

**Thomas A. Edison  
High School  
2016-17**



**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: Mr. Jason Rosno.*

**This handbook belongs to:**

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Student No. \_\_\_\_\_

## Table of Contents

Welcome from Principal	3
Teachers and Parents	4-5
Times and Dates	
Bell Schedule	7
Building Access and Dismissal	8
TAE Parent Calendar	8-11
Regents Schedule	11-12
School Cancellations	12
Health Services	13
School Visitors	13
Academic Information	
Graduation Requirements/Required Exams	15
Diploma Requirements	15
Student Academic Progress	16
Ranking and GPA	16-17
ACE Courses & AP (Advanced Placement)	18
Procedures for Student Placement—Inclusive of Drop/Add Procedures	19-20
Report Card Information	20
Grade Level Promotion	21
BOCES/CTE Credits &Criteria	21
Honor Graduates	21
Honor Roll	21
Attendance Information	22
Positive Citizens at TAE	
Edison Behavior Beliefs	24
Guidance	25
Code of Conduct – Summary	25-29
Spartan Award/Spartan Leadership Awards	29-30
Student/Staff Support of PBIS	30
Definition of Discipline Measures	30-32
Athletic/Extra-Curricular Eligibility	32-33
Fire Drills	33
Cafeteria	33-34
Student Computerized Information Resource Use	34
General Information	
Student Parking	36
Bikes, Scooters	36
Clubs and Activities	36-37
Electronic Devices	37
Lost/stolen Articles	37
Telephone Access	37
Working Papers	37
Board/ TAE Policies and Procedures	
Sexual Harassment – Policy #7551	34-40
Hazing of Students – Policy #7541	40-41
Threats of Violence in School - #3412	41
Bullying: Peer Abuse in the Schools – Policy #7540	42-43
Anti-Harassment in the School District – Policy #3420	43-45
*TAE Plagiarism Policy	46-47
*Library Policies and Procedures	48

# **WELCOME!**

## **Welcome to the Home of the Spartans!**

**It is with absolute pleasure that I welcome you to the 2016-2017 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@gstbooces.org](mailto:tboyanow@gstbooces.org) , or just stop by my office!**

**With Spartan Pride,**

**Tom Boyanowski  
Principal  
Edison High School**

## **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.



**TIMES  
AND  
DATES**

# T.A.E. BELL SCHEDULE

## 2016-2017

Student arrival/breakfast: 7:55- 8:10 8:05 Teacher start time

Kids released to classrooms at 8:10-8:15

Official start of school day is 8:15AM

EMM 8:15- 8:45

8:15 Morning announcements

8:45 Students released to AM BOCES

1<sup>st</sup> period 8:48-9:34 46 mins

2<sup>nd</sup> period 9:37- 10:23 46 mins

3<sup>rd</sup> period 10:26-11:12 46 mins

4<sup>th</sup> period 11:15-11:38 AM BOCES returns approx. 11:20

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

6<sup>th</sup> period 12:07-12:30

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

8<sup>th</sup> period 12:59-1:45 46 mins

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

10<sup>th</sup> period 2:37-3:25 48 mins Afternoon announcements: 3:23-3:25

3:25 Student Dismissal

3:30 Teacher day ends

## 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.

## PARENT CALENDAR

### August

- 9, 10 Senior Pictures, 8:30 a.m. – 4:00 p.m.  
15 Fall Sports Begin (JV & Varsity)  
18 Summer School Graduation at TAE, 6:00 p.m., Auditorium  
30,31 TAE Schedule pick-up (Gr. 10-12), 8:00 a.m. – 2:00 p.m.

### September

- 1 TAE Schedule pick-up (Gr. 10-12), 8:00 a.m. – 2:00 p.m.  
1 Freshman Orientation 6:00 p.m., TAE Auditorium  
7 School Opens  
9 TAE picture day  
9 Homecoming T-shirt Sales Begin  
10 ACT Exam





- 12 Junior Class Fundraiser Begins
- 14 Senior Class Parent Night, 7:00 p.m., TAE Auditorium
- 16 Senior Pictures, make-ups, 8:30 a.m. – 4:00 p.m.
- 16 Homecoming T-shirt Sales End
- 19-23 TAE Spirit Week
- 19 TAE Senior Yearbook Ad Sales Begin
- 19 Homecoming Carnation Sales Begin
- 20 TAE Open House, 6:30 p.m. – 7:30 p.m.
- 23 TAE Last Day to Drop Classes
- 23 Junior Class Fundraiser Ends
- 23 TAE Homecoming Pep Rally/Bon Fire, Oakridge Park, 7:00 p.m.
- 24 Homecoming Football Game, 1:30 p.m.
- 24 Homecoming Dance, 7:00 p.m. – 10:00 p.m.
- 26 Sophomore Class Fundraiser Begins



