

**Thomas A. Edison
High School
2018-2019**



Notification

The Elmira Heights Central School District hereby advises students, parents, employees and the general public that it offers employment and educational opportunities, without regard to sex, race, color, national origin or disability. Inquiries regarding this non-discrimination policy may be referred to: Title IX and Section 504 Coordinator: Ms. Martha Clark.

This handbook belongs to:

Name _____

Address _____

Phone _____ Student No. _____

Table of Contents

Welcome from Principal	3
School Calendar	4
T.A.E. Bell Schedule	5
Important Dates	6-7
School Cancellations & Delays	7
Teachers and Parents	7-8
Building Access ***Dismissal***Health Services	8-9
Attendance	9-10
Visitors To the School	10
Academic Information	11
Graduation Requirements	11
Required Exams	11
Multiple Pathways to Graduation	11
Student's Academic Progress	11-12
Ranking & GPA	12-14
AP/Advanced Placement	14
Procedures for Student Placement-Inclusive of Drop/Add Procedures	14-16
Report Cards/Progress Reports	16
Grade Level Promotion	16
BOCES-CTE Credits and Criteria for Entry/Continuation	16-17
Honor Graduates	17
Honor Roll	17
Clubs & Activities	17-18
Athletic/Extra Curricular Eligibility	18
Cafeteria\Lunch	19
Meal Charge Policy	19-21
Positive Citizens at TAE	21-22
Guidance	22
Spartan Award/Spartan Leadership Award	23
General Expectations	23
Student Parking	23
Bikes/Skateboards/Scooters/Rollerblades	24
Electronic Devices	24
Telephone Access	24
Appropriate Dress	24
Lost and Stolen Articles	24
Working Papers	25
Library & Computer Lab Rules & Procedures	25
School Safety	25
Fire Drills/Safety Drills	25
Elmira Heights Central School District Student Use of Computerized Information Resources	26
Disciplinary Measures	26-28
Code of Conduct – Summary	28-32
Board Policies	32-39
Plagiarism Policy	39-40
CASA – Trinity	41

WELCOME!

Welcome to the Home of the Spartans!

It is with pleasure that I welcome you to the 2018-2019 school year at Thomas A. Edison High School!

The TAE faculty and staff are excited for another great year! We are looking forward to meeting the incoming freshman, seeing the seniors complete their journey, and continuing to help the sophomores and juniors grow.

Please utilize our website and this handbook to access vital information to better prepare your student for their future.

My door is always open for students and parents to share concerns and successes.

Please feel free to contact me at 607-733-5604, by email at tboyanow@gstboces.org!

With Spartan Pride,

Tom Boyanowski
Principal
Edison High School

Elmira Heights CSD SCHOOL CALENDAR 2018-2019

September 2018

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

October 2018

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

November 2018

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

December 2018

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

January 2019

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 2019

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March 2019

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2019

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2019

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2019

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

No school - HOLIDAY

Labor Day	09/03/18
Columbus Day	10/08/18
Veterans' Day	11/12/18
Thanksgiving Recess	11/21/18 - 11/23/18
Winter Recess	12/24/18 - 01/4/19
Martin Luther King Day	1/21/19
Mid Winter Recess	2/18/19 - 2/19/19
Spring Recess	4/15/19 - 4/22/19
Memorial Day	05/27/19

Early Release Days

11/19 K-12 Early Dismissal	parent/teacher conference
11/20 K-12 Early Dismissal	parent/teacher conference
1/25 K-12 Early Dismissal	
4/11 K-12 Early Dismissal	parent/teacher conference
6/24 K-12 Early Dismissal	parent/teacher conference

Conference Days 9/4, 10/19, 1/28, 3/15, 6/25

First Day of School for Students 9/5

UPK-8 Last Day of School: Early Dismissal 6/24

TAE 6/17 Last Day of Classes/Local Finals

REGENTS 6/3, 6/18-25

6/28 GRADUATION

Oct 12 : Emergency Release Drill: Students

June 26 Grading / Regents Rating Day

Make up Days for Local Requirements

(If we use more than 4 emergency closing days)

6/25, 4/22, 4/15, 4/16, 4/17, 4/18, 4/19

Grade 3-8 Testing Dates

Number of Days School is in Session

Sept.	18+1	Feb.	18+0
Oct.	21+1	Mar	20+1
Nov.	18+0	Apr	16+0
Dec.	15+0	May	22+0
Jan.	17+1	Jun	17+1
	89+3		93+2
Total number of days:	182 + 5 = 187		

T.A.E. BELL SCHEDULE

2018-2019

Student arrival/breakfast: 7:55- 8:10

8:05 Teacher start time

Kids released to classrooms at 8:05

Official start of school day is 8:15

EMM 8:15- 8:45

8:15 Morning announcements

8:45 Students released to AM BOCES

1st period 8:48-9:34 46 mins

2nd period 9:37- 10:23 46 mins

3rd period 10:26-11:12 46 mins

4th period 11:15-11:38 AM BOCES returns approx. 11:20

5th period 11:41-12:04 49 mins (3 min passing time)
11:38 PM BOCES released, bus leaves 11:45

6th period 12:07-12:30

7th period 12:33-12:56 49 mins (3 min passing time)

8th period 12:59-1:45 46 mins

9th period 1:48-2:34 46 mins PM BOCES returns approx. 2:25

10th period 2:37-3:25 48 mins Afternoon announcements: 3:23-3:25

3:25 Student Dismissal

3:30 Teacher day ends

IMPORTANT DATES

September

- 3 NO SCHOOL/LABOR DAY
- 4 NO SCHOOL/CONFERENCE DAY
- 5 School Opens
- 7 TAE Picture Day
- 8 ACT Exam - Registration Deadline 8/4
- 10 Senior Yearbook Ad Sales begin
- 13 TAE Homecoming t-shirt sales begin
- 14 Last day to drop classes
- 15 Sophomore Class Activity Night
- 27 TAE Homecoming t-shirt sales end

October

- 1 TAE Spirit week
- 4 Senior Picture Make up day
- 4 TAE Open Hours 6:00 – 7:00 pm
- 5 Homecoming/Pep Rally/Bonfire Oakridge Park 6PM
- 6 SAT Exam - Registration Deadline 9/8
- 6 TAE Homecoming Game 1:30 pm
- 6 TAE Homecoming Dance 7 pm
- 8 NO SCHOOL/COLUMBUS DAY
- 9 ASVAB Exam
- 9 Yearbook Sales begin (ends 2/9)
- 10 PSAT Exam
- 12 Emergency Release Day---dismissal 15 minutes early
- 15 Sophomore Fundraiser begins
- 19 NO SCHOOL/CONFERENCE DAY
- 26 Sophomore fundraiser ends
- 27 ACT Exam - Registration Deadline 9/22

November

- 1 Graduation Cap & Gown Order
Jostens Rep here during lunch periods
- 1 TAE Winter Sports Parent Night 6:30 pm TAE Aud
- 2 Senior pictures from outside vendors due
- 3 Craft Show/Senior Fundraiser
- 3 SAT Exam - Registration Deadline 10/5
- 5 TAE Picture Make-up Day
- 5 Winter Sports begin JV & Varsity
- 9 TAE End of Marking Period 1
- 12 NO SCHOOL/VETERANS DAY
- 13 Yearbook Ads due
- 19-20 District-Wide Early Release Day 11:15 a.m.
Parent/Teacher Conferences
- 21-23 NO SCHOOL/THANKSGIVING RECESS

December

- 1 SAT Exam - Registration Deadline 11/2
- 3 Junior Rotarians Winter Sports Fundraiser begins
- 7 FYEX canned food drive begins
- 8 ACT Exam
- 8 Gary Cosgrove Wrestling Tournament
- 12 TAE Fall Concert 7PM
- 18 FYEX Canned food drive ends
- 20 Fall Concert Make up date
- 24-1/4 NO SCHOOL/WINTER RECESS

January

- 1/4 NO SCHOOL/WINTER RECESS
- 7 Freshman Fundraiser begins (ends 1/18)

- 18 Freshman fundraiser ends
- 19 TAE Snowball TAE Gym 7-10pm
- 21 NO SCHOOL/MARTIN LUTHER KING
- 22-25 Regents Exams School in Session
- 25 TAE 2nd Marking Period Ends
- 25 District-Wide Early Release Day 11:15 a.m. -TAE,
- 28 NO SCHOOL/SUPERINTENDENTS
CONFERENCE DAY

February

- 4 TAE Key Club Valentines Gram sale begins
- 8 TAE 2nd semester last day to drop classes
- 9 ACT Exam
- 11 Student Council Fundraising begins
- 13 TAE Key club valentines gram sale ends
- 15 Student Council Fundraiser ends
- 18-19 NO SCHOOL/MID WINTER RECESS
- 23 TAE Senior Banquet 7-10 pm
- 25 TAE Student Council Faculty vs. Senior BBall Game
- 27 Spring Sports Parent Night TAE Gym 6:30 pm

March

- 1-2 Play Performance 7:00 p.m.
- 4 Spring Sports begin JV & Varsity
- 9 SAT Exam
- 15 NO SCHOOL/SUPERINTENDENTS
CONFERENCE DAY
- 18 Junior Class Fundraiser begins (ends 3/29)
- 27 National Technical Honor Society Ceremony
7 PM TAE Auditorium
- 29 Junior Class Fundraiser ends

April

- 5 End of Marking Period 3
- 10 Class of 2020 Parent/Student Info. Night
TAE Auditorium 6 pm
- 10 Senior Class flower sale (ends 5/3)
- 11 District-Wide Early Release Day 11:15 am at TAE,
Parent/Teacher Conferences
- 13 ACT Exam - Registration Deadline 3/9
- 15-22 NO SCHOOL/ SPRING BREAK
- 27 TAE Rummage Sale/Senior Fundraiser TAE Gym

May

- 1 Jr. Rotarian Silent Art Auction—week before Art
Show—final bid/sales made the night of board vote
- 3 Senior class Flower Sale ends
- 4 SAT Exam
- 6 Junior Rotarians Purple Pinkie Week
- 11 Senior class flower sale pick up TAE busport
- 14 AP Calculus Exam 8AM
- 14 District Arts Festival 6 pm TAE Aud
- 14 Silent Art Auction Ends
- 16 AP Stats exam 12 PM
- 16 District Arts Festival TAE Gallery Night 6-8 PM
- 18 Junior Prom
- 27 NO SCHOOL/MEMORIAL DAY/Elmira Heights
Parade
- 30 TAE Nat Honor Society Induction TAE Aud 6PM

June		17	TAE Last day of classes/local exam day/end of MP 4
1	SAT Exam - Registration Deadline 5/3	18	Regents exams begin
2	Brad Sanford Race	26	Regents exams end
3	New Global History & Geography II Regents Exam 8:15 AM	26	Regents Rating Day
6	TAE Spring Concert 7p.m.	28	Mandatory Graduation Rehearsal 9 a.m. TAE Auditorium
8	ACT Exam	28	Graduation Line-up 6 p.m. TAE Gum
13	Senior Athlete Dinner 5:30 pm All Sports Banquet 6:30 pm TAE Aud	28	Graduation 7:00 pm
14	TAE Class Day Graduate walk-through at Cohen 1:45 pm		
15-17	Senior Class Trip		

SCHOOL CANCELLATIONS/DELAYS

When weather conditions warrant, local radio and television stations will announce a two-hour delay or school closing by 7:00 AM. In the event of a two-hour delay, all transportation routes will run two hours later than normal and dismissal will be at the regularly scheduled time.

If weather conditions become severe enough to require an early dismissal, local radio and television stations will announce the dismissal. Parents and students **MUST** create an early Dismissal Plan early in the year. (See District Calendar)

In addition, all students must have the following current information on file in the school office:

1. Parent or guardian names
2. Complete an up-to-date address
3. Home, work, and cell phone numbers
4. Emergency phone number of a friend or relative
5. Physician's name and number
6. Medical alert information
7. Authorized person(s) allowed to pick up a child other than the parent or guardian

PLEASE NOTIFY THE SCHOOL IMMEDIATELY OF ANY CHANGES

TEACHERS

Teachers play a key role in the maintenance of a positive, orderly classroom and school atmosphere. First, by their own example, teachers provide models of exemplary school and community citizenship. Next, they have the responsibility for establishing and maintaining positive, effective and consistent classroom management techniques which result in involving and motivating students.

