EDISON HIGH SCHOOL

PARENT/STUDENT HANDBOOK

HOME OF THE **EAGLES**!

Focused…Connected…Ready to Soar!

Principal: Dr. James Falco
Assistant Principal: Joseph Ferrara
Assistant Principal: Nicole Himmelstein
Assistant Principal: Dr. Aurora Loufek
Assistant Principal: Mr. Mathew Zapoticzny
Supervisor of Counseling: Ms. Samantha Kosty

SCHOOL COLORS	RED & GOLD
SCHOOL MASCOT	EDGAR THE EAGLE
SCHOOL NEWSPAPER	*THE EAGLE'S EYE*
SCHOOL YEARBOOK	*THE TALON*
ATHLETIC CONFERENCE	NJSIAA WHITE DIVISION, GREATER MIDDLESEX CONFERENCES

EDISON HIGH SCHOOL
TELEPHONE DIRECTORY

Main Office	732-650-5200
Main Office Fax	732-650-5259
Guidance Office	732-650-5230
Guidance Office Fax	732-650-5215
Athletic Office	732-650-5262

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EDISON PUBLIC SCHOOLS MISSION STATEMENT

The mission of the Public Schools of Edison Township is to ensure that all students achieve at the highest level of academic success. The district, in partnership with the community, will provide a safe, supportive learning environment which promotes and encourages productive contributions to a diverse and constantly evolving global society.

BOARD OF EDUCATION

VISHAL PATEL, *President*
SHANNON PENG, *Vice-President*
RUSSEL AZZARELLO
RALPH ERRICO
CHRISTOPHER LUGO
ANJANA PATEL
RONAK PATEL
JERRY SHI
VIRGINIA WHITE

DISTRICT ADMINISTRATIVE STAFF

DR. EDWARD ALDARELLI, *Superintendent*
DR. CHRISTOPHER HUSS, *Assistant Superintendent of Operations*
DR. THOMAS TOOHEY, *Assistant Superintendent of Pupil-Special Services*
JONATHAN TOTH, *Business Administrator*
TBD, *Chief Academic Officer - Secondary*
BANINDER GOOMER, *Chief Academic Officer (Pre K - 5)*
EMILIO BARCA, *Chief Information and Technology Officer*

HIGH SCHOOL ADMINISTRATION

DR. JAMES FALCO, Principal
JOSEPH FERRARA, Assistant Principal
NICOLE HIMMELSTEIN, Assistant Principal
DR. AURORA LOUFEK, Assistant Principal
MATTHEW ZAPOTICZNY, Assistant Principal

DEPARTMENT SUPERVISORS

KRISTEN TSAOYS, Academic Programs	MATTHIAS URTEIL, Facilities Manager
DAVID SANDAAL, Athletics	SAMANTHA KOSTY, Guidance
MICHELE CURCIO, English	ELIZABETH LELL, Mathematics
NIRAV LAD, ESL	THOMAS WHITE, Music/Visual Arts
JEFFREY DICOCCO, Health/PE	LAURIE MAIER, Science
MARK DIGIOVACCHINO, Social Studies	KATE GOUSMAN, Special Education
DR. NICOLE HALPIN, 21st Century Skills	FRANK RUGGIERO, World Language

Public Schools of Edison Township
2026 - 2027 School Calendar
183 - Instructional Days



Graduation Date:
Class of 2027
June 16, 2027

September 2026 — *19 days*

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

Tuesday	September 1	Staff Report
Wednesday	September 2	Schools Open
Monday	September 7	Labor Day
Monday	September 21	Yom Kippur
Thursday	September 24	Staff Professional Development Day

October 2026 — *22 days*

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

Thursday	October 15	Staff Professional Development Day

November 2026 — *16 days*

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

Tuesday	November 3	Election Day
Thursday-Friday	November 5 November 6	Teacher's Convention
Thursday - Friday	November 26 November 27	Thanksgiving Receess

December 2026 — *17 days*

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

Thursday	Decenber 3	Staff Professional Development Day
Thursday	December 24	Winter
Thursday	December 31	Break

January 2027 — *19 days*

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

Friday	January 1	Winter Break
Thursday	January 14	Staff Professional Development Day
Monday	January 18	Martin Luther King's Birthday

February 2027 — *19 days*

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

Thursday	February 11	Staff Professional Development Day
Monday	February 15	President's Day

March 2027 — *17 days*

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

Wednesday	March 10	EID
Monday	March 22	Spring
Friday	March 26	Recess
Monday	March 29	Emergency Closing Make Up Day

April 2027 — *22 days*

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

Thursday	April 22	Staff Professional Development Day

May 2027 — *20 days*

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

Friday	May 28	Emergency Closing Make Up Day
Monday	May 31	Memorial Day

June 2027 — *12 days*

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

Tuesday	June 1	Emergency Closing Make Up Day
Wednesday	June 16	Last Day of School

In the the event the three built in Emergency Days are used, additional days will be taken from Spring Recess.