October

- 1 SAT Exam
- 3 TAE Yearbook Sales Begin
- 7 Sophomore Class Fundraiser Ends
- 10 NO SCHOOL/COLUMBUS DAY
- 14 Emergency Release Day (15 minutes early)
- 18 TAE, ASVAB Exam
- 19 PSAT Exam, 8:30 a.m.
- 20 TAE End of 1<sup>st</sup> Marking Period
- 20 College Information Day, Arnot Mall
- 21 NO SCHOOL/SUPERINTENDANTS CONFERENCE DAY
- 22 ACT Exam

November

- 3 Winter Sports Parent Night, TAE Auditorium, 6:30 p.m.
- 5 SAT Exam
- 5 TAE Senior Class Craft Fair, TAE Gym
- 7 Winter Sports Begin (JV & Varsity)
- 7 TAE Picture Make-Up day
- 7 Freshman Class Fundraiser Begins
- 11 NO SCHOOL/VETERANS DAY
- 18 Freshman Class Fundraiser Ends
- 21 District-Wide Early Release Day 11:00 a.m., Parent/Teacher Conferences
- 22 District-Wide Early Release Day 11:00 a.m., Parent/Teacher Conferences
- 23-25 NO SCHOOL/THANKSGIVING RECESS



December

- 2 TAE End of 2<sup>nd</sup> Marking Period
- 3 SAT Exam
- 10 ACT Exam
- 10 Gary Cosgrove Wrestling Tournament
- 12 TAE Student Council Canned Food Drive Begins
- 12 Choral Concert, Gr. 6-12, TAE Auditorium, 7:00 p.m.
- 14 Instrumental Concert, Gr. 6-12, TAE Auditorium, 7:00 p.m.
- Alternative Date for Choral/Instrumental Concerts/TAE Auditorium, 7:00 p.m.

- 17 TAE Snowball Dance, TAE Gym, 7:00 p.m.
- 21 TAE Student Council Canned Food Drive Ends
- 22 Choral/Instrumental Concert, Gr. 6-12, (make-up date), 7:00 p.m.
- 26-31 NO SCHOOL/WINTER RECESS

January

- 2 NO SCHOOL/WINTER RECESS
- 3 Auditions for School Play Begin
- 16 NO SCHOOL/MARTIN LUTHER KING DAY
- 24 SAT Exam
- 24-27 TAE Regents Exams (school still in session)
- 27 Districtwide Early Release Day, 11:00 a.m.
- 27 TAE End of 3<sup>rd</sup> Marking Period
- 30 NO SCHOOL/SUPERINTENDANTS CONFERENCE DAY



February

- 1<sup>st</sup> TAE Valentine-gram Sale Begins
- 10 Last day to drop 2<sup>nd</sup> Semester course (1/2 credit classes)
- 11 ACT Exam
- 11 Junior/Senior Banquet, 7:00 p.m. – 10:00 p.m.
- 13 TAE Purple Pinky Week
- 14 TAE Valentine-gram Sale Ends
- 20-24 NO SCHOOL/MID WINTER RECESS

March

- 3 Play Performance, TAE Auditorium, 7:00 p.m.
- 4 Play Performance, TAE Auditorium, 7:00 p.m.
- 6 Spring Sports Begin (JV & Varsity)
- 10 NO SCHOOL/SUPERINTENDANTS CONFERENCE DAY
- 11 SAT Exam
- 17 TAE End of 4<sup>th</sup> Marking Period
- 23 Music in Our Schools Concert, TAE Auditorium, 7:00 p.m.