Teachers have a day-to-day responsibility and authority for the maintenance of standards that are outlined in the Code of Conduct. They must work closely with each student to assure their understanding of rules and regulations and provide guidance to them in the efforts to comply.

Teachers must communicate to students and parents:

1. Course objectives and requirements
2. Marking/grading procedure
3. Assignment deadlines
4. Expectations for students
5. Classroom discipline plan.

The teacher will work in cooperation with the principal, guidance counselor, psychologist, social worker, or other pupil personnel workers to develop appropriate strategies for addressing the student's problems. In cases

where discipline must be handled beyond the classroom, the teacher has the right to have a disruptive student removed from the classroom. Upon such removal, the student will be apprised of the reason for such removal and the teacher will complete a behavioral Referral Form which describes the inappropriate behavior. The “reported offense” will be forwarded to the Dean of Students and/or Principal. Appropriate action will be taken, if warranted, and notice to parents will follow in a timely fashion.

PARENTS

Parents play a key role in the establishment of a positive school environment. When parents maintain a home environment that is orderly and guided by positive but firm guidelines, their children will approach their school experience with an understanding of expectations which stress respect for the rights of others and positive, appropriate behavior. Parents also assist in the school’s efforts to improve student conduct by being actively involved with school personnel should a problem arise. By working with the school staff on behalf of their children, parents assist in presenting a unified, well-thought-out course of action which will have maximum benefit for the students. A team (parent-student) approach will yield the most effective and worthwhile results.

To achieve a cooperative, wholesome relationship between home and school, it is essential to each student’s successful development and achievement; it shall be the responsibility of parents to:

1. Send their child to school as required by New York State Law.
2. Insist on prompt and regular attendance.
3. Make certain that all absences are properly excused.
4. Provide for their child’s health, cleanliness, acceptable grooming, and suitable dress.
5. Guide their child from the earliest years, to develop socially acceptable standards of behavior, to exercise self-control and be accountable for his/her actions.
6. Teach their child respect for the laws, for the authority of the school and for the rights and property of others.
7. Know and understand the rules their child is expected to observe at school; be aware of consequences for any violation of these rules, and accept legal responsibility for the child’s actions.
8. Instill in their child a desire to learn. Provide a place conducive for study and ensure the completion of homework assignments.
9. Exemplify an enthusiastic and supportive attitude toward school and education by becoming acquainted with their child’s school, its staff, curriculum and activities, and attending parent-teacher conferences and school functions.

BUILDING ACCESS

All students not participating in a supervised activity are to leave the building by 3:30 p.m. There is no general building supervision after 3:30 p.m. Only those students who are with a school staff member or other supervisor authorized by school authorities will be allowed to be in the building after hours and must remain in the supervised area. The front vestibule area outside of the main office (phone may be used) will be available to students who are waiting for transportation home following school events. In the morning, students will not have access to lockers and classrooms until 8:10 a.m. If students arrive early to school, they will need to wait outside or in the vestibule area until the doors are unlocked. Please note there is no supervision at this time.

DISMISSAL: *Student dismissal time is 3:25 p.m.*

Leaving School during the Academic Day

- Students who leave school for a portion of the day must have written parent permission. There are no exceptions to this regardless of student age.
- Students without written permission from a parent/guardian must be signed out by a parent.
- Students can only be released for legal reasons such as a doctor or dental appointment. They are released only for the duration of a reasonable time to accomplish the appointment.
- Students need to show proof of their appointment upon re-entry.
- Disregard for the reasonable time for an appointment can result in an illegal absence which may impact attendance requirements for course work or extra-curricular requirements.
- Please note that disruption to a student's academic day impacts their performance in every class. It is important that each student is here ALL DAY and EVERYDAY. We ask parents to be the schools partner in making sure this happens.

HEALTH SERVICES

In the case of illness or need for first aid, students should report to the Health office. If it is not an emergency, it is expected that the student will bring a pass from the teacher to whom the student is assigned. If the Health Office is closed the student should report to the Main Office.

The School Nurse is the person who determines if and when a student should be sent home. He/she will arrange for the student to be picked up on an individual basis.

Each year the school physician will give all tenth (10th) grade students a physical unless prior arrangements have been made with the student's physician.

The School Nurse is the only person who may administer any medications at school. He/She will only administer those medications when in receipt of a written request from the student's physician and parent/guardian. This procedure applies to over the counter medications as well. Students who fail to adhere to this regulation will be subject to disciplinary consequences under the EHCS D Code of Conduct.

ATTENDANCE

Regular attendance is vital for success in school. Irregular attendance may lead to disorganization, confusion, and academic difficulty. Students are expected to be in school on a daily basis except in cases of illness, legal matters, religious observance, or emergency. Contact will be made when a student is absent and/or tardy to school. If your child will not be in school, we request that parents call the school office at 733-5604 by 10:00 AM to acknowledge the absence or to request homework.

****Regular attendance is a vital criteria for summer school and BOCES eligibility****

If a child needs to leave early for any reason, a parent must sign out the student or main office must verify with parent. No student may sign himself or herself out regardless of age. All students are expected to attend school for the full day session.

In addition, parents are required to provide a note explaining the cause of the absence, the student's full name, grade and date of absence when he/she returns to school. Regular school attendance will contribute to a successful school experience and create a habit much sought after in the world of employment. Please help us make school a top priority by encouraging daily attendance.

When a student is absent, he/she should see the teacher immediately upon returning to school to obtain any assignments and notes, arrange for help, etc. The EMM period can be used for extra help and should be arranged with the students' teacher(s). Students are allowed one extra day for each excused day that is missed to make up any assignments or tests.

Since excessive tardiness can also affect a student's quality of class work and grades, all students who arrive tardy will be assigned a lunch detention the same day. Students, who arrive late due to a doctor or dentist appointment, etc., should bring in an excuse and will not be assigned a lunch detention. Students who participate in extra-curricular activities and athletics will not be allowed to participate if they arrive later than 8:25 a.m. without a legal excuse. For further information see Board of Education policies.

Students that are absent from school are not eligible to take part in or attend extra-curricular activities on that day. The only exception to this rule is when such absence is with prior consent of the school principal or designee for reasons of family emergencies, educational trips, special appointments or similar activities which are beyond the control of the student. Students who fail to attend all assigned classes or receive either an in-school suspension or an out-of-school suspension will be ineligible to participate in any extracurricular activity, practice or competition on the day(s) of the suspension or class cut.

Once a student has accumulated 20 period absences, excused or unexcused, for any 1 credit course, and 10 period absences for any ½ credit course, he/she will be unable to attend or be a participant in ANY extra-curricular activities, for the remainder of that course. Also if a student is failing more than one class, he/she will not be able to participate in ANY extra-curricular activities.

These activities/privileges include, but are not limited to the following:

Pass Privileges

Dances

Sporting Events (including attendance, practice or participation in an event)

Field Trips (including class trips)

Junior/Senior Prom

Senior Breakfast/Senior Trip

*extenuating circumstances may be appealed to the Building Principal.

VISITORS TO THE SCHOOL

The following rules apply to visitors to the school:

1. Anyone who is not a regular staff member or student of the school will be considered a visitor.
2. All visitors to the school must report to the office of the principal upon arrival at the school. There they will be required to sign the visitor's register and will be issued a visitor's identification badge, which must be worn at all times while in the school or on school grounds. The visitor must return the identification badge to the principal's office before leaving the building.
3. Visitors attending school functions that are open to the public, such as parent-faculty organization (PFO) meetings or public gatherings are not required to register.
4. Parents or citizens who wish to observe a classroom while school is in session are required to arrange such visits in advance with the classroom teacher(s), so that class disruption is kept to a minimum.
5. Teachers are expected not to take class time to discuss individual matters with visitors.
6. Any unauthorized person on school property will be reported to the principal or his or her designee. Unauthorized persons will be asked to leave. The police may be called if the situation warrants.
7. All visitors are expected to abide by the rules for public conduct on school property contained in the Code of Conduct.

ACADEMIC INFORMATION

GRADUATION REQUIREMENTS

Students in grades 9-12 are required to take certain subjects and may elect to take other subjects for a MINIMUM of 5 ½ credits including physical education with exception of students enrolled in non-credit bearing class(es).

Advanced Designation		Regents Diploma	
<i>Content Area</i>	<i>Credits</i>	<i>Content Area</i>	<i>Credits</i>
English	4	English	4
Social Studies	4	Social Studies	4
Math	3	Math	3
Science	3	Science	3
LOTE	3	LOTE	1
Art/Music	1	Art/Music	1
Health	½	Health	½
Physical Ed.	2	Physical Ed.	2
Electives	1 ½	Electives	3 ½
<i>Total Credits</i>	<i>22</i>	<i>Total Credits</i>	<i>22</i>

REQUIRED EXAMS

Advanced Designation	Regents Diploma
<i>*Passing score of 65+</i>	<i>*Passing score of 65+</i>
English Language Arts	English Language Arts
Algebra	Algebra
Geometry	Global History
Algebra II	U.S. History
Global History	Science (1)
U.S. History	
Science (1 Life & 1 Physical)	
Foreign Language	

MULTIPLE PATHWAYS TO GRADUATION

<http://www.p12.nysed.gov/ciai/multiple-pathways/>

STUDENT'S ACADEMIC PROGRESS

Every student should enter Thomas A. Edison with the goal of receiving an Advanced Regents Diploma. To help assist with this goal, the faculty and staff at Edison will always strive to challenge students, modify curriculum to stay in line with global competition, and communicate results; to both students and parents. In the event that a student, at any point of their high school career, is or may become in danger of not graduating with their cohort, the guidance department and/or administration will communicate this immediately. Once

communicated, a meeting will be requested with the student and his/her parent guardian, to construct and implement a “plan of action” that will give the student an opportunity to decrease or eliminate the gap in credits.

RANKING AND GPA

Students will be ranked with their graduating class if the following occurs:

- Must be a full-time student at Thomas A. Edison for one full year prior to final ranking
- Must have been a full-time high school student for no more or no less than 3 and ½ years prior to final ranking. **Class rank will be locked at the end of the 2nd marking period. GPA calculation continues through the end of the year.**
- Locked Weight Ranking: A cumulation of all credit bearing final course scores, that have been completed as of the “snapshot” in time when the last lock was performed. With additional GPA weights included.
- Must have completed credit bearing courses during the regular school year. (i.e. summer school grades and courses that have been repeated during the school year will not be counted toward ranking)
- All students will be ranked numerically; GPAs will be calculated to three (3) places beyond the decimal point. If there is no difference in the top students to 3 decimal places, those students will be co-honorees as either valedictorian or salutatorian.
- For courses that are repeated to make up D or F grades, the higher grades are used in computing GPA. Only courses with grades of “D” or “F” are eligible for grade forgiveness.
- Students who take High School credit bearing courses in Middle School will have those grades included for GPA and Ranking purposes.
- CTE credits will be awarded per NYS towards the completion of graduation and class rank.
- Students in approved foreign exchange program completing required credit load will receive ranking.

Colleges report GPA (grade point average) on a 4.0 scale. The top grade is an A, which equals 4.0. This is the standard scale at most colleges, and many high schools use it.