ELEMENTARY SCHOOLS
END OF TRIMESTER DATES

Trimester 1	December 8, 2026
Trimester 2	March 16, 2027
Trimester 3	June 16, 2027

HIGH SCHOOL/MIDDLE SCHOOL
MARKING PERIOD END DATES

Marking Period 1	November 10, 2026
Marking Period 2	January 27, 2027
Marking Period 3	April 12, 2027
Marking Period 4	June 16, 2027

Approved: 3/24/2026
Revised: 7/21/26

PARENT/TEACHER CONFERENCES

Preschool/ Elementary Schools	November 12 November 19 March 4 March 18	PS/Elementary Schools will be Single Session Days for Conferences
Middle Schools	December 17 February 18	
High Schools	December 10	

KEY

SCHOOLS CLOSED			
	STAFF REPORT - SCHOOLS CLOSED FOR STUDENTS		SINGLE SESSION DAY STUDENTS STAFF PROFESSIONAL DEVELOPMENT DAY
	EARLY DISMISSAL - DISTRICT WIDE		
★	BOARD OF EDUCATION MEETING		EMERGENCY CLOSING - MAKE UP DAY SCHOOLS CLOSED

EDISON HIGH SCHOOL
BELL SCHEDULE

WARNING BELL	**7:35**
PERIOD 1	**7:40 - 8:26**
2	**8:31 - 9:14**
3	**9:19 - 10:02**
4 (1st lunch)	**10:07 - 10:30**
5	**10:35 - 10:50**
6 (2nd lunch)	**10:55 - 11:18**
7	**11:23 - 11:38**
8 (3rd lunch)	**11:43 - 12:06**
9	**12:11 - 12:26**
10 (4th lunch)	**12:31 - 12:54**
11	**12:59 - 1:42**
12	**1:47 - 2:30**

EDISON HIGH SCHOOL

SINGLE SESSION BELL SCHEDULE

WARNING BELL	**7:35**
Period 1	**7:40 - 8:10**
Period 2	**8:15 - 8:43**
Period 3	**8:48 - 9:16**
4/5 or 5/6	**9:21 - 9:49**
6/7 or 7/8	**9:54 - 10:22**
8/9 or 9/10	**10:27 - 10:55**
Period 11	**11:00 - 11:28**
Period 12	**11:33 - 12:00**

NOTES: **1. No lunch will be available.**

2. **Activities/athletics may not begin before 4:00 p.m.**

EDISON HIGH SCHOOL

DELAYED OPENING SCHEDULE

PERIOD 1	**9:30 - 10:06**	**36 MINUTES**
2	**10:11 - 10:40**	**29 MINUTES**
3	**10:45 - 11:14**	**29 MINUTES**
4 (1st lunch)	**11:19 - 11:40**	**21 MINUTES**
5	**11:45 - 11:48**	**3 MINUTES**
6 (2nd lunch)	**11:53 - 12:14**	**21 MINUTES**
7	**12:19 - 12:22**	**3 MINUTES**
8 (3rd lunch)	**12:27 - 12:48**	**21 MINUTES**
9	**12:53 - 12:56**	**3 MINUTES**
10 (4th lunch)	**1:01 - 1:22**	**21 MINUTES**
11	**1:27 - 1:56**	**29 MINUTES**
12	**2:01 - 2:30**	**29 MINUTES**

DELAYED OPENING PROCEDURES

1. A delayed opening will result in school hours being 9:30 a.m. to 2:30 p.m. with a special bell schedule adjusted so that all classes will meet for approximately 29 minutes each. Lunches are 21 minutes.

2. The school day begins at 9:30 a.m. with first period. Students who are late to school must sign in at the Attendance Office and will be charged with a tardy. Students absent all day will be charged with a full-day absence.

   NOTE: Students who are late or absent due to a school bus transportation problem will have the absence or tardy excused.

3. Students who arrive prior to 9:00 a.m. must remain in the gym for supervision purposes. There can be no loitering in other areas of the building or on school grounds.

4. LUNCHES will be served; however, the menu will be adjusted to accommodate the short interval periods used for preparation of the food.

5. EARLY-RELEASE SENIORS must attend all their classes and may only dismiss after their last class even if it is later than their normal clock time. Seniors who work should make arrangements with their employers to arrive late to work. Special cases should be brought to the attention of the Administration.

6. Students who attend SHARED-TIME VOCATIONAL SCHOOL will be advised of their status by the Child Study Team.

7. STUDENT ACTIVITIES after school and in the evening will depend on the weather conditions. PA announcements will be used to clarify these matters.

8. TRANSPORTATION – School buses will pick up an hour and a half later than normally scheduled, e.g. a 7:15 a.m. pick up will move to 8:45 a.m.

9. Notice of school closing or delayed opening due to inclement weather or other reason is announced via phone-calls and emails. Cancellations will also be listed on the district and school websites. Cancellations of a delayed opening may be made until 8:00 a.m.

AFFIRMATIVE ACTION/ SECTION 504

The Public Schools of Edison Township practice non-discrimination in educational programs and procedures. The Board of Education provides a full range of educational offerings, including appropriate vocational programs, to students regardless of race, creed, sex, national origin, or handicapped condition.