April

- 3 TAE Book Drive Begins
- 5 Districtwide Early Release Day/Parent-Teacher Conferences
- 7 TAE Book Drive Ends
- 8 ACT Exam
- 10-14 NO SCHOOL/ SPRING BREAK
- 17 Senior Class Flower Fundraiser Begins



May

- 5 TAE End of 5<sup>th</sup> Marking Period
- 5 Senior Class Flower Fundraiser Ends
- 6 SAT Exam
- 9 AP Calc Exam, 8:00 a.m.
- 11 AP Stats Exam, 12:00 p.m.
- 13 Senior Class Flower Fundraiser, Pick-up, TAE Back Parking Lot
- 13 Junior/Senior Prom, 8:00 p.m. – 11:00 p.m.
- 16 District Arts Festival, Cohen Band/Choral Spring Concert, TAE Auditorium, 6:00 p.m.
- 29 NO SCHOOL/MEMORIAL DAY/Elmira Heights Parade

- June
- 3 SAT Exam
  - 5 National Honor Society Induction, TAE Auditorium, 6:00 p.m.
  - 6 TAE Spring Concert, TAE Auditorium, 7:00 p.m.
  - 20 Algebra II, Common Core Regents Exam, 8:30 a.m.
  - 8 Senior Athlete Dinner, 5:30 p.m.
  - 8 All Sports Banquet, TAE Auditorium, 6:30 p.m.
  - 9 TAE Class Day
  - 10 ACT Exam
  - 10-12 Senior Class Trip
  - 12 Local High School Exam Day—attendance required for all students
  - 12 TAE End of 6<sup>th</sup> Marking Period
  - 13-22 Regents Exams, Morning Exams 8:30 a.m./Afternoon Exams 12:00 p.m.
  - 23 Conference Day
  - 23 Mandatory Graduation Rehearsal, TAE Auditorium, 9:00 a.m.
  - 23 TAE Graduation Line Up, Gymnasium, 6:00 p.m.
  - 23 TAE Graduation, Auditorium, 7:00 p.m.

## REGENTS EXAM SCHEDULE

January 2017

\*\*Students should report 15 minutes early for their State examinations\*\*

JANUARY 24 Tuesday	JANUARY 25 Wednesday	JANUARY 26 Thursday	JANUARY 27 Friday
8:30 a.m.	8:30 a.m.	8:30 a.m.	8:30 a.m.
RE in Global History & Geography  Physical Setting/Physics*  RCT in Reading *	Living Environment  Physical Setting/Chemistry  RCT in U.S. History & Government*	RE in U.S. History & Government  Physical Setting/Earth Science  Geometry (common core)	RE in Algebra II (common core)  RCT in Global Studies*
12:00 p.m.	12:00 p.m.	12:00 p.m.	
RE in English Language Arts (common core)  RCT in Science*	RE in Algebra2/Trig (2005 Learning Standard)  RCT in Math*	RE in Algebra I (common core)  RCT in Writing	<u>Uniform Admission Deadlines</u>  Morning Exam – 10:00 a.m. Afternoon Exam – 2:00 p.m.

\*Available in Restricted Form only. Each copy of a restricted test is numbered and sealed in its own envelope and must be returned, whether used or unused, to the Department at the end of the examination period.

# June 2017

\*\*Students should report 15 minutes early for their State examinations\*\*

June 14 Wednesday	June 15 Thursday	June 16 Friday	June 19 Monday	June 20 Tuesday	June 21 Wednesday	June 22 Thursday	June 23 Friday
8:30 a.m.	8:30 a.m.	8:30 a.m.	8:30 a.m.	8:30 a.m.	8:30 a.m.	8:30 a.m.	8:30 a.m.
RE in U.S. History & Gov't	RE in Global History & Geography	Living Environment	RCT in Global Studies	Algebra II (Common Core)  RCT in U.S. History & Gov't	Physical Setting/ Chemistry  RCT in Science*	RCT in Reading*	<b>RATING DAY</b>
12:00 p.m.	12:00 p.m.	12:00 p.m.	12:00 p.m.	12:00p.m.	12:00p.m.	12:00p.m.	
Physical Setting/Earth Science	Algebra I (Common Core)	English Language Arts (Common Core)	RCT in Writing	Geometry (common core)	Physical Setting/ Physics	RCT in Math*	<u>Uniform Admission Deadlines</u>  Morning 10:00 a.m. Afternoon 2:00 p.m.

\*Suggested date for administering locally developed tests aligned to the Checkpoint A and Checkpoint B learning standards for languages other than English.

\*\*Available in Restricted Form only. Each copy of a restricted test is numbered and sealed in its own envelope and must be returned, whether used or unused, to the Department at the end of the examination period.

## 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**

## **HEALTH SERVICES**

In the case of illness or need for first aide, 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 Code of Conduct.