A+ (97-100) = 4.0

A (93-96) = 4.0

A- (90-92) = 3.7

B+ (87-89) = 3.3

B (83-86) = 3.0

B- (80-82) = 2.7

C+ (77-79) = 2.3

C (73-76) = 2.0

C- (70-72) = 1.7

D+ (67-69) = 1.3

D (65-66) = 1.0

E/F (below 65) = 0.0

To calculate GPA and Class Rank, the following chart will be used. To figure the GPA, use the following formula:

$\text{Credits Earned (GPA Scale} \times \text{Course Value)} / \text{Total Credits Attempted} = \text{GPA}$

** AP and ACE courses are weighted as 1.0 Credits when used as a divisor for GPA.

***Therefore students can attain a GPA over 4.0.

Numerical Grade	GPA Scale	AP Course 1.2 Credits	ACE Course 1.1 Credits	1 Credit Course	1/2 Credit Course
100	4	4.8	4.4	4	2
99	4	4.8	4.4	4	2
98	4	4.8	4.4	4	2
97	4	4.8	4.4	4	2
96	4	4.8	4.4	4	2
95	4	4.8	4.4	4	2
94	4	4.8	4.4	4	2
93	3.67	4.404	4.037	3.67	1.835
92	3.67	4.404	4.037	3.67	1.835
91	3.67	4.404	4.037	3.67	1.835
90	3.67	4.404	4.037	3.67	1.835
89	3.33	3.996	3.663	3.33	1.665
88	3.33	3.996	3.663	3.33	1.665
87	3.33	3.996	3.663	3.33	1.665
86	3	3.6	3.3	3	1.5
85	3	3.6	3.3	3	1.5
84	3	3.6	3.3	3	1.5
83	3	3.6	3.3	3	1.5
82	2.67	3.204	2.937	2.67	1.335
81	2.67	3.204	2.937	2.67	1.335
80	2.67	3.204	2.937	2.67	1.335
79	2.33	2.796	2.563	2.33	1.165
78	2.33	2.796	2.563	2.33	1.165
77	2.33	2.796	2.563	2.33	1.165
76	2	2.4	2.2	2	1
75	2	2.4	2.2	2	1
74	2	2.4	2.2	2	1
73	2	2.4	2.2	2	1
72	1.67	2.004	1.837	1.67	0.835
71	1.67	2.004	1.837	1.67	0.835
70	1.67	2.004	1.837	1.67	0.835
69	1.33	1.596	1.463	1.33	0.665
68	1.33	1.596	1.463	1.33	0.665
67	1.33	1.596	1.463	1.33	0.665
66	1	1.2	1.1	1	0.5
65	1	1.2	1.1	1	0.5
0-64	0	0	0	0	0

ACE Courses (through Corning Community College at Edison High School)

Overview: Accelerated College Education (ACE) is a high school concurrent enrollment program that allows students classified as 11th (juniors) or 12th (seniors) graders to earn college credit at their high schools in approved courses. Instructors in the program are recruited from the faculty at each high school and are approved by Corning Community College (CCC) to function as adjunct instructors.

History: Originally called the College Level Education Program (CLEP), ACE began in the fall of 1972 as a joint venture of the Elmira City School District and CCC. It consisted of a single course in Calculus, which was taught at both Elmira High Schools. By 1987, the program, which changed its name to ACE, had grown to 185 students in six high schools. It had developed into a collaborative effort among the six high schools, the area BOCES, and CCC. Today, the program has grown to include 40 schools located in the Southern Tier of New York and the Northern Tier of Pennsylvania and offers a choice of 60 college courses while providing high quality educational experiences to approximately 2,500 students.

Accreditation: CCC is a founding member of the National Alliance of Concurrent enrollment Partnerships (NACEP), a national accrediting body for concurrent enrollment programs, and received accreditation status from NACEP in 2008. NACEP was established for the purpose of professional exchange, development of common standards, and the sharing of information regarding best practices for member colleges.

*Students must meet entrance requirements/prerequisites for ACE courses. For more information please contact our school counselor. Fees apply for credits.

AP (Advanced Placement)

College Credit and Advanced Placement: One great benefit of taking AP Exams is the opportunity to earn college credit and placement. Most colleges and universities in the United States grant credit and placement for qualifying AP scores. You can save money and get a head start on your degree when you enter college with credit you've already earned through AP.

College AP Credit Policies: Each college and university makes its own decisions about awarding credit and placement. Most have a written policy spelling out things like the minimum required score to earn credit for a given AP exam, the amount of credit awarded and how credits are applied.

How AP Can Help You Succeed in College: Taking challenging AP courses can help you get into college. Once you're in college, the skills that you developed in your AP courses—critical thinking, time management, study skills, etc.—will serve you well in college classes. AP can also help you save on college costs through AP credit, expanded scholarship opportunities and a greater likelihood of graduating on time.

AP Around the World: The AP Program is a global academic program, currently offered in more than 100 countries around the world. Taking AP courses and exams provides you with a recognized academic credential, wherever your college plans lead you. More than 600 universities in more than 60 countries outside of the United States recognize AP Exam scores for admission, credit and placement.

*Students must complete the AP exam in order to receive AP credit on his or her transcript.

*Please contact our school counselor for more information. Fees apply for exam.

PROCEDURES FOR STUDENT PLACEMENT-INCLUSIVE OF DROP/ADD PROCEDURES

Students who enter Thomas A. Edison High School are expected to reach their full potential and graduate with their cohort class in a four year period. TAE holds high standards for their students and will expect all students to achieve the highest designation of diplomas, the Advanced Designation Regents diploma which is the expectation for all high school students in New York State. To help assist with this goal, the faculty and staff will always strive to challenge students with rigorous course work in line with New York State Learning Standards.

Student schedules are developed to meet the requirements for graduation which include course work as well as Regents exams at the end of a course of study.

- 4 Credits of English with a Regents level English Exam at the end of 11th grade
- 4 Credits of Social Studies with Regents exams in Global History at the end of 10th grade, and United States History at the end of 11th grade
- 3 Credits in Math with a Regents exam given at the end of Algebra, Geometry and Algebra II.

- 3 Credits in Science with a Regents exam given at the end of Living Environment – Biology, Earth Science, Chemistry, and Physics

Students also need to meet requirements in physical education, the ARTS, a language and electives of their choice.

When schedules are developed they may also include a state mandated help period, AIS. This placement is based on but not limited to previous performance in course work, Regents exam failure and prior formal NYSED assessments.

Course credit is awarded at the end of the school year and in some cases at the end of the semester for semester courses. Regent's grades are posted on the students' transcript after the exam is given. Students are able to re-sit for Regents exams if they receive a failing grade and at times may have to take the entire class again in order to meet requirements for graduation.

Students who participate in CTE classes at BOCES may receive embedded credits which may be in social studies, science, math, and English. It must be understood that these credits are not awarded in place of those courses we offer as Regents level classes and classes that are required for graduation. The school administration directs guidance in how and when to award credits. We award credits as elective credits. WE also reserve the right to award credits to meet graduation requirements ONLY if all opportunities to take a course at TAE have been exhausted.

The following lists credit thresholds for grade designations which may not be dependent on your class cohort. To be considered a sophomore you must earn 5.5 credits inclusive of .5 Physical Education credits.

To be considered a junior you must have earned at least 11 credits including 1.0 P.E. credits

To be considered a senior you must have earned at least 16.5 credits including 1.5 P.E. credits

Our expectation is that students will work hard to do their very best in their academic work. At times, all students experience a sense of frustration when learning seems harder than it previously had. All students are scheduled for a formal help period where they can access their teachers for help. We encourage parents and teachers to communicate regularly, as this is an integral partnership to student success.

Great effort is put forth to develop individual student schedules by both guidance and administration.

As the school year begins, students are given their schedule that should list the required courses and electives for their grade year. Confirming the necessary pre-requisites for courses are also part of this process. Students as well as parents are given an opportunity during the first two weeks of school to request changes to that schedule through an add/drop process which is coordinated by the guidance counselor. (Last day in 2017-2018 school year that date will be September 15, 2017 and February 9, 2018 for second semester ½ credit classes)

- All requests must be made in writing with the appropriate reasons for the change.
- The request is reviewed with the student and the counselor as well as the parent if requested.
- Consideration for change will be based on but not limited to NYSED requirements, class size and cohort class and graduation year.

If a student or parent requests a **drop beyond the deadline**, the following procedure will be adhered to:

- Parent/Guardian and Student meet with teacher to discuss progress, placement, and effort.
- A written request must be submitted to the guidance counselor with the appropriate reason for the drop.
- The request is reviewed with the student and the counselor as well as the parent.
- Due diligence must be proven that the student has accessed help on their own and completed all work on time and to the best of their ability.
- A determination will be made to show that the student has been misplaced in a class due to ability or lack of pre-requisites. Factors reviewed shall include teacher recommendations and assessment of student ability, previous academic performance in the subject area including review of report cards and performance on local and NYSED assessments.
- Students will not be able to drop classes arbitrarily because the class is/becomes difficult and their class average will bring down their GPA or may affect their attaining scholarships for future scholarships.
- Courses dropped beyond deadline may result in a W/F (withdraw fail) on final transcript

REPORT CARDS/PROGRESS REPORTS

Report cards will be mailed home. Please use parent portal to view grades throughout the school year. The marking periods are as follows:

1st MP	September 5 – November 9	<u>Progress Reports</u>
2nd MP	November 13- January 25	October 5th
3rd MP	January 29- April 5	December 14th
4th MP	April 8- June 17	March 1st May 10 th

GRADE LEVEL PROMOTION

Students at TAE advance by credits earned:

Sophomore– Must have earned at least 5.5 credits including .5 Physical Education credits.

Junior – Must have earned at least 11 credits including 1.0 P.E. credits.

Senior – Must have earned at least 16.5 credits including 1.5 P.E. credits.

BOCES: CTE CREDITS & CRITERIA FOR ENTRY/CONTINUATION

CTE credits will be awarded per NYS towards the completion of graduation and class rank.

Approved Math, Science, and ELA credits in each program awarded at the **discretion** of the district.

Attending BOCES is a privilege that is earned and can be revoked due to academic, attendance, or behavior issues by the BOCES Principal and/or the Edison High School Principal.

Placement of all students requesting to enter a BOCES program will be at the discretion of the Principal, Dean of Students, and/or School Counselor.

Criteria to enter BOCES CTE Programs include but is not limited to:

- *number of credits earned during freshman and sophomore years: Minimum of 11 credits
- *student has passed two Math, two Science, and two Social Studies courses
- *student has passed one Math regents, one Science regents, and one Social Studies regents exams
- *student has successfully completed 1.0 credits of PE
- *scheduling ability to meet all graduation requirements
- *student Career Plan
- *attendance, discipline, or safety concerns/issues

Criteria to remain at BOCES CTE Programs include but is not limited to:

- *student must maintain an overall 75% average in their designated CTE program. This is the minimum requirement by BOCES for students to be eligible for CTE internships and job shadowing opportunities
- *completion of credits at TAE to earn senior status
- *Scheduling ability to meet all graduation requirements
- *student Career Plan
- *attendance, discipline, or safety concerns/issues

HONOR GRADUATES

There are two types of “Honor Graduate” statuses that may be achieved. There is NYS designation and Edison High School designation. Below is a summary of both.

*To receive HONOR GRADUATE status at Edison High School, students must have a cumulative average of 90 or higher and must not have failed any courses during their high school career.

**To receive HONOR GRADUATE status per NYS, students must receive a score average of 90 or above on all required Regents Exams.

HONOR ROLL

Edison High School recognizes both academic and civic achievement. An academic honor is posted at the end of each marking period under the following guidelines:

Honors w/ Excellence -	Average between 95.5% and 100% inclusive
High Honor Roll	Average between 89.5 % and 94.4% inclusive
Honor Roll	Average between 85% and 89.4% inclusive

A student with a failing grade or incomplete in any subject is not eligible for consideration for any Honor Roll.

CLUBS & ACTIVITIES

The following clubs and activities are available to all Edison High School Students:

- Key Club, Art Club, Game Club, Technology Club
- APEX, After school tutoring
- Variety of athletic teams
- Yearbook Club
- National Honor Society, Jr. Rotarians

- School-wide Dances—a student may attend school dances if they are in good standing. A student is in good standing if, for the entire time from one dance to the next dance, they:
 - Have not had two or more office detentions
 - Have not served a suspension (in-school, ALS, or out-of-school)
 - Have attended school the day of the dance

ATHLETIC/EXTRA-CURRICULAR ELIGIBILITY

1. Eligibility Requirements

To be eligible a student must:

- a. Not have more than one course failure – 2 failures make a student ineligible or
- b. Have a minimum of a 70 average

2. In a marking period or mid marking period review, a student with multiple failures or an average below 70 will be considered ineligible.