Any inquiries regarding compliance or grievances may be directed to the Affirmative Action Officer or 504 Coordinator. A grievance is a complaint in regard to equal access or affirmative action based upon discrimination or harassment due to an individual's race, creed, gender, sexual orientation, national origin or handicapping condition.

Any individual who has been subjected to harassment or discrimination, or who has witnessed any incident of such harassment or discrimination, should report the matter without delay to the School Affirmative Action Officer.

District Affirmative Action Officer- Dr. Edward Aldarelli, Superintendent
EHS Affirmative Action Officer - Dr James Falco, Principal
District 504 Coordinator – Dr. Thomas Toohey, Assistant Superintendent Pupil Special Services
EHS 504 Coordinator –Samantha Kosty, Supervisor of Guidance

COMMUNICATION WITH EDISON HIGH SCHOOL STAFF

Communication with parents/guardians is a key component to student success. The following methods are available to parents/guardians to establish and maintain direct contact with their children's teachers and counselors.

E-mail: All staff members can be reached via a district e-mail account. The standard address format is firstname.lastname@edison.k12.nj.us

Teachers' emails can be found through Genesis.

Phone: Parents/Guardians may call the main office at (732) 650-5200 and leave a message for any staff member. In most cases, the staff member will return the call within 24 hours of receiving the message.

Parent Portal on GENESIS: Parents/guardians can check on a student's progress in his/her classes via the district's secure online student information program. Registration and instructions for Parent Portal are available on the EHS website.

Parents/Guardians are invited to attend Back-to-School Night (September 9) and Parent Conference Night (December 3).

VISITORS

Visitors, such as graduates, former students, friends or relatives of current students who wish to come into school for the day or part of the day are not permitted. Any exceptions to the visitor rule must be

arranged through the Administration. **ALL VISITORS ENTERING THE BUILDING MUST PRESENT IDENTIFICATION AT THE FRONT DESK AND WEAR THEIR VISITOR STICKER.** Anyone who does not have official business with the school will be required to leave the premises immediately; a police complaint for trespassing may be filed.

ATTENDANCE POLICY

This procedure provides a **ten-day** limit to the number of unexcused absences from any full-year course (semester courses: 5 days, physical education: 8 days, health education: 3 days). Pupils who exceed the attendance limits for unexcused absences in any class(es) are required to attend Credit Completion Summer School to receive credit for the class.

Attendance Limits for UNEXCUSED Absences		
Full Year Course	10 class absences	10+ requires credit completion
Semester Course	5 class absences	5+ requires credit completion
Physical Education	8 class absences	8+ requires credit completion
Health	3 class absences	2+ requires credit completion

These **ten** unexcused absences include full-day absences from school, tardiness to school that causes pupils to miss more than fifteen minutes of class and early dismissals. The exceptions, as outlined in this Regulation, will result in an absence not being charged against the ten-day allotment. Seniors who have not met all graduation requirements are not eligible to participate in the graduation ceremonies. Pupils and parent(s) or legal guardian(s) are encouraged to become familiar with the Attendance Policy and to monitor regularly the attendance records of their child(ren) and bring any problems to the attention of the administration.

The absence of a pupil for three consecutive days, without proper written notification, shall be sufficient reason for a check of the home by an attendance officer.

When pupils are absent from school, regardless of the reason, they are required to make up those assignments deemed necessary. When course requirements during a marking period have not been completed to satisfaction of the teacher, an incomplete (INC) grade may be issued. The teacher will communicate the pupil's lack of progress to the pupil, parent(s) or legal guardian(s), and guidance counselor. It is the responsibility of each pupil receiving an incomplete (INC) to determine from his/her teacher which requirements are outstanding. Specific guidelines pertaining to the assignment of Incomplete (INC) are referenced in Board Policy.

An **EXCUSED** absence is a pupil's absence from school for a full day or a portion of a day for one or more of the following reasons:

1. Illness requiring doctor's note—all days deducted with medical verification;

2. Illness of a chronic or persistent nature and requires regularly scheduled medical treatment over a prolonged period (e.g., physical therapy). Specific medical verification is required. Such cases will be subject to periodic review by the school nurse or school doctor.

3. Death in the immediate family (parents, grandparents, siblings). In such cases, up to three days will not be charged against the ten-day absence allotment;

4. Religious holidays as published annually by the State Board of Education will not be charged against the ten-day absence allotment;

5. Verification from the college is required and will not be charged against the ten-day absence allotment. It is expected that the great majority of college visits will be made during the preceding summer, school holidays, weekends, or after school hours;

6. Take your son/daughter to work day—students will not be charged with an absence if proper documentation is provided.

7. For pupils with disabilities, the school district shall require the attendance plans and punitive and remedial measures in accordance with the pupils:
    a. IEP, pursuant to USC 1400 et. Seq., the IDEIA;
    b. Procedural protections set forth in N.J.A.C. 6A:14;
    c. Accommodation plans under 29 USC 794 and 705 (20);
    d. Individualized health care plans, pursuant to N.J.A.C. 6A:16-2.362ix.