## **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
Integrated Algebra	Integrated Algebra
Geometry	Global History
Algebra 2/Trigonometry	U.S. History
Global History	Science (1)
U.S. History	
Science (1 Life & 1 Physical)	
Foreign Language	

## DIPLOMA REQUIREMENTS

Entering Freshman Class	Graduation Year	Regents Diploma w/ Advanced Designation Requirements	Regents Diploma Requirements	Local Diploma Requirements
2009 - 2012	2013 - 2016	Score 65 or above on 9 required Regents exams. Earn 22 units of credit.	Score 65 or above on 5 Regents exams. Earn 22 units of credit.	No longer issued.

## STUDENT'S ACADEMIC PROGRESS

Each and 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 3<sup>rd</sup> marking period. GPA calculation continues through the end of the year.**
- 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



## RANKING AND GPA (con't)

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

Credits Earned (GPA Scale x Course Value) / Total Credits Attempted = 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

## **RANKING AND GPA (con't)**

### **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 11<sup>th</sup> (juniors) or 12<sup>th</sup> (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 Comprehensive English Exam at the end of 11<sup>th</sup> grade
- 4 Credits of Social Studies with Regents exams in Global History at the end of 10<sup>th</sup> grade, and United States History at the end of 11<sup>th</sup> grade
- 3 Credits in Math with a Regents exam given at the end of Integrated Algebra, Geometry and Algebra 2/Trigonometry.
- 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 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.

## PROCEDURES FOR STUDENT PLACEMENT-INCLUSIVE OF DROP/ADD PROCEDURES (con't)

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 **the first two full weeks of school** to request changes to that schedule through an add/drop process which is coordinated by the guidance counselor. (Last day in 2016-2017 school year that date will be September 23rd, 2015 and February 10th, 2017 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 impact their attaining scholarships for future scholarships.
- Courses dropped beyond deadline may result in a W/F (withdraw fail) on final transcript

## REPORT CARDS

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

Marking Period 1	September 7 <sup>th</sup> – October 20 <sup>th</sup>
Marking Period 2	October 24 <sup>th</sup> – December 2 <sup>th</sup>
Marking Period 3	December 5 <sup>th</sup> – January 27 <sup>th</sup>
Marking Period 4	January 31 <sup>st</sup> – March 17 <sup>th</sup>
Marking Period 5	March 20 <sup>th</sup> – May 5 <sup>th</sup>
Marking Period 6	May 8– June 13 <sup>th</sup>

## **GRADE LEVEL PROMOTION**

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 and 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.

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 includes but is not limited to:

Number of credits student has earned through freshman and sophomore years

Scheduling ability to meet all graduation requirements

Student's Career Plan or IEP

Attendance, discipline, or safety concerns/issues

Interested students will visit the BOCES campus coordinated through school counselor

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

## **HONOR GRADUATES**

There are 2 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 roll listing will be published in the local newspaper at the end of each nine-week grading period. At the end of each marking period Honor Roll will be published 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.

## 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 themselves 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  $\frac{1}{2}$  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

Early Dismissal/Late Arrival Privileges (Seniors Only)

Senior Breakfast/Senior Trip

\*extenuating circumstances may be appealed to the Building Principal.

**POSITIVE  
CITIZENS  
AT  
TAE**

## EDISON BEHAVIORAL BELIEFS

Thomas Edison High School	
Caring	<ul style="list-style-type: none"> <li>• Being mindful of the needs and differences of students and teachers</li> <li>• Actively engaging in school academics and activities (School Spirit)</li> <li>• Positive interactions between yourself and all members of the school community</li> <li>• Helping others in need</li> <li>• Respectful and polite social interactions between all persons</li> </ul>
Citizenship	<ul style="list-style-type: none"> <li>• Positive attitude regarding school</li> <li>• Active participation</li> <li>• Demonstrating a stewardship for the welfare of Thomas A. Edison High School</li> <li>• Volunteering for the betterment of the school community</li> <li>• Takes an active role in learning</li> <li>• Working with others cooperatively</li> <li>• Follow school code of conduct</li> </ul>
Fairness	<ul style="list-style-type: none"> <li>• Student's are treated justly in application of the school's code of conduct</li> <li>• Making sure everyone has the chance to achieve the highest quality education</li> <li>• Treat others as you would like to be treated</li> </ul>
Respect	<ul style="list-style-type: none"> <li>• Polite expressions of consideration towards yourself and all members of the school community</li> <li>• Mutually holding high esteem towards each other</li> <li>• An attitude of deference towards the person in authority as well as a thoughtfulness towards the rights of others</li> <li>• Follow established procedures and policies for the school setting</li> </ul>
Responsibility	<ul style="list-style-type: none"> <li>• Being prepared, organized and accountable during your time at Edison</li> <li>• Willing to seek help to ensure your success at Edison</li> <li>• Accessing all the resources available to achieve your highest quality education</li> <li>• Providing yourself with the opportunity to achieve your personal best (i.e. have high standards, set personal goals, addressing mistakes)</li> </ul>
Trustworthiness	<ul style="list-style-type: none"> <li>• Being mindful enough to address both positive and negative behaviors or attitudes of yourself and your peers</li> <li>• Being loyal, truthful, and reliable in your behaviors and academics in order to nurture positive and long lasting relationships</li> <li>• Respect other individuals' and school's property</li> </ul>