3. Who is covered by this policy? Any student that participates as an athlete, cheerleader, or in the cast and crew of the school play will be responsible to adhere to the guidelines of the TAE Eligibility Policy.

4. First Week of Ineligibility

Once a student becomes ineligible, he/she must not participate in the next week of scheduled activities.

- a. This will occur on the following Monday - Sunday after report cards are issued.
- b. She/he may not practice or perform if participating in the school play.
- c. She/he may not perform if participating in a sport.

5. How a participant can become eligible after the first week.

The student may become eligible to participate after the first week of academic suspension if she/he spends additional time during the day and completes a Mandatory Tenth Period Card.

- a. He/she must complete additional time with teachers, (50% of the time in the subject area/s he/she is failing.
- b. A Student must spend a total of 1.5 hours a week.
- c. Students that are ineligible will only be probation on a week to week basis after not participating the first week.
- d. Once a student is deemed ineligible, he/she must fill out a card weekly in order to be on probation for the next week.
- e. The student must make a diligent and sincere effort to address his/her academic shortcomings.
- f. Teachers must sign the card nightly.

6. Director/Coach Responsibilities

To be deemed eligible, a student is responsible to spend the appropriate time with teachers, complete the eligibility card, and have it signed and dated, and returned to the Dean by 3:15 pm on Friday.

- a. If the student doesn't complete each one of the tasks, he/she remains ineligible for the next week.
- b. It will be the responsibility each week of the director/coach and the student to know the status of the student's eligibility.
- c. Advisors and coaches need to keep an updated list of those students who are cheerleading, on a team, or part of the cast and crew of the play.
- d. Status may be upgraded to probation after the first week upon successful completion of the Mandatory Tenth Period Card. This has to be done on a weekly basis.

CAFETERIA/LUNCH

Lunch is to be an enjoyable time for all students. Students are expected to be courteous and must remain in the cafeteria until dismissed. Respectful behavior toward other students and staff supervisors is expected at all times.

Please consult the lunch menu for lunch prices. Free and/or reduced lunch prices will be offered to families who qualify under federal guidelines.

The following cafeteria rules will be enforced daily. Students are expected to:

- Be courteous at all times.
- Wait patiently and talk quietly at their seats.
- Remain seated at tables until dismissal.
- Get permission and use the pass system before leaving the cafeteria.

Failure to follow these rules will result in the following disciplinary action.

- Verbal warning/assigned a seat
- Loss of privileges/assigned a lunchroom duty
- Lunch detention
- Lunch periods are 23 minutes in duration.
- All food and drink must remain in the cafeteria area unless permission has been given.
- Students are NOT permitted to order from an outside vendor without permission, if it is discovered that a student has violated this policy, any, and all purchases will be confiscated without refund.

MEAL CHARGE POLICY (Required Notification)

COST OF SCHOOL MEALS

Free Meal Benefit: Eligible students will be allowed to receive a free breakfast and lunch each day. A la carte purchases must be paid or prepaid.

Reduced Meal Benefit: Eligible students will be allowed to receive a breakfast and lunches at the established reduced meal rate. A la carte purchases must be paid or prepaid.

Full Pay Students: Students will pay for meals at the school's published paid meal rate each day.

WHERE MEALS ARE NOT PAYED FOR AT THE POINT OF SALE, THE FOLLOWING RULES APPLY:

*All students upon the student's request, regardless of whether their parent or legal guardian has unpaid charges for school meals, and regardless of their ability to pay at the register, shall be provided with a school meal of the students's choice, from the available reimbursable mean choices for that school day.

*The District shall only be required to provide access to reimbursable meals, not a la carte items, adult meals, or other items

*Charging of items outside of the reimbursable meals (a la carte items, adult meals, etc.) is expressly prohibited. All such items must be paid or prepaid.

*The student's parent or guardian may provide written permission to the District to withhold a meal.

* There will be no adult charging (employees, volunteers, or visitors) of school meals.

TRAINING

All staff responsible for serving students meals or collecting money for such meals will be trained to ensure that the District's procedures are carried out correctly. Such training shall include receipt and review of this plan at the time of the employee's hire, and retraining as needed. Training shall also include communication strategies to minimize stigma or embarrassment to students denied a la carte items.

MONEY OWED FOR UNPAID MEALS

*Parents/guardians are responsible for meal payment to the food service program. Discreet notices of low or deficit balances will be sent to parents/guardians at regular intervals during the school year. Parents will be given notice of the negative balance on their student's accounts with weekly communication regarding the unpaid balance which may include auto-calls or letters.

*The District will work with families, including developing a repayment schedule, where families are unable reasonably to pay the entire amount of any unpaid balance in a single payment.

*If a student is without meal money on a consistent basis, the administration will investigate the situation more closely and take further action as needed. If financial hardship exists, parents and family's are encouraged to apply for free or reduced price lunches for their child, if applicable.

*When a student owes money for five or more meals, the District shall:

- *attempt to determine if a student is directly certified to be eligible for free meals

- *Make at least two attempts, not including the application or instructions included in a school enrollment packet, to reach the student's parent or guardian and have the parent or guardian fill out a meal application, and

- *Contact the parent or guardian to offer assistance with a meal application, determine if there are other issues within the household that have caused the child to have insufficient funds to purchase a school meal and offer any other assistance that is appropriate.

*The District will not publicly identify or stigmatize a student who cannot pay for a meal or who owes a meal debt by any means including, but not limited to:

- *requiring that a student wear a wristband or hand stamp

- *require a student who cannot pay for a meal or who owes a meal debt to do chores or other work to pay for meals

- *require that a student throw away a meal after it has been served because of the student's inability to pay for the meal or because money is owed for earlier meals.

- *take any action directed at a pupil to collect unpaid school meal fees. The District will attempt to collect unpaid school meal fees from a parent or guardian, but shall not use a debt collector as defined in section eight hundred three of the Federal Consumer Credit Protection Act, 15 U.S.C. Sec. 1692a, or

- *discuss any outstanding meal debt in the presence of other students.

- *Nothing in this plan is intended to allow for the unlimited accrual of debt.

PREPAID MEAL ACCOUNTS

*Students/parents/guardians may pay for meals in advance via PaySchools or with a check payable to Elmira Heights School Lunch Fund. Further details available on our webpage at www.heightsschools.com. Funds should be maintained in accounts to minimize the possibility that a child may be without meal money on any given day. Any remaining funds for a particular student will be carried over to the next school year.

*Surplus balances will be rolled over for the student's benefit for the following school year.

*Regarding refunds for withdrawn and graduated students, a written or emailed request for a refund of any money remaining in their account must be submitted. Full pay students who are graduating at the end of the year will be given the option to transfer any balance to a sibling's account with a written request. Reduced eligible students will have surplus money returned.

*Unclaimed funds must be requested within one school year. Unclaimed funds will then become the property of the Food Service Program.

*Collection of the owed balances will follow the above procedure for unpaid meals.

ENROLLMENT IN THE FREE AND REDUCED PRICE LUNCH PROGRAM

*At the beginning of each school year, the District shall provide a free, printed meal application in every school enrollment packet, or provide in school enrollment packets an explanation of the electronic meal application process and instructions for how parents or guardians may request a paper application at no cost

*The district will provide assistance to families on request in completing the application for enrollment

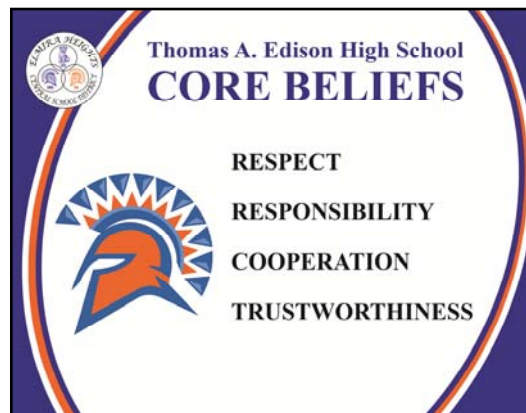
*Where the District becomes aware that a student who has not submitted a meal application is eligible for free or reduced fee meals, the District shall complete and file an application for the student pursuant to Title 7, 245.6(d) of the Code of Federal Regulations, and

*The District's School Liaison for homeless, foster, and migrant students shall coordinate with the nutrition department to make sure such students receive free school meals in accordance with federal law.

ANNUAL NOTIFICATION

*The District will provide notice to all parents or guardians on an annual basis, prior to the opening day of school, outlining the requirements of this policy. This policy shall also be published in an appropriate school based publication and posted on the District's website.

POSITIVE CITIZENS AT TAE



Respect at TAE includes, but is not limited to:

- Polite expressions of consideration towards yourself and all members of the school community
- Mutually holding high esteem towards each other
- An attitude of deference towards the person in authority as well as a thoughtfulness towards the rights of others
- Follow established procedures and policies for the school setting.

Responsibility at TAE includes, but is not limited to:

- Being prepared, organized and accountable during your time at Edison
- Willing to seek help to ensure your success
- Accessing all the resources available to achieve your highest quality education
- Providing yourself with the opportunity to achieve your personal best (i.e. have high standards, set personal goals, acknowledging and addressing mistakes).

Cooperation at TAE includes, but is not limited to:

- Enter the classrooms ready to learn
- Support and encourage your peers
- Listen to each other/communicate well
- Be the kind of person that others can count on and help others when they need it.
- Work together towards the greater good.

Trustworthiness at TAE includes, but is not limited to:

- Being mindful enough to address both positive and negative behaviors or attitudes in yourself and your peers.
- Being loyal, truthful and reliable in your behaviors and academics in order to nurture positive and long lasting relationships.
- Respect other individuals' and school's property

GUIDANCE

The counseling program at Edison High School is available to help students, parents, teachers and administrators develop positive learning experiences. As student advocates, our overall goal is to facilitate the educational, vocational, social and emotional well-being of students. To this end our program consists of a variety of services and activities including individual counseling, information services, referral assistance and student testing.

Primary services of the school counselors involve direct assistance to students during the school day. Parent and teacher consultations can be scheduled through the Main Office.

Counseling Services may include but are not limited to:

- Personal problems that may affect a student's attitude and performance at school
- Social issues such as interactions with peers
- Academics including course selection and ways to improve study skills
- Attend meetings with students, parents and teachers to discuss concerns or issues regarding behavior, school performance and other topics
- Student scheduling
- Coordinate career and college research and visitation days
- Referrals to social services, mental health professionals and more
- Plans for the future

**The Guidance Department includes school counselors, school psychologist, and social worker.

SPARTAN AWARD

Appropriate behaviors are acknowledged and celebrated. The Spartan Award recognizes the best of the best at TAE. These students have been nominated by staff members as well as their peers in collaboration with a teacher.

SPARTAN LEADERSHIP AWARDS

- Faculty members nominate students each marking period who have exemplified one or more of the 4 CORE behavioral beliefs
- Students can also recognize a peer by notifying a teacher for the exemplary behavior witnessed
- All nominated Spartan Leadership recipients will be eligible for the “Grand Prize” drawing to be held during the year’s final Honor Assembly.
- Nomination forms are available on the Elmira Heights Intranet or in the Edison main office
- A nomination/recognition one marking period does not preclude a student from additional nominations/recognitions in other marking periods.

GENERAL EXPECTATIONS

STUDENT PARKING

Section 1670 of the Vehicle and Traffic Law empowers schools to make driving and parking regulations which have the force of law.

Violations of such regulations are classified as traffic infractions and are subject to ticketing by local law enforcement officials.