Note: Vacations or family travel while school is in session will not be considered as extenuating circumstances and will not be considered legal or legitimate reasons for absence.

PROCEDURE FOR COLLEGE VISITATION

Required college visitations, which are verified, will not be charged as unexcused. Students are allowed up to three visitations per school year, provided the student is eligible to attend the school and is seriously considering attending the school. Required placement tests for Middlesex County College, may be excused. Visitation verification includes a written statement on college/university letterhead including the date of and reason for visitation. All verification must be submitted to the Attendance Office upon the students' return to school. A second visit to a school will require clear explanation of the reason beyond a tour.

PROCEDURE FOR CHRONIC ILLNESS

Chronic illness is an exception to the Attendance Policy. However, there are several requirements in order for this exception to be approved and absences excused accordingly:

1. A doctor's note must be presented to school nurse for approval from the district doctor. The doctor's note must contain the following:
    a. an indication that a "chronic medical condition" exists.
    b. the identification of the chronic condition.
    c. an indication that the chronic condition will cause the student to be absent and/or tardy more than normal during the school year.

NOTE: School officials may periodically verify chronic status with physician during school year.

1. **ABSENCE FROM SCHOOL** – Once the doctor's note is accepted and approved, absences will be excused only if a parent calls the Attendance Office before 10 a.m. on the day of the absence and specifies that the absence is due to the chronic condition.
2. **TARDINESS TO SCHOOL** – If a student is tardy to school, the tardy will be excused only if the parent calls the Attendance Office prior to the student checking in late to the Attendance Office.
3. **EARLY DISMISSAL** – If a student signs out for early dismissal (including through the nurse's office), the absence will be excused only if a parent or nurse indicates that it is due to the chronic illness.
4. Absences/tardies/early dismissals will not be excused if notification is received the day after. A call must be made the day of in order to be excused.
    a. Exceptions for chronic illness become effective from the date the doctor's note is received and approved by the Administration. The doctor's note must be renewed periodically.
    b. Students who have chronic illness notes on file and are absent, tardy to school, or dismiss early may not participate in, attend, or be involved in any co-curricular programs or after-school/evening activities without prior approval of the Principal or Assistant Principal.

PROCEDURE FOR RELIGIOUS HOLIDAYS

If the holiday is state approved, parent/guardian must call the Attendance Office to get the absence excused. If the holiday is not state mandated, the student must bring in a note from parent/guardian for approval by an Assistant Principal. The list of approved religious holidays is available on the District website.

CREDIT COMPLETION SUMMER SCHOOL

For any of the above stated reasons, students absent more than 6 days per class for a full-year course, 4 per semester course, 5 for Physical Education, and/or 3 per Health shall be required to attend the Credit Completion Summer program as follows:

Required Full Year Course----------10 hours
Non-Required Full Year Course----------10 hours
Semester Courses----------5 hours
Physical Education----------8 hours
Health----------3 hours

Students not attending Credit Completion Summer School may be required to repeat those courses; this could mean repeating the grade. Attending Summer School for failure make-up does not remediate the credit completion requirements. Failure to earn credits in required courses could affect graduation. For seniors, this would preclude the right to participate in the June graduation. Diplomas will be awarded after Credit Completion Summer School.

Requests for appeals are to be submitted in writing to the student's Assistant Principal. Each student only gets one appeal for the duration of their high school career.

TARDINESS/EARLY DISMISSAL

A. Students who arrive at school after the start of first period are considered tardy to school and must sign in at the Attendance Office.

B. Students who are tardy to school or to class will be subject to disciplinary action as follows:

6th occasion------1 day Central Detention
12th occasion------1 day Saturday Detention
18th occasion------1 day In-School Detention (ISD)
24th occasion------2 Days Out-of-School Suspension (OSS)
Ineligibility to attend prom or participate in Powder Puff
Subsequent occasions------subject to Administrative action

Tardiness to school which results in tardiness to a class up to 15 minutes will not be charged as a class absence. Students who are tardy 15 minutes or more shall be charged with a class absence which counts against the ten (10) day allotment.

NOTE: Tardiness or early dismissal due to attendance at religious services or driver test appointments will be excused.

C. Students who are tardy to school or dismissed early may not participate in, attend, or be involved in any co-curricular programs or after-school/evening activities without prior approval of the Principal or Assistant Principal.

D. Students who are late to class without a hall pass will check into the late kiosk. Habitual tardiness to class will result in administrative disciplinary action.

ABSENCES OF 7 OR MORE DAYS

A. The Assistant Principal will notify the parent or guardian and the student by letter that a student must attend Credit Completion Summer School.

B. Appeals must be submitted by students in writing to the student's Assistant Principal.

C. The Assistant Principal will notify the parent/guardian in writing of the decision regarding the appeal. Each student only gets one appeal for the duration of their high school career.