## 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.

## 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.

## CODE OF CONDUCT – SUMMARY (con't)

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

A student's dress, grooming and appearance, including jewelry, make-up and nails, shall:

1. Be safe, appropriate and not disrupt or interfere with the educational process.
2. Recognize that extremely brief garments such as tube tops, halter tops, spaghetti straps, plunging necklines (front and/or back) and see-through garments are not appropriate.
3. Ensure that underwear is 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).
9. Fit appropriately.

## CODE OF CONDUCT – SUMMARY (con't)

10. Skirts and shorts must be no shorter than 6 inches above the kneecap.

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. The use, 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.
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.)

## CODE OF CONDUCT – SUMMARY (con't)

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.

## CODE OF CONDUCT – SUMMARY (con't)

### 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.

## SPARTAN AWARD

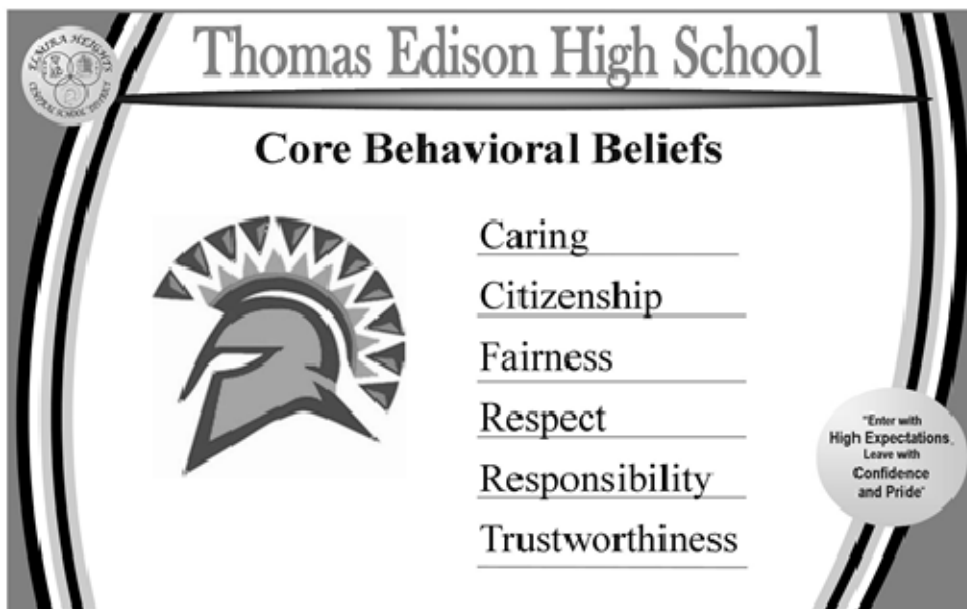
Appropriate behaviors are acknowledged and celebrated. The Spartan Award recognizes the best of the best at TAE. These students have been nominated by staff members as well as their peers in collaboration with a teacher.

## SPARTAN LEADERSHIP AWARDS

- Faculty members nominate students each marking period who have exemplified one or more of the 6 CORE behavioral beliefs
- Students can also recognize a peer by notifying a teacher for the exemplary behavior witnessed
- Nominated students are recognized at that marking period's Honor Assembly and awarded with a Level I Acknowledge award. Teachers will then pick the SPARTAN AMONG SPARTANS out of that marking period's nominees and this student will be awarded a Level II Acknowledgement award.
- 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.
- Spartan Leaders are recognized in the Edison Yearbook

## STUDENT/STAFF SUPPORT OF PBIS

- CORE Behavioral Beliefs are posted throughout school building in both classroom and non-classroom settings.
- Quotations submitted by student's pertaining to the CORE Behavioral Beliefs will be posted on the school marquee. 1-2 core beliefs will be focused on per marking period.
- Honors assemblies are held regularly to recognize student achievement.