Driving and parking on campus is a privilege and may be revoked. The following regulations must be followed:

- The speed limit is 5 miles per hour
- Parking is by permit only. Students need to obtain and complete an application that is available in the Main Office. Students will be issued a pass that must be displayed on their vehicle
- Students are not allowed to drive in the circle or the bus area
- There is no cruising around the school
- Cars must be locked and parked in an appropriate spot in an appropriate lot. Students may not park in faculty/staff lots.
- All New York State Motor Vehicle and Traffic Laws must be obeyed
- Cars illegally parked may be towed at the owner’s expense
- It is expected that students who drive to school will arrive on time
- The student lots are along College Ave by the athletic fields and behind the school
- Students will not be allowed to drive to BOCES as a general rule

****Students that drive to school who are tardy:**

- 4 times – will have their driving privileges revoked for 1 month
- 5 times – one week
- 6 times – two weeks
- 7 times – three weeks
- 8 times – permanently

BIKES/SKATEBOARDS/SCOOTERS/ROLLERBLADES

Bicycles, scooters, and skateboards are to be walked on the sidewalk at all times on school property. Bicycle racks are located at the front of the Edison School Building across from the bus port. It will be the responsibility of students to provide locks and to secure bicycles on school grounds. Rollerblades must be removed before entering the building.

ELECTRONIC DEVICES

Personal electronic communication devices serve as both communication tools as well as instruments of learning. Electronic communication devices may be used for approved educational purposes and/or at district events subject to the standards in this policy as well as guidelines established at the building level. While the board recognizes the proper, appropriate use of electronic devices by District students, it seeks to prevent their use in ways that disrupt the educational environment of the school or jeopardizes the safety, health and well-being of students.

- Electronic devices are not permitted to be used or visible during instructional periods except at the discretion of the classroom teacher.
- Students may not use electronic communication devices during any test, examination, or in any situation with the potential for plagiarism or cheating.
- Such devices may not be used in any bathroom, locker room or other areas (both private and public) where individuals have expectation of privacy.

If there is an emergency and parents need to speak to their child during the school day, please contact the Main Office and we will make the necessary arrangements for you to speak with them. Violations of these rules will result in the confiscation of the cell phone or other electronic device by a staff member (to be picked up by a parent/guardian at the end of the school day). Students who refuse a reasonable request by a staff member to turn over their cell phone or electronic device will be considered insubordinate and referred to building administration who will confiscate the electronic device (to be returned to a parent/guardian at the end of the day) in addition to one day of ISS. Students that continually violate this policy will receive more progressive discipline consequences.

TELEPHONE ACCESS

The office telephone may only be used for emergency calls and school business. A pass must be obtained from a teacher before a student may receive permission to use the office phone. Students should NOT use classroom telephones without permission from the teacher.

APPROPRIATE DRESS

Your manner of dress is primarily the responsibility of you and your parents. You are expected to maintain an appearance that is not offensive to other students and staff or disruptive of the educational environment. Furthermore, clothing that may present a safety concern for students or staff is prohibited. For your health and safety you must wear some type of footwear in the building at all times. If your manner of dress is such that it violates the standards (outlined further in the Code of Conduct summary), your parent will be notified and you will be required to modify their appearance to comply with the expectations.

LOST AND STOLEN ARTICLES

It is recommended that personal belongings, which are brought to school, should be labeled with the student's name. Articles found in and around the school should be turned into the main office where owners may claim lost property. Unclaimed property will eventually be donated to the Salvation Army. Thomas A. Edison High School is not responsible for lost or stolen property.

WORKING PAPERS

Working papers are issued by the State Education Department and are required for all employed minors under 18 years of age with 3 exceptions:

- Children already sixteen (16) who work on a farm
- Children twelve (12) or older working for their parents or doing work that is not connected with a business
- Children fourteen (14) or older performing caddie services, baby-sitting, household or yard work.

Applications are available in the Main Office, and must be submitted with students Social Security Number, copy of original Birth Certificate, and a copy of current physical.

LIBRARY AND COMPUTER LAB RULES & PROCEDURES

The following rules apply to both the Library and the Computer Lab:

FOOD & BACKPACKS – No food or drink is allowed in the library or lab.

SIGNING IN & OUT – All students must sign in and out each time they enter or leave the library or lab.

COMPUTER LAB – No student is allowed in the computer lab without a teacher present.

BORROWING MATERIALS – No resource should leave the library unless it has been checked out.

LOST OR OVERDUE MATERIALS - If you lose or do not return a book or other resource you will be responsible for replacing the book or resource with a new one of the same title or kind, or alternatively, paying for the book or resource (costs will be determined on item price plus spine and bar code labels).

STUDENT PRIVACY – Students are entitled to borrow, browse, or research topics without fear that this information will be shared with other students, parents/guardians, or teachers.

PASSES – The librarian will be as flexible as possible regarding use by students, however, students should be aware that teacher scheduling may take precedent. Students who arrive at the library are required to have a pass from a **content** teacher only. All students need to sign in upon arriving at the library and sign out when they leave the library for any reason.

HEADPHONES & NOISE – As per the Student Handbook headphones are not allowed in the library or lab without permission of the librarian or teacher. Students should be working as quietly as possible in order that others may concentrate fully on their work.

PRINTING - If you need to print multiple pages or in color, you must get permission from the librarian.

VIOLATION OF RULES – You may be asked to leave the library if you violate the policies of the Handbook or the library. This may be for a period, for a day, for several days, or for a longer period of time.

SCHOOL SAFETY

FIRE DRILLS/SAFETY DRILLS

Fire/Safety drills will be held frequently during the school year. It may be necessary to make adjustments or alter the established procedures as we participate in actual drills.

- Check the instructions posted in the Safety Handbook.
- WALK, NO TALKING, MOVE QUICKLY AND QUIETLY TO THE DESIGNATED AREA.
- In case the route is blocked, you will be re-routed to the nearest safe exit.
- All Fire/Safety Drills can be assumed to be emergencies and should be treated as such.

ELMIRA HEIGHTS CENTRAL SCHOOL DISTRICT STUDENT USE OF COMPUTERIZED INFORMATION RESOURCES

Note: These procedures are within the guidelines and authority of Board of Education Policy §7314.

Privacy: Student data files and other electronic storage areas will be treated like school lockers. This means that such areas shall be considered to be School District property subject to control and inspection. The computer coordinator may access all such files and communications to ensure system integrity and that users are complying with the requirements of this policy and accompanying regulations. Students should NOT expect that information stored on the District's computer system, (DCS) will be private.

No student will be given access to the DCS until they and their parents have assigned the included Acceptable Use Policy. Use of the DCS which violates any aspect of the EHCS policy, Code of Conduct, and federal, state or local laws or regulations is strictly prohibited and may result in disciplinary action in compliance with applicable District guidelines and/or federal, state and local law including, but not limited to, suspension and/or revocation of access to the DCS.

In addition to the District's general requirements governing student behavior, the following activities shall be prohibited by student use of the DCS:

- Using the DCS to obtain, view, download, send print, display or otherwise gain access to or transmit materials that are unlawful, obscene, pornographic or abusive.
- Use of obscene or vulgar language.
- Harassing, insulting or attacking others.
- Damaging, disabling or otherwise interfering with the operation of computers, computer systems, software or related equipment through physical action or by electronic means.
- Using unauthorized software on the DCS.
- Changing, copying, renaming, deleting, reading or otherwise, accessing files or software not created by the student without the express permission from the computer coordinator.
- Violating copyright law.
- Employing the DCS for commercial purposes, product advertisement or political lobbying.
- Disclosing an individual password or using others' passwords.
- Transmitting material, information or software in violation of any District policy or regulation, the Code of Conduct and/or federal, state and local law or regulation.
- Revealing personal information about oneself or of other students including, but not limited to, disclosure of home address and/or telephone number.
- Engage, enter or communicate via e-mail, instant messaging or chat rooms.
- Allow any other person access to an individual's account.
- Download any file or piece of software without the computer coordinator's permission.
- Access other systems without permission of the computer coordinator.

These procedures and policies apply to all EHCS computers.

DISCIPLINARY MEASURES

While it is the intent of the school that satisfactory behavior be fostered by positive measures, it must be recognized that some student behavior will require the imposition of appropriate disciplinary measures or penalties.

A record will be kept of a student's infractions and the disciplinary measures incurred. Subsequent infractions of the same regulation will result in more severe penalties as stated.

A parental conference may be required at any step in the disciplinary process. This is a meeting of the person in parental relationship, and other appropriate school personnel to discuss student behavior and expected conduct for the future.

Acts within the school which constitute a crime will be reported to the proper legal jurisdiction.

Detentions

Lunch Detention: Takes place during the school lunch period. It is supervised by an adult and held in a separate setting. Students are not permitted to purchase snacks.

Teacher Detention: Varies from teacher to teacher, please see the individual classroom management systems.

Office Detention: Is held either in the morning from 7:30 a.m.-8:15 a.m. or after school from 3:30 p.m.-4:15 p.m. in a supervised setting. The Principal or the Dean of Students can assign it. Serving 2 or more office detentions between dances will result in the loss of the privilege to attend the next school dance.

In-School Suspension: Is a partial or full day suspension in a contained supervised setting. All class work is sent to the student from his/her teacher(s). The student is responsible for completing all work assigned. Serving an In-school suspension results in the loss of the privilege to attend the next school dance.

Out-of-School Suspension: Students are not allowed to attend school and will be assigned two hours of tutoring. Parents are responsible for providing transportation to and from the program. Students who do not attend the tutoring will receive a 0% for the day's assignments. Out-of-school suspension results in the loss of the privilege to attend the next school dance.

Violations of disciplinary policies will be addressed on several different levels within the school as follows:

1. Classroom Teacher/Staff member: The teacher will be the first person to address any disciplinary problems which interfere with learning or disrupt the functioning of the school. All teachers will act in accordance with building and district policies to ensure consistency and maintain a safe and peaceful environment positive to learning. Teachers refer serious/repeated violations to the Dean of Students.
2. Infractions at this level shall include, but are not limited to, the following:
 - *Disrespectful remarks/teasing
 - *Late to Class
 - *Lying/cheating
 - *Unprepared for class
 - *Failure to cooperate with a substitute teacher
 - *Failure to follow reasonable directions
 - *Possession and/or use of personal electronic equipment or any distracting item
 - *The wearing of offensive, distracting, or unsafe attire
3. Building Administration: If a student continues to violate disciplinary policies, the teacher/faculty member will refer the student to Administration. The Dean of Students or Building Administration may deal with infractions that are dangerous or lead to breakdown of respect between students and staff and include, but are not limited to, the following:
4. *Fighting *Unsafe behavior *Harassment/bullying *Obscene gestures/behavior
 - *Forgery, deception, plagiarism (will include loss of credit at the discretion of the teacher)
 - *Vandalism, property damage or theft (financial restitution and/or work equivalent)
 - *Insubordination/disobedience *Conduct detrimental to school order
 - *Not reporting to teacher detention *Truancy from class or school
 - *Possession/consumption of a look-alike drug *Possession/smoking of tobacco/smoking materials

Methods of discipline which may be used to address these infractions include, but are not limited to, Teacher Detention, Lunch Detention, Office Detention, In-school Suspension, and Out-of-school Suspension

Students demonstrating repeated, severe, or dangerous violations of classroom, building, or district policies will be sent to the Principal/Dean of Students. The Principal or Dean will review the violations committed by the student and act in accordance with the building and district policies. The Principal or Dean will most likely be

involved in discipline of any infractions of repeated or dangerous behavior and will follow the methods and guidelines mentioned under the Code of Conduct. In addition, infractions, which include but are not limited to, the following, will involve the Principal, Dean, and/or District Administration:

*Possession or use of Contraband

*Threat of physical harm to students or staff

*Possession of a dangerous weapon on any property of the Elmira Heights Central School District at any time. Includes, but is not limited to guns, knives, or any object used in a threatening manner.

Severe violation of these disciplinary policies will be addressed by District Administration

Students need to be aware that disciplinary infractions are cumulative and, therefore, the penalties increase based on the number of infractions and not necessarily on the type of infraction.