CLASS CUTTING

A. Students who cut class or an assigned location (e.g. lunch, study hall, homeroom) will be subject to disciplinary action, including detention(s) and suspension(s). The cut(s) will count as an unexcused absence from class.

B. Students who cut class will receive a zero for all work, tests, assessments completed on the day of the cut, regardless of how significantly the zero will affect the overall grade for the course. Students will not be given extra time to complete assignments.

SCHEDULED EARLY RELEASE

Students who have scheduled Early Release:

A. Must leave the school building/grounds immediately at their release time.

B. If students are on school property after their release time, they will lose their early-release privileges and be assigned to study hall(s).

C. Must provide documentation that they have transportation home from school every day.

HOMEWORK/MAKE-UP WORK

The board considers valid homework assignments to be those which reflect the curriculum, stimulate intellectual growth, accommodate the needs of individual students, and contribute to the development of academic self-discipline. The board encourages the assignment of inter-related homework such as term papers, research and creative arts projects.

A. Students at all academic levels of instruction in all grades and subjects shall receive homework regularly throughout the school year. When long-term homework assignments extend over a vacation period, sufficient time shall be provided prior to and/or after the vacation period for students to complete the assigned work.

B. The specific amount and type of homework assignments shall be consistent with the requirements of the curriculum and the educational needs of students. Homework shall not be assigned as a punitive measure.

C. Homework assignments shall be reviewed and evaluated, and the evaluation shall be shared with the student within a reasonable period of time.

D. Homework shall be a factor in evaluating student progress and in determining student grades.

E. Students who have been absent shall be given a reasonable amount of time to make up homework assignments, class work and tests. In most cases, a reasonable length of time shall be the same number of school days as the days missed. When a due date for an assignment is known in advance of the absence, however, students should return from the absence prepared with the work or for the test.

F. Pupils being excused from class(es) for any reason must make arrangements with the teacher of the missed class(es) in order to make up the work missed. This must be done before the absence from class.

G. The board policy on cheating, part of Policy #5701, Evaluation of Individual Student Performance applies.

ACADEMICS
GRADUATION – REQUIREMENTS

Attendance: Students must fulfill all attendance requirements established by the Board of Education.

Maximum Subjects Permitted: Students will be permitted to take a maximum of seven (7) subjects per semester/year. Students enrolled in two (2) lab science courses will be limited to six (6) subjects. **The eighth subject in each student's daily schedule will be a study period.** (Note: All science lab periods will be scheduled during the study period.)

At the discretion of the high school principal, seniors **MAY** be permitted the option of taking a course in lieu of a study hall depending on his/her overall GPA and the availability of classroom openings. Seniors selecting this option would be permitted to take his/her science lab one day a week during Physical Education/Health period. Seniors taking two lab science courses would be required to take one study hall. This may provide an exception to the six (6) subject limit for seniors who are enrolled in two lab courses.

Required Courses: The following courses are required and must be successfully completed before students are awarded their diploma. These requirements exceed the state minimums.

Requirement	Edison Board of Education	New Jersey State Minimum
English	4 years/20 credits	20
Mathematics	3 years/15 credits	15
Science	3 years/16 credits	15
World History	1 year/5 credits	5
US History	2 years/10 credits	10
World Language	2 years/10 credits	5
Physical Education/Health	4 years/20 credits	20
21st Century Life**	1 year/5 credits	5
Visual and Performing Arts***	1 year/5 credits	5
Financial Literacy	½ year/2.5 credits	2.5
Electives	22.5 credits	17.5
	130	**120**

** All courses in Family and Consumer Science, Business, Computer Science, and Industrial Arts/Technology.
*** All courses in Music and Visual Arts, Theater Arts, and Speech Arts.

SUCCESSFUL COMPLETION OF REQUIRED COURSES

Required courses that are failed must be repeated the following school year-and must be successfully completed before the next course can be taken in that subject area's required sequence. Students who fail to do this jeopardize their chances of graduating with their class. (This applies to English, math, science, and world languages.) **EXCEPTIONS TO THIS**



PROCEDURE ARE TYPICALLY CONSIDERED FOR THE SENIOR YEAR ONLY AND MUST BE APPROVED BY THE PRINCIPAL.

GRADING

Students shall be graded on the basis of their achievement in the program(s) approved by the board. They shall be given the opportunity to progress through the educational program at their level of ability. All factors pertinent to achievement shall be considered when assigning grades. The results of standardized tests shall not be used to determine student grades.

Grade	Numerical Value	Proficiency Rating
A+	97-100	Outstanding
A	93-96	
A-	90-92	
B+	87-89	
B	83-86	Good
B-	80-82	
C+	77-79	
C	73-76	Satisfactory
C-	70-72	
D	65-69	Poor
F	0-64	Unsatisfactory

I	Incomplete
E	Medical
WP	Withdrawn Passing
W	Withdrawn Failing
N	No Grade

INCOMPLETES

Incomplete (I) Grade Marking Periods 1, 2, 3

When course requirements during a marking period have not been completed to the satisfaction of the teacher, an incomplete (I) grade may be issued. The teacher shall communicate the student's lack of progress to the student, parent, and guidance counselor.

