when you noticed the disappearance and when you last saw your child. Knowing what clothing the child was wearing when he or she disappeared will help the police. After you have reported your child missing to the police, listen to their instructions and respond to their questions.

New Student Enrolling At Edison Middle School

The following information will be required for any new student enrolling at Edison Middle School.

- Academic records/report card from the school most recently attended
- Immunization records
- Birth certificate
- Social Security number
- Certified copy of a court ordered decree allocating parental rights and responsibility for the care of the child and identifying a residential parent and legal custodian of the child (if appropriate)
- Name, address, and telephone of the school most recently attended
- The address and telephone number of the new residence in the Edison Local District



8th Grade Recognition Ceremony

At Edison, we feel that the 8th grade recognition ceremony should be both a happy and dignified experience for all in attendance. The Code of Conduct is in effect for all 8th graders through and including the 8th grade recognition ceremony and 8th grade dance. In order for 8th graders to participate in the 8th grade recognition ceremony, the following requirements must be met:

1. The 8th grade recognition ceremony is a dress up occasion. Participation in the 8th grade recognition ceremony must comply with this dress code.
2. Any 8th grader with outstanding school fees will be prohibited from participating in the 8th grade recognition ceremony and 8th grade dance.

Edison Local School District Directory

Superintendent's Office
140 South Main St
Milan, Ohio 44846
Phone: 419-499-3000, Ext. 1111

Treasurer's Office
140 South Main St
Milan, Ohio 44846
Phone: 419-499-3000, Ext. 1106

Edison Elementary School
140 South Main Street
Milan, Ohio 44846
Phone: 419-499-3000, Ext. 1100

Edison Middle School
20 Center St
Berlin Hts., Ohio 44814
Phone: 419-499-3000, ext. 1200

Edison High School
2603 SR 113 E
Milan, Ohio 44846
Phone: 419-499-3000, Ext. 1000

Fax Numbers: Superintendent/Treasurer/Milan Elem.: 419-499-4859

Edison Middle School: 419-588-3212

Edison High School: 419-499-2035