CODE OF CONDUCT – SUMMARY

Introduction

This code applies to all students, school personnel, parents and other visitors when on school property or attending a school function.

Definitions

“Disruptive student” means an elementary or secondary student under the age of 21 who substantially interferes with the school personnel’s authority over the classroom on school premises or at school events.

“Violent student” means a student under the age of 21 who:

1. Commits an act of violence upon a school employee or attempts to do so.
2. Commits while on school property or at a school function, an act of violence upon another student or any other person lawfully on school property or
3. Possesses, while on school property or at a school function, a dangerous instrument.
4. Displays, while on school property or at a school function, what appears to be a dangerous instrument.
5. Threatens, while on school property or at a school function, to use a dangerous instrument.
6. Knowingly, intentionally, recklessly, or with criminal negligence damages or destroys the personal property of any school employees or any person lawfully on school property or at a school function.
7. Knowingly and intentionally damages or destroys school district property.
8. Commits any behavior that would require the district to complete a Violent and Disruptive Incident Report. (VADIR)

Student Rights and Responsibilities

A. Student Rights

All district students have the right to:

1. Take part in all district activities on an equal basis regardless of race, color, creed, national origin, religion, gender, or disability.
2. Present their version of the relevant events to school personnel authorized to impose a disciplinary penalty in connection with the imposition of the penalty.

3. Access school rules and, when necessary, receive an explanation of those rules from school personnel.
4. Protection under the Dignity for All Students Act which prohibit discrimination and harassment against any student by employees or students on school property or at a school function.

B. Student Responsibilities

All district students have the responsibility to:

1. Contribute to maintaining a safe and orderly school environment that is conducive to learning and to show respect to other persons and to property.
2. Be familiar with and abide by all district policies, rules and regulations dealing with student conduct.
3. Attend school every day unless they are legally excused and be in class, on time, and prepared to learn.
4. Work to the best of their ability in all academic and extracurricular pursuits and strive toward their highest level of achievement possible.
5. React to direction given by teachers and administrators and other school personnel in a respectful, positive manner.
6. Work to develop mechanisms to control their anger.
7. Ask questions when they do not understand.
8. Seek help in solving problems that might lead to discipline.
9. Dress appropriately for school and school functions.
10. Accept responsibility for their actions.
11. Conduct themselves as representatives of the district when participating in or attending school sponsored extracurricular events and to hold themselves to the highest standards of conduct, demeanor, and sportsmanship.

Student Dress Code

All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. Students and their parents have the primary responsibility for acceptable student dress and appearance. Teachers and all other district personnel should exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting as well as potential workplace.

1. Be safe, appropriate and fit appropriately.
2. Recognize that extremely brief garments and see-through garments are not appropriate.
3. Ensure that undergarments are completely covered with outer clothing.
4. Include footwear at all times. Footwear that is a safety hazard will not be allowed.
5. Not include the wearing of hats in the classroom except for a medical or religious purpose.
6. Not include items that are vulgar, obscene, and libelous or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation or disability.
7. Not promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities.
8. Not be construed as intimidating (e.g. Gang wear).

Certain events such as concerts and dances may have a special dress code. Students will be notified of those particular codes in time to prepare appropriately.

Each building principal or his or her designee shall be responsible for informing all students and their parents of the student dress code at the beginning of the school year and any revisions to the dress code made during the school year.

Students who violate the student dress code shall be required to modify their appearance by covering or removing the offending item and, if necessary or practical, replacing it with an acceptable item. Any student who refuses to do so shall be subject to discipline up to and including in-school suspension for the day. Any

student who repeatedly fails to comply with the dress code shall be subject to further discipline, up to and including out of school suspension.

Prohibited Student Conduct

A student shall be subject to disciplinary action in relation to the following:

1. Being under the influence of an alcoholic beverage, drinking an alcoholic beverage or in possession of an alcoholic beverage on school premises (including buildings or grounds) or on a bus going to or from a school function or a school-sponsored function. Alcoholic beverages shall mean and include alcohol, spirits, liquor, wine, beer, and cider having alcoholic content.
2. Being under the influence possession, sale or gift of any drug, controlled substance, or look-alike drug, including, but not limited to, marijuana, synthetic cannabinoid products, or any instruments for the use of such drugs, controlled substance, marijuana or synthetic cannabinoid products such as a pipe, syringe or other paraphernalia, while on school premises (including buildings or grounds) or on a bus going to or from a school function or school sponsored function. Excepted is any drug taken in accordance with a current prescription signed by a physician whom is to be taken by the particular student at the time in question.
3. Stealing, lying, cheating, plagiarism or other acts of dishonesty. *See plagiarism policy on page 43.
4. Verbal intimidation.
5. Physical intimidation.
6. Hazing.
7. Bullying.
8. Gang related activities.
9. Unwanted contact that may or may not include sexual harassment.
10. Fighting or causing physical harm to another.
11. Disrespect toward a faculty member.
12. Possession or use of a dangerous instrument as defined on page 2.
13. Failure to comply with the directions of a teacher, administrator or other school employee.
14. Engaging in acts of sexual harassment as defined in the district's sexual harassment policy.
15. Using in either words, clothing, or signs, profane, lewd, vulgar, abusive language or words which may incite or offend another person.
16. Selling, using or possessing obscene material.
17. Lateness for, missing or leaving school/class without permission or excuse given by a faculty member.
18. Any willful act which disrupts the normal operation of the school community.
19. Possession of tobacco products and smoking a cigarette, electronic cigarette, vapor cigarette, cigar or pipe, or using chewing or smokeless tobacco within the posted drug free school zones.
20. Interfering with the teacher's authority over the classroom.
21. Acting as a violent pupil.
22. Vandalizing school property or the property of a student or staff member.
23. Violating the civil rights of another student (intimidation, hazing, etc.)
24. Violating the district's dress code.
25. Obstructing vehicular or pedestrian traffic.
26. Misuse of Internet/Network systems per "Acceptable Use Regulations".
27. Unauthorized use of personal as well as school images including the posting thereof.
28. Unauthorized use of electronic devices.
29. Conduct detrimental to school order.
30. "serious violent incident means an incident of violent criminal conduct that is, or appears to be, life threatening and warrants the evacuation of students and/or staff because of an imminent threat to their safety or health, including, but not limited to: riot, hostage-taking kidnapping and/or use or threatened use of a firearm, explosive, bomb, incendiary device, chemical or biological weapon, knife or other dangerous instrument capable of causing death or serious injury."

31. Trespassing on school property including all buildings, grounds, vehicles and all school property. Trespassing shall apply to any time the campuses are not available for normal student use. The district reserves the right to consider individual cases and times as needed.
32. Truancy or tardiness to school

The range of penalties which may be imposed for the conduct set forth above is as follows:

1. Verbal warning;
2. Written referral/Student Conduct Form;
3. Notification to parent (written, electronic or personal contact);
4. Counseling;
5. Probation;
6. Reprimand;
7. Detention;
8. Suspension from transportation;
9. Suspension from athletic participation;
10. Suspension from social or extracurricular activities;
11. Suspension of other privileges including use of computer/Internet systems.
12. Exclusion from a particular class;
13. Involuntary transfer; or
14. Suspension upon instruction.

Discipline of Students with Disabilities

The full Code of Conduct contains provisions dealing with the discipline of students with disabilities.

Corporal Punishment

Corporal punishment is any act of physical force upon a student for the purpose of punishing that student. Corporal punishment of any student by any district employee is strictly forbidden.

However, in situations where alternative procedures and methods that do not involve the use of physical force cannot reasonably be used, reasonable physical force may be used to:

1. Protect oneself, another student, teacher or any person from physical injury.
2. Protect the property of the school or others.
3. Restrain or remove a student whose behavior interferes with orderly exercise and performance of school district functions, powers and duties, if that student has refused to refrain from further disruptive acts.

The district will file all complaints about the use of corporal punishment with the Commissioner of Education in accordance with Commissioner's regulations.

Student Searches and Interrogations

Student Lockers, Desks and other School Storage Places

The rules in this Code of Conduct regarding searches of students and their belongings do not apply to student lockers, desks and other school storage places. Students have no reasonable expectation of privacy with respect to these places and school storage places may be subject to search at any time by school officials, without prior notice to students and without their consent. The District has the option of initiating an unannounced canine search of any of its school buildings at any time of the day throughout that school year.

Visitors to the School

The following rules apply to visitors to the schools:

1. Anyone who is not a regular staff member or student of the school will be considered a visitor.
2. All visitors to the school must report to the office of the principal upon arrival at the school. There they will be required to sign the visitor's register and will be issued a visitor's identification badge, which must be worn at all times while in the school or on school grounds. The visitor must return the identification badge to the principal's office before leaving the building.

3. Visitors attending school functions that are open to the public, such as parent-teacher organization meetings or public gatherings are not required to register.
4. Parents or citizens who wish to observe a classroom while school is in session are required to arrange such visits in advance with the classroom teacher(s), so that class disruption is kept to a minimum.
5. Teachers are expected not to take class time to discuss individual matters with visitors.
6. Any unauthorized person on school property will be reported to the principal or his or her designee. Unauthorized persons will be asked to leave. The police may be called if the situation warrants.
7. All visitors are expected to abide by the rules for public conduct on school property contained in the Code of Conduct.
8. All visitors are expected to abide by the Code of Conduct's requirements prohibiting tobacco use within the Drug Free School Zone.

Public Conduct on School Property

All persons on school property or attending a school function shall conduct themselves in a respectful and orderly manner. In addition, all persons on school property or attending a school function are expected to be properly attired for the purpose they are on school property.

Dissemination and Review

Dissemination of Code of Conduct

1. Copies of a summary of the Code of Conduct will be provided to all students at the beginning of each school year.
2. Copies of the Code of Conduct will be available to all parents at the beginning of the school year.
3. A summary of the Code of Conduct written in plain language will be mailed to all parents of district students before the beginning of the school year and available on the district website.

Review of Code of Conduct

The Board of Education will review the Code of Conduct every year and update it if necessary. For a complete copy of the Code of Conduct, please call the District Office at 734-7114.

BOARD POLICIES

SEXUAL HARASSMENT – POLICY #7551

The Board of Education affirms its commitment to non-discrimination and recognizes its responsibility to provide for all District students an environment that is free of sexual harassment and intimidation. Sexual harassment is a violation of law and stands in direct opposition to District policy. Therefore, the Board prohibits and condemns all forms of sexual harassment by employees, school volunteers, students, and non-employees such as contractors and vendors which occur on school grounds and at all school-sponsored events, programs and activities including those that take place at locations off school premises. Generally, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct or communication of a sexual nature when:

1. Submission to or rejection of such sexually harassing conduct and/or communication by a student affects decisions regarding any aspect of the student's education, including participation in school-sponsored activities;
2. Conditions exist within the school environment that allow or foster obscene pictures, lewd jokes, sexual advances, requests for sexual favors or other harassing activities of a sexual nature; and
3. Such conduct and/or communication has the purpose or effect of substantially or

unreasonable interfering with a student's academic performance or participation in an educational or extracurricular activity, or creating an intimidating, hostile or offensive learning environment; and/or effectively bars the student's access to an educational opportunity or benefit.

The Board acknowledges that in determining whether sexual harassment has occurred the totality of the circumstances, expectations and relationships should be evaluated including, but not limited to, the ages of the harasser and the victim; the number of individuals involved; and the type, frequency and duration of the conduct. The Board recognizes that sexual harassment can originate from a person of either sex against a person of the opposite or same sex, and from a third party such as a school visitor, volunteer, or vendor, or any other individual associated with the School District. Sexual harassment may occur from student-to-student, from staff-to-student, from student-to-staff, as well as staff-to-staff.