If an incomplete (I) is warranted for marking period 1, 2, and/or 3, an incomplete (I) shall be issued for that marking period. Zeroes for work not completed will be averaged with already recorded grades by the end of the next marking period. An incomplete (I) may be given for marking periods 1, 2, or 3 as approved by the principal/department supervisor.

Incomplete (I) Grade Marking Period 4

No credit will have been earned for the course when a student does not complete the major assignments required for 4th marking period or end of the course if a semester, quarter or trimester. The grade will be recorded as an incomplete (I) pending the student's attendance at summer school. Credit will be earned for the course upon the successful completion of summer school. The summer school grade will be utilized for the fourth quarter grade. Failure to complete the course requirements successfully in summer school will result in a failing grade for the course. An incomplete (I) may be given for the fourth marking period or end of the course if approved by the department supervisor.

Incomplete (I) for Marking Period 4 - Final Course Grade

An incomplete (I) may be given for the final course grade as approved by the principal for the following reasons only: medical condition documented by a physician, loss of an immediate family member or the event of a family crisis.

WEIGHTED GRADE POINT AVERAGE

A weighted grade point average will be computed for each student. A quality point value is assigned to each letter grade according to the following chart:

LETTER GRADE	HONORS	ACCL.	REGULAR/ REMEDIAL
A+	6.33	5.33	4.33
A	6.00	5.00	4.00
A-	5.67	4.67	3.67
B+	5.33	4.33	3.33
B	5.00	4.00	3.00
B-	4.67	3.67	2.67
C+	4.33	3.33	2.33
C	4.00	3.00	2.00
C-	3.67	2.67	1.67
D	1.00	1.00	1.00
F	0	0	0

The quality points are multiplied by the number of credits received for each course. The quality points are then totaled and divided by the total number of credits attempted as follows:

LETTER GRADE	**QUALITY GRADE**		**POINT VALUE**		**TOTAL CREDITS**		**QUALITY POINTS**
English 1-1	B		4	x	5	=	20
French 1	A-		4.67	x	5	=	23.35
Geometry (H)	A		6	x	5	=	30
Phys. Sc. 1-1	B+		4.33	x	5	=	21.65
World History 1	A		5	x	5	=	25
Art 1	B		3	x	5	=	15
Phys. Ed 1	A		4	x	3.75	=	15
Health 1	B		3	x	1.25	=	3.75
Total	**35**	**x**	**153.75**		**= 4.31 weighted GPA**		

The weighted grade point average shall be listed on the student transcript as an aid to colleges, business and technical schools as well as prospective employees.

UNWEIGHTED GRADE POINT AVERAGE

An unweighted grade point average will be computed for each student. The unweighted grade point average is computed by converting grades earned in each course to a numerical equivalent using the scale above for regular courses' quality point value. The unweighted grade point average shall be listed on the student transcript as an aid to colleges, business and technical schools as well as prospective employers.

	LETTER GRADE	**GRADE POINT VALUE**		**CREDITS**		**GRADE POINT TOTAL**
English 1-1	B	3.0	x	5	=	15

French 1	A-	3.67	x	5	=	18.35	
Geometry(H)	A	4.0	x	5	=	20	
Phys. Sc. 1-1	B+	3.33	x	5	=	16.65	
World History 1	A	4.0	x	5	=	20	
Art 1	B	3.0	x	5	=	15	
Phy. Ed. 1	A	4.0	x	3.75	=	15	
Health 1	B	3.0	x	1.25	=	3.75	
		Total		**35**		**123.75**	**= 3.54 unweighted GPA**

PARENT PORTAL

Parent Portal provides students/parents access to student grades, assignments, attendance and email contact to teachers. To utilize Parent Portal, parents may register through the Edison High School website and should contact the Counseling Office for additional support.

INTERIM REPORTS

Each marking period is approximately forty-five (45) days. At the mid-point of each marking period, interim progress reports will be available to students/parents on the Parent Portal in Genesis. The progress report will provide information to the parents regarding any difficulties that the student is having in their classes.

REPORT CARDS

Report cards will be available on the Parent Portal in Genesis and distributed to students who do not have computer access at the conclusion of each marking period (45 days). Fourth marking period report cards are mailed home approximately two weeks after school has concluded. Report cards also show the number of days absent (excused/unexcused) for a student in each class and overall for school.

HONOR ROLL

Students who earn all A's for a marking period will be recognized as making the High Honor Roll. Students with all B's or a combination of A's and B's will be listed on the Regular Honor Roll. Students with any Incomplete are not eligible for the Honor Roll until the Incomplete is satisfied.

CLASS RANK

No information regarding rank in class shall be released or made public except as follows upon request. Such requests shall be made through the supervisor of guidance. Only the supervisor of guidance shall have access to rank in class information.

A. The National Merit Scholarship Program shall be provided rank in class for those students it
identifies as eligible for scholarship consideration.

B. The New Jersey State Department of Education shall be provided with a list of students who may be eligible for Bloustein or other state scholarship awards.