## 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 may refer serious or 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

## DISCIPLINARY MEASURES (con't)

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.**

## 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.



## ATHLETIC/EXTRA-CURRICULAR ELIGIBILITY (con't)

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.

## FIRE DRILLS

Fire drills will be held frequently at the beginning of school and in the early spring. 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 Drills can be assumed to be emergency situations and should be treated as such.

## 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.
- ABSOLUTELY NO ELECTRONIC DEVICE USE PERMITTED IN THE CAFETERIA

## 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.

**ELMIRA HEIGHTS CENTRAL SCHOOL DISTRICT**  
**STUDENT USE OF COMPUTERIZED INFORMATION RESOURCES (con't)**

- 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 D computers.

# **GENERAL INFORMATION**

## 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.

## CLUBS & ACTIVITIES

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

- Key Club, Art Club, Weightlifting Club
- Variety of athletic teams
- Yearbook Club, Book 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

## **ELECTRONIC DEVICES**

School is not an appropriate environment to bring personal electronic equipment such as radios, laptops, cassette players, CD players, walkmans, cameras, camcorders, hand-held video games, beepers, cell phones, MP3 players, 'Pod' players, digital assistants, etc. due to noise, distraction and possible theft. They are not to be used on school district property or visible during school hours without prior permission (that is academically based) and may be confiscated. **During school hours, all parent contact with students must happen through the main office.**

1. First Offense – Device surrendered to building principal or designee and returned to parent/guardian of student.
2. Second Offense – Device surrendered to building principal or designee and returned to parent/guardian of student. – 1 Day In-school suspension.
3. Third or More Offenses – Principal or designee discretion.

\*\*The best advice is to leave your cell phone/iPod at home. We are NOT responsible for any stolen, damaged or lost devices.

## **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.

## **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.

## **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.

# **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 unreasonably 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



## SEXUAL HARASSMENT – POLICY #7551 (con't)

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.

## HAZING OF STUDENTS – POLICY #7541 (con't)

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:

**BULLYING: PEER ABUSE IN THE SCHOOLS – POLICY #7540 (con't)**

- 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); and
- 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

*ANTI-HARASSMENT IN THE SCHOOL DISTRICT – POLICY #3420* (con't)

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.

## ANTI-HARASSMENT IN THE SCHOOL DISTRICT – POLICY #3420 (con't)

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](http://www.school4stars.com/wp-content/uploads/2010/05/Parents_and_Students_Plagiarism_Letter-3.pdf)



## **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. Backpacks are to be left in a designated location in both library and lab. Backpacks are NOT allowed on the tables in either the lab or library.

**SIGNING IN & OUT** – All students must sign in and out each time they enter or leave the library or lab. This may be an electronic or hand done form. You may not leave the lab or library without permission and a pass from the teacher.

**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. Books may be borrowed for a three (3) week period with a two (2) week renewal. Magazines, A/V, and reference materials are not loaned without special permission. Nooks, digital cameras, video cameras, etc., may not be loaned without parental consent and permission from the librarian.

**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). If the student fails to return overdue materials or replace/pay for the missing item then their lending and computer privileges will be revoked until the item has been replaced, returned, or paid for. **WARNING – this could definitely have an impact on your grade if you are unable to access the computer during the school day.**

**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. The exception to this rule is that if a book is overdue or missing I may need to let your teachers or parents know the name of the title so we can try to locate it.

**SEATING** – The librarian or teacher will assign you to a computer or table. No more than three (3) students at a table without permission. Please push in your chairs when you leave.

**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. If the student returns to class, the time they left will be noted on the original pass. 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.

**BULLYING & HARRASSMENT** – Bullying or harassing others will not be tolerated. This includes cyber-bullying outside of school using technologies such as texting, social networking sites, or email.

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

**SUPPLIES** – The library does not have pens, pencils, folders, notebooks or other such supplies. We do have a location for shared supplies like glue sticks, colored pencils, markers, paper clips, etc. It is your responsibility to make sure you return these items to their proper location before you exit the library.

**EMERGENCY PROCEDURES** – Please be aware of the emergency exits and procedures for both the library and the lab.

**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. Any time you are asked to leave the library the librarian will inform your parent/guardian.