In order for the Board to enforce this policy, and to take corrective measures as may be necessary, it is essential that any student who believes he/she has been a victim of sexual harassment in the school environment, as well as any other person who is aware of and/or who has knowledge of or witnesses any possible occurrence of sexual harassment, immediately report such alleged harassment; such report shall be directed to or forwarded to the District's designated complaint officer(s) through informal and/or formal complaint procedures as developed by the District. Such complaints are recommended to be in writing, although verbal complaints of alleged sexual harassment will also be promptly investigated in accordance with the terms of this policy. In the event that the complaint officer is the alleged offender, the report will be directed to the next level of supervisory authority.

Upon receipt of an informal/formal complaint, the District will conduct a thorough investigation of the charges. To the extent possible, within legal constraints, all complaints will be treated as confidentially and privately as possible. However, disclosure may be necessary to complete a thorough investigation of the charges, and any disclosure will be provided on a "need to know" basis.

Based upon the results of the investigation if the District determines that an employee and/or student has violated the terms of this policy and/or accompanying regulations, immediate corrective action will be taken as warranted. Should the offending individual be a student, appropriate disciplinary measures will be applied, up to and including suspension in accordance with District policy and regulation the Code of Conduct, and applicable laws and/or regulations. Should the offending individual be a school employee, appropriate disciplinary measures will be applied, up to and including termination of the offender's employment, in accordance with legal guidelines, District policy and regulation, the Code of Conduct and the applicable collective bargaining agreement(s). Third parties (such as school volunteers, vendors, etc.) who are found to have violated this policy and/or accompanying regulations will be subject to appropriate sanctions as warranted and in compliance with law.

The Board prohibits any retaliatory behavior directed against complainants, victims, witnesses, and/or any other individuals who participated in the investigation of a complaint of sexual harassment. Follow-up inquiries shall be made to ensure that harassment has not resumed and that all those involved in the investigation of the sexual harassment complaint have not suffered retaliation.

Finding That Harassment Did Not Occur

At any level/stage of investigation of alleged harassment, if a determination is made that harassment did not occur, the Complaint Officer will so notify the complainant, the alleged offender and the Superintendent of this determination. Such a finding does not preclude the complainant from filing an appeal pursuant to District policy or regulation and/or pursuing other legal avenues of recourse.

However, even if a determination is made that harassment did not occur, the Superintendent/designee reserves the right to initiate student awareness and training, as applicable, to help ensure that the school community is not conducive to fostering harassment in the school.

In all cases the Superintendent will inform the Board of Education of the results of each investigation involving a finding that harassment did not occur.

Knowingly makes False Accusations

Students who *knowingly* make false accusations against another individual as to allegations of harassment may also face appropriate action. Because of the damage that can be done to someone falsely accused, any individual who in bad faith knowingly makes a false complaint or report of sexual harassment or sex discrimination will be subject to disciplinary action.

Adopted: 8/9/04

Revised: 4/10/06

HAZING OF STUDENTS – POLICY #7541

The Board of Education is committed to providing a safe, productive and positive learning environment within its schools. Hazing activities are demeaning, abusive and/or illegal behaviors that harm victims, and are inconsistent with the educational goals of the District by negatively impacting the school environment. Hazing of a student by another student or group of students is strictly prohibited on school property; in school buildings; on school buses; by school sponsored groups, clubs or teams; and at school sponsored events and/or activities whether occurring on or off-campus. Hazing of a student refers to soliciting, encouraging, aiding, or engaging in "hazing" behavior as defined pursuant to District policy, regulation and/or law. The Board of Education shall require the prohibition of hazing - along with the range of possible intervention activities and/or sanctions for such misconduct - to be included in the District Code of Conduct for all grade levels.

For purposes of this policy, the term "hazing" among students is defined as any humiliating or dangerous activity expected of a student to join a group, regardless of their willingness to participate. Hazing behaviors include, but are not limited to, the following general categories:

- a) Humiliation: socially offensive, isolating or uncooperative behaviors.
- b) Substance abuse: abuse of tobacco, alcohol or illegal drugs.
- c) Dangerous hazing: hurtful, aggressive, destructive, and disruptive behaviors.

Incorporated within this definition are various forms of physical, emotional and/or sexual abuse which may range in severity from teasing/embarrassing activities to life threatening actions.

Even if the hazing victim participated "willingly" in the activity, or there was no "intent" by the hazer to harm or injure another individual, hazing is still hazing and against District policy, the District Code of Conduct and may be in violation of New York State Law. However, hazing of students does not need to rise to the level of criminal activity for such conduct to be in violation of District rules and subject to appropriate disciplinary sanctions. Any hazing activity, whether by an individual or a group, shall be presumed a forced activity and in violation of Board policy, regardless of the "willingness" of the student to participate.

Any student who believes that he/she is being subjected to hazing behavior, as well as students, school employees or third parties who have knowledge of or witness any possible occurrence of hazing, shall report the incident to any staff member or the building principal. Anonymous student complaints of hazing behavior will also be investigated by the District. The staff member/building principal to whom the report is made (or the staff member/building principal who witnesses hazing behavior) shall investigate the complaint/incident and take appropriate action to include, as necessary, referral to the next level of supervisory authority and/or other official designated by the District to investigate allegations of hazing. Investigations of allegations of hazing shall follow the procedures utilized for complaints of harassment within the School District. Allegations of hazing shall be promptly investigated and will be treated as confidential and private to the extent possible within legal constraints.

Prohibition of Retaliation

The Board of Education prohibits any retaliatory behavior directed against complainants, victims, witnesses, and/or any other individuals who participate in the investigation of allegations of hazing. Follow-up inquiries and/or appropriate monitoring of the alleged hazer(s) and victim(s) shall be made to ensure that hazing behavior has not resumed and that all those involved in the investigation of allegations of hazing have not suffered retaliation. Any act of retaliation is subject to appropriate disciplinary action by the District.

Knowingly Makes False Accusations

Students who knowingly make false accusations against another individual as to allegations of hazing may also face appropriate disciplinary action.

District Responsibility/Training

Personnel at all levels are responsible for taking corrective action to prevent hazing behavior of which they have been made aware at School District sites; by school sponsored groups, clubs or teams; and at school sponsored events and/or activities whether occurring on or off-campus. Further, as may be applicable, personnel are to report such hazing behavior to their immediate supervisor. Staff training shall be provided to raise awareness of the problem of hazing within the schools and to facilitate staff identification of, and response to, such hazing behavior among students.

Prevention and intervention techniques within the District to help prevent hazing behavior and to support and protect victims shall include building-level and classroom-level strategies and activities as determined by administration. Individual intervention will be provided by appropriate staff members to hazers, victims and their parents to help ensure that the hazing stops.

Rules against hazing shall be publicized District-wide and shall be disseminated as appropriate to staff, students and parents. Disciplinary sanctions for violation of this policy shall be outlined in the District Code of Conduct and may also be incorporated in staff and student handbooks. In addition, allegations of hazing behavior may result in referral to law enforcement officials as necessary.

Adopted: 8/9/04

THREATS OF VIOLENCE IN SCHOOL – POLICY #3412

The School District is committed to the prevention of violence against any individual or property in the schools or at school activities whether such acts and/or threats of violence are made by students, staff, or others.

Threats of violence against students, school personnel and/or school property will not be tolerated whether or not such threats occur on school ground or during the school day.

Any acts and/or threats of violence, including bomb threats, whether made orally, in writing, or by e-mail, shall be subject to appropriate discipline in accordance with applicable law, District policies and regulations, as well as the *Code of Conduct for the Maintenance of Order on School Property* and collective bargaining agreements, as may be necessary.

While acknowledging an individual's constitutional rights, including applicable due process rights, the District refuses to condone acts and/or threats of violence which threaten the safety and well-being of staff, students and the school environment. Employees and students shall refrain from engaging in threats or physical actions which create a safety hazard for others.

All staff who are made aware of physical acts and/or threats of violence directed to students or staff are to report such incidents to the building principal/designee, who shall report such occurrences to the Superintendent. Additionally, the building principal/designee will also report occurrences of violence, whether involving an actual confrontation or threat of potential violence, to the school psychologist and/or Director of Special Education if applicable. Local law enforcement agencies may be called as necessary upon the determination of the Superintendent/designee.

Students are to report all acts and/or threats of violence, including threats of suicide, of which they are aware by reporting such incidents to the school hotline, a faculty member, or the building principal.

The District reserves the right to seek restitution, in accordance with law, from the parent/guardian and/or student for any costs or damages which had been incurred by the District as a result of the threats or acts of violence in the schools.

This policy will be enforced in accordance with applicable laws and regulations, as well as collective bargaining agreements and the *Code of Conduct* as may be necessary. Additionally, this policy will be disseminated, as appropriate, to students, staff, and parents and will be available to the general public upon request.

Regulations will be developed to address safety concerns in the schools, and appropriate sanctions for violations of this policy by students will be addressed in the *Code of Conduct*.

Adopted: 8/9/04

BULLYING: PEER ABUSE IN THE SCHOOLS – POLICY #7540

The Board of Education is committed to providing a safe and productive learning environment within its schools. Bullying of a student by another student is strictly prohibited on school property, in school buildings, on school buses, and at school sponsored events and/or activities whether occurring on or off campus. The Board of Education shall require the prohibition of bullying - along with the range of possible intervention activities and/or sanctions for such misconduct - to be included in the District Code of Conduct for all grade levels.

For purposes of this policy, the term "bullying" among children is defined, in general, as: "a variety of negative acts carried out repeatedly over time. It involves a real or perceived imbalance of power, with a more powerful child or group attacking those who are less powerful." Bullying can take three forms:

- a) Physical (including, but not limited to, hitting, kicking, spitting, pushing, taking personal belongings);
- b) Verbal (including, but not limited to, taunting, malicious teasing, name calling, making threats);
- c) Psychological (including, but not limited to, spreading rumors; manipulating social relationships; or engaging in social exclusion, extortion, or intimidation).

The District also prohibits "Internet bullying" (also referred to as "cyber-bullying") including the use of instant messaging, e-mail, web sites, chat rooms, and text messaging when such use interferes with the operation of the school; or infringes upon the general health, safety and welfare of District students or employees.

However, it is important to note that a single negative act as enumerated above may also constitute "bullying" (if not more serious misconduct) based upon the particular circumstances such as the seriousness of the act and/or the intent of the actor.

Any student who believes that he/she is being subjected to bullying behavior, as well as any other person who has knowledge of or witnesses any possible occurrence of bullying, shall report the bullying to any staff member or the Building Principal. The staff member/Building Principal to whom the report is made (or the staff member/Building Principal who witnesses bullying behavior) shall investigate the complaint and take appropriate action to include, as necessary, referral to the next level of supervisory authority and/or other official designated by the District to investigate allegations of bullying. Investigation of allegations of bullying shall follow the procedures utilized for complaints of harassment within the School District. Allegations of bullying shall be promptly investigated and will be treated as confidential and private to the extent possible within legal constraints.

The Board prohibits any retaliatory behavior directed against complainants, victims, witnesses, and/or any other individuals who participate in the investigation of allegations of bullying. Follow-up inquiries and/or

appropriate monitoring of the alleged bully and victim shall be made to ensure that bullying behavior has not resumed and that all those involved in the investigation of allegations of bullying have not suffered retaliation.

Personnel at all levels are responsible for taking corrective action to prevent bullying behavior of which they have been made aware at School District sites or activities and/or reporting such behavior to their immediate supervisor. Further, staff training shall be provided to raise awareness of the problem of bullying within the schools and to facilitate staff identification of and response to such bullying behavior among students.

Prevention and intervention techniques within the District to prevent against bullying behavior and to support and protect victims shall include building-level and classroom-level strategies and activities as determined by administration. Individual intervention will be provided by appropriate staff members to bullies, victims and their parents to help ensure that the bullying stops.

Rules against bullying shall be publicized District-wide and shall be disseminated as appropriate to staff, students and parents. Disciplinary sanctions for violation of this policy shall be outlined in the District Code of Conduct as enumerated above and may also be incorporated in staff and student handbooks.