C. The United States Military Service Academies shall be provided rank in class if requested by an academy.
D. Scholarship and/or specialized programs to which a student has applied shall be provided rank in class if such data is requested by the specific program.

Specific procedures for the calculation of weighted grade point average shall be developed by the Office of Curriculum and Instruction and reviewed annually. Pertinent information regarding such weightings and calculations shall be placed in the Program of Studies, handbook, and school profile.

Guidance personnel shall annually develop a school profile which communicates the caliber of the curriculum and a weighted grade point average distribution chart.

Class rank shall be determined on the basis of the quality points earned in all subjects, 9th through 12th grades during academic school year (Sept – June). Total quality points earned shall determine class rank and quality points shall be assigned as follows:

Letter Grade	Honors	Accelerated	Regular/ Remedial
A+	6.33	5.33	4.33
A	6.00	5.00	4.00
A-	5.67	4.67	3.67
B+	5.33	4.33	3.33
B	5.00	4.00	3.00
B-	4.67	3.67	2.67
C+	4.33	3.33	2.33
C	4.00	3.00	2.00
C-	3.67	2.67	1.67
D	1.00	1.00	1.00
F	0	0	0

Class rank shall be computed at the end of the sixth semester. It may be computed in order to determine valedictorian/salutatorian at the end of the seventh semester.

Students who have taken all of their high school courses in Edison and/or in other high schools in New Jersey (public, parochial, private) will be ranked with their graduating class at Edison or J.P. Stevens High Schools.

Students from outside New Jersey transferring to Edison Public Schools following the first marking period of the junior year will NOT be ranked with their graduating class at Edison or J.P. Stevens High Schools. In such cases, the transcript will include information pertaining to courses taken at the previous high school(s) at the time of transfer. Additionally, all high school courses taken in Edison Public Schools will be entered on the transcript.

HOME INSTRUCTION

Parents are requested to contact the Counseling Office in order to apply for home instruction. A parental note and a doctor's certificate indicating that the student will be unable to attend school due to illness or other good cause for a period of at least ten (10) school days must be presented. The doctor's certificate must clearly delineate the reason and the duration of time the student will be unable to attend school. Once approved, the Counseling Office will set up a home instruction schedule.

CHEATING

The Board of Education has adopted the following policies on cheating:

Cheating Incidents:

1. Homework
2. Quizzes, tests and major papers
3. Midterm performance assessment and final examinations
4. Standardized tests
5. Stolen quizzes, tests and teacher manuals
6. Plagiarism

Consequences of Cheating:

1. For any occurrence of cheating on homework, the student will receive "0" for the assignment.

2. For occurrences of cheating on quizzes, tests and major papers, the teacher will document the incident and report it to the department supervisor. The supervisor will maintain a file of documented occurrences and the following procedures will be implemented.

   a. For the first offense, the student will receive "0" for the assignment/test and have a conference with the guidance counselor; the parent/ guardian will be called by the teacher and receive a letter from the principal/designee.

   b. For the second offense**,** the student will receive "0" for the assignment/test. The parent/guardian will be called by the teacher and receive a letter from the principal/designee. In addition, the student will meet in a joint conference with the parent/guardian, the guidance counselor and the principal/designee.

   c. For the third offense, the student will receive "0" for the assignment/test. The parent/guardian will be called by the teacher and receive a letter from the principal/designee. In addition, the student will meet in a joint conference with the parent/guardian, the guidance counselor and the principal/designee. In addition, the student will be suspended from all co-curricular activities, including sports**,** for ninety (90) school days.

   d. For any additional offense, the student will be recommended to the superintendent for additional disciplinary action. The parent/ guardian will be called by the teacher and receive a letter from the principal/designee. In addition, the student will be suspended from all co-curricular activities for ninety (90) school days.

4. For occurrences of cheating on a standardized test, the results will be voided. The incident will count as one cheating offense in terms of the provisions outlined in section 2, above.

5. For occurrences that involve the stealing of a quiz, test or teacher's manual, the student, or students, will be withdrawn from class and receive a grade of "with-drawn-failed" (WF). In

addition, the student(s) will be suspended from all co-curricular activities for ninety (90) school days. Moreover, the student(s) may be subject to suspension or expulsion from school.

SCIENCE & ENGINEERING ACADEMY (STEM)

Edison High School is home to the Science & Engineering Academy, a demanding four-year program that offers highly motivated students an opportunity to explore their interest in the fields of mathematics, science, and engineering within a comprehensive high school.

Students in the academy follow a course sequence that satisfies all district graduation requirements with an emphasis on STEM and Advanced Placement classes. Additionally, students have the opportunity to meet college students and professionals in the fields of science and engineering, and participate in Design Day Challenges.

Students apply for acceptance into this academy in eighth grade. STEM students will take accelerated summer courses and at least 11 Advanced Placement courses with their cohort. They also take non-STEM courses with the school's general population.

STEM Course Sequence

Grade 9	Grade 10
Intro to Engineering	Engineering Graphics Honors
AP Biology	AP Chemistry
Algebra 2 Honors	Pre-Calculus Honors
English 9 Honors	English 10 Honors
US History 1 Honors	AP US History 2
World Language	World Language
Health/Physical Education	Health/Physical Education
S&E Recitation	
Grade 11	**Grade 12**
Electrical Engineering & Design	Senior Design & Capstone Experience
AP Physics 1	AP Physics 2
AP Calculus AB	AP Calculus III
AP Lang/Composition	AP Literature & Composition
AP World History	Elective
World Language	AP World Language
Health/Physical Education	Health/Physical Education

SCHOOL COUNSELING DEPARTMENT

Counseling Telephone Number: 732-650-5230
Office Hours: 7:30 a.m. – 3:30 p.m.

The role of the school counselor and counseling program is to assist students in reaching their maximum potential. Adolescence and growing up are important times of life. During this period of development, school counselors will assist each student to become a self-reliant, confident, mature, and productive person. Through individual and group counseling, students are assisted in learning about themselves and in developing decision-making skills. To help students achieve these goals, counselors attempt to provide them with whatever help they need to achieve the goal of personal happiness and academic success.

Edison High School will house approximately 2000 students this year. Students will be assigned to a counselor for the entire four years. In this way, the student and counselor will get to know each other, develop confidence and work their way through any problems or situations that might develop. Presently, counselors operate with an average counselee load of close to 275 students.

Individual conferences are held periodically between the student and the counselor to discuss any concerns or difficulties that a student might have. Occasionally, problems come up about course selections, possible future career plans, personal concerns, and social conflicts. Counselors attempt to make themselves aware of such concerns and work diligently to help meet their students' particular needs. The counselors are concerned about students as individuals and desire to encourage their development.

The major thrust of the counseling program is to assist students in coming to a fuller understanding and knowledge of themselves. With a more complete understanding of decisions and actions, they are better able to choose and formulate personal decisions. In this way, they will be better able to lead a fuller, more satisfying life and strive to attain their full potential both as academic students and as individuals.

COUNSELING SERVICES

1. **School Orientation** – attending a new school is an adjustment process. Counselors and students aid in making this adjustment a positive experience.

2. **Academic Planning** – students, parents, teachers, and counselors all work together to provide the correct school program for each student.

3. **Career Planning** – students are encouraged to take a variety of courses and to learn about the world of work. Use of the **Naviance** computer program is strongly encouraged.

4. **Individual Counseling** – for personal, educational, career and school concerns, counselors will meet with students as scheduled or requested.

5. **Intervention & Referral Services Committee** – for students who are experiencing any problems that might interfere with their academic performance. Referrals to I&RS can be made by any staff member or parent through the School Counselor.

6. **Child Study Team** - consists of a School Psychologist, a Learning Consultant and a Social Worker. They work with the student, the parents, and the school to remedy the problem and to provide assistance wherever and whenever it is needed for classified students only. Students may be referred for CST evaluation through the Intervention & Referral Services Committee.

7. **Speech Therapy** – is available with approval through Special Services. Students are referred to Intervention & Referral Services Committee and screened by a speech therapist to determine need.

8. **Assessment** – Counselors and teachers review a variety of achievement, aptitude and interest tests to assess student performance and capabilities.

9. **Guidance Information** – the Counseling Office runs a variety of workshops such as a Financial Aid Night, a Scholarship information session, and an EOF information session. All three information sessions are held in either the fall or winter in order to better prepare our students for the college application process. A fall Career Fair and a spring College Fair provides students with the most up to date information on current careers and the degrees needed to obtain their future career/academic choices. A College Night for juniors is presented each year in the spring. A Scholarship Newsletter is distributed throughout the year to keep parents and students aware of available scholarships. Finally, a Guidance Newsletter is published periodically to further enhance communication with the home.

10. **Parent/Teacher Conference** – parents can contact the Counseling Office at 732-650-5200, Ext. 5230, 5231 or 5232 for information or may request a conference with teachers or their child's counselor.

PROCEDURES FOR MAKING AN APPOINTMENT WITH YOUR COUNSELOR

The Counseling Office is open from 7:30 a.m. until 3:30 p.m. Students can request to see their counselor whenever they are in need of academic assistance, career information, or personal/social difficulties. There are several ways of getting to see a counselor:

1. Counselors are available by appointment to see their students. A counselor will make an appointment for many reasons including but not limited to the following: individual sessions, group sessions, testing information, progress monitoring, etc.

2. Students can request to see their counselor by filling out an appointment slip. These forms are available in the Counseling office. Students complete the form in its entirety (name, homeroom, and reason to see your counselor) and leave it in the counselor's mailbox. The counselor will schedule an appointment as soon as possible.

3. Emergencies- **In the event of a true emergency (such as traumatic loss or a concern for one's safety), students should be permitted to see their counselor immediately.** If in an academic class, then leave a note for the counselor with the guidance secretary and return to class. The counselor will meet with the student as soon as possible.

SIGNING IN/SIGNING OUT

Student must sign in