Adopted: 8/9/04

ANTI-HARASSMENT IN THE SCHOOL DISTRICT – POLICY #3420

The Board of Education affirms its commitment to nondiscrimination and recognizes its responsibility to provide an environment that is free of harassment and intimidation. Harassment is a violation of law and stands in direct opposition to District policy. Therefore, the Board prohibits and condemns all forms of harassment on the basis of race, color, creed, religion, national origin, political affiliation, sex, sexual orientation, age, marital status, military status, veteran status, or disability by employees, school volunteers, students, and non-employees such as contractors and vendors as well as any third parties who are participating in, observance, or otherwise engaging in activities subject to the supervision and control of the District.

Sexual orientation is defined as heterosexuality, homosexuality, bisexuality, or asexuality, whether actual or perceived.

The Board also prohibits harassment based on an individual's opposition to discrimination or participation in a related investigation or complaint proceeding under anti-discrimination statutes. This policy of nondiscrimination and anti-harassment will be enforced on School District premises and in school buildings; and at all school sponsored events, programs and activities, including those that take place at locations off school premises.

It is intended that this policy apply to the dealings between or among employees with employees; employees; employees with students; students with students; employees/students with vendors/contractors and others who do business with the School District, as well as school volunteers, visitors, guests and other third parties. All of these persons are hereinafter referred to collectively as "the named group".

For purposes of this policy, harassment shall mean communication (verbal, written or graphic) and/or physical conduct based on an individual's actual or perceived race, color, creed, religion, national origin, political affiliation, sex, sexual orientation, age, marital status, military status, veteran status, or disability that:

- a. Has the purpose or effect of substantially or unreasonably interfering with an individual's work performance or is used as a basis for employment decisions (including terms and conditions of employment) affecting such individual; and/or creates an intimidating, hostile or offensive work environment;
- b. Has the purpose or effect of substantially or unreasonably interfering with a student's academic performance or participation in an educational or extracurricular activity, or creates an intimidating, hostile or offensive learning environment, and/or effectively bars the student's access to an education opportunity or benefit;

- c. Otherwise adversely affects the employment and/or education opportunities and benefits provided by the District.

The School District will act to promptly investigate all complaints, either verbal or written, formal or informal, of allegations of harassment based on any of the characteristics described above; and will promptly take appropriate action to protect individuals from further harassment.

In order for the Board to enforce this policy, and to take corrective measures as may be necessary, it is essential that any employee, student, or other member of the above named group who believes he/she has been a victim of harassment in the school environment and/or at programs, activities and events under the control and supervision of the District, as well as any individual who is aware of and/or who has knowledge of, or witnesses any possible occurrence of harassment, immediately report such alleged harassment; such report shall be directed to or forwarded to the District's designated complaint officer(s) through informal and/or formal complaint procedures as developed by the District. Such complaints are recommended to be in writing, although verbal complaints of alleged harassment will also be promptly investigated in accordance with the terms of this policy. In the event that the complaint officer is the alleged offender, the report will be directed to the next level of supervisory authority.

Upon receipt of an informal/formal complaint, the District will conduct a thorough investigation of the charges. However, even in the absence of an informal/formal complaint, if the District has knowledge of any occurrence of harassment, the District will investigate such conduct promptly and thoroughly. To the extent possible, within legal constraints, all complaints will be treated as confidentially and privately as possible. However, disclosures may be necessary to complete a thorough investigation of the charges and/or to notify law enforcement officials as warranted, and any disclosure will be provided on a "need to know" basis.

Based upon the results of this investigation, if the District determines that an employee and/or student has violated the terms of this policy and/or accompanying regulations, immediate corrective action will be taken as warranted. Should the offending individual be a student, appropriate disciplinary measures will be applied, up to and including suspension, in accordance with applicable laws and/or regulations, District policy and regulation, and the District Code of Conduct. Should the offending individual be a school employee, appropriate disciplinary measures will be applied, up to and including termination of the offender's employment, in accordance with legal guidelines, District policy and regulation, and the applicable collective bargaining agreement(s). Third parties (such as school volunteers, vendors, etc.) who are found to have violated this policy and/or accompanying regulations and/or the Code of Conduct, will be subject to appropriate sanctions as warranted and in compliance with law. The application of such disciplinary measure by the District does not preclude the filing of civil and/or criminal charges as may be warranted.

The Board prohibits any retaliatory behavior directed against complainants, victims, witnesses, and/or any other individuals who participated in the investigation of a complaint of harassment. Follow-up inquiries shall be made to ensure that harassment has not resumed and that all those involved in the investigation of the harassment complaint have not suffered retaliation.

Regulations will be developed for reporting, investigation, and remedying allegations of harassment based on the characteristics described above. An appeal procedure will also be provided to address any unresolved complaints and/or unsatisfactory prior determinations by the applicable complaint officer(s). Such regulations will be developed in accordance with federal and state law as well as any applicable collective bargaining agreement(s).

The Superintendent/designee(s) will affirmatively discuss the topic of harassment with all employees and students, express the District's condemnation of such conduct, and explain the sanctions for such harassment. Appropriate training and/or "awareness" programs will be established for staff and students to help ensure knowledge of and familiarity with the issues pertaining to harassment in the schools, and to disseminate

preventative measures to help reduce such incidents of prohibited conduct. Furthermore, special training will be provided for designated supervisors and managerial employees, as may be necessary, for the investigation of harassment complaints.

A copy of this policy and its accompanying regulations will be available upon request and may be posted at various locations in each school building. The District's policy and regulations on anti-harassment will be published in appropriate school publications such as teacher/employee handbooks, student handbooks, and/or school calendars.

This policy should not be read to abrogate other District policies and/or regulations or the District Code of Conduct prohibiting other forms of unlawful discrimination, inappropriate behavior, and/or hate crimes within this District. It is the intent of the District that all such policies and/or regulations be read consistently to provide the highest level of protection from unlawful discrimination in the provision of employment/educational services and opportunities. However, different treatment of any member of the above named group which has a legitimate, legal and nondiscriminatory reason shall not be considered a violation of District policy. Adopted: 8/9/04

PLAGIARISM POLICY

Parents and Students:

Thomas A. Edison High School has a zero tolerance for plagiarism and cheating. We take these offenses quite seriously and have committed to making sure that all students understand and acknowledge the importance of maintaining academic integrity at all times.

What is Plagiarism?

Plagiarism means using ideas, opinions, factual information, or language from someone without giving that person appropriate credit. Plagiarism is fraud. Student writers are sometimes confused as to what should be cited. In addition to direct quotations, paraphrases and summaries of opinions of factual information not formerly known to the writer must also be cited. The exception to this rule is information termed general knowledge, information that is widely known and stated in a number of sources. Determining what is general knowledge can be complicated, so it is wise to remember the adage, "When in doubt, cite."

How to Avoid Plagiarism

In academic work, credit should generally be given in an appropriate format. At Thomas A. Edison High School this means all works including reports, PowerPoint presentations, Web 2.0 creations, posters, brochures, etc., must have citations in Modern Language Association (MLA) format. These systems of documentation are explained in depth at all grade levels throughout the school year by the High School Librarian and classroom teachers, and there are many tools that students can access through the TAE Library website to assist them in citing including NoodleTools and various citation tutorials. Occasionally, in writing assignments such as log entries, teachers may permit informal citation; however, unless it is specifically and expressly noted, students should properly cite all work on all projects and reports.

It is very important to understand how to prevent committing plagiarism when using material from a source. If you wish to quote verbatim, you must use the exact words and punctuation of the original and you must include quotation marks and page numbers in your citation. In general, using large amounts of quoted text is not appropriate. When you quote large amounts of text you lose ownership of the paper. If you want to paraphrase ideas from a source, you must do a thorough job of putting the ideas into your own language and you must cite the source in the required format. (Statement from the [*Online Writing Guide for Integrative Studies Students*](#).)

Acceptable Sources of Information

Students are NOT allowed to use sites such as Wikipedia, Buzzle, About.com, InfoPlease, ChaCha or other similar resources to research topics or create papers or projects as cited sources without specific teacher permission. All sources of information must be quality resources and meet the standard criteria for a quality

site or source. The Thomas A. Edison library provides a number of high quality databases and written materials for research as well as instruction for students in evaluating web sites throughout their high school experience. The library provides access from both school and home to these resources. Unless an instructor specifically grants permission in writing for students to use alternative sources, it is expected that students will use the databases and other library resources to research topics and information.

Copyright Violations (Pictures, Images, and Music on the Web)

Citation and copyright rules also apply to students who use photos, music, or links from Internet sources. Information and graphics accessed electronically must also be cited, giving credit to the sources. This material includes but is not limited to e-mail (don't cite or forward someone else's e-mail without permission), newsgroup material, pictures, graphics and music from searches and web sites. The librarian can and will provide students with instructions and resources that allow use of the materials without violation of copyright. However, the material must still be cited. Putting someone else's Internet material on your project, whether it is a paper, electronic, or web based project, is stealing intellectual property. Making links to a site is, at this time, okay, but getting permission is strongly advised, since many Web sites have their own requirements for linking to their material.

Student Consequences for Failure to Adhere to Policy

If a student uses a site that does not match the standards for quality as outlined above, the paper or project will not be accepted by the teacher and will receive a zero. If a student fails to properly cite their sources, plagiarizes, or uses excessive quotes in their paper or project, the assignment will not be accepted by the teacher and will receive a zero. Students do not have to be granted an opportunity to correct work and turn it in for partial credit. Students will be given ample time, instruction, and guidance regarding how to find resources, cite, and use quotes wisely. It is the responsibility of the student to let the instructor or librarian know if they are having trouble with accessing, using, or citing sources.

Please read, sign, and return the below portion as directed.

Plagiarism and Cheating Code of Integrity Agreement

I have read and understand the foregoing document and I understand that plagiarism and cheating are serious academic offenses that will result in severe consequences. I agree to only submit my original work for credit and to follow the procedures for finding, using, and citing information as directed by the Thomas A. Edison High School Plagiarism policy.

Violation of these rules may result in one or more the following consequences: a failing grade on the assignment/ test without the opportunity to make up the work; a parent conference; a formal letter placed in the student's discipline file; or other consequences determined by the Principal or District.

-----Cut off and Return-----

Plagiarism Conduct Agreement

Student's Name _____ Parent's Name _____

Student's Signature _____ Parent's Signature _____

Date _____ Date _____

Adapted in part from <http://classweb.gmu.edu/montecin/249-s03/plagiarism.htm> and http://www.school4stars.com/wp-content/uploads/2010/05/Parents_and_Students_Plagiarism_Letter-3.pdf

CASA - TRINITY

SUBSTANCE ABUSE TREATMENT – PREVENTION & EDUCATION COMMUNITY SERVICES

Our Mission

CASA-Trinity provides high quality, accessible, and effective prevention, education, treatment, referral, and recovery services to individuals, families and communities affected by alcohol, tobacco, and other drugs.

Treatment

We offer outpatient services and have clinics in Dansville, Geneseo, Sayre, Elmira, and Owego as well as,

- Medical Services
- Jail Program/Domestic Violence Prevention
- Peer Recovery Specialists

Prevention & Education

We offer presentations both in-school and in after school programs, parent groups, church groups, summer programs, on a variety of topics. CASA-Trinity has evidence based prevention programs that increase the protective factors in each setting.

Community Programs we offer include:

- Shawna Has a Secret (for parent education)
- TC Commons Clubhouse (sober socialization for youth 12-18)
- Teen Intervene

And many more...for information call Chemung Prevention Services at 607.846.3947

Coalitions/Drug Free Community Coalition of Chemung County

CASA-Trinity has Coalitions in each of the communities that we serve. The goal of the Coalitions is to make sure that a well-rounded strategy is created toward the prevention of substance abuse in schools and communities.

We also offer:

NARCAN Training which is free and open to all who want to learn how to recognize an opiate overdose and what to do.

Drop box locations to dispose of your unused or old prescription medications safely in the Chemung County area.

The Impaired Driver Program (IDP)

Seven week program that provides education to drivers convicted of a DWI/DWAI offense. Providing an in-depth education regarding high-risk alcohol and other drug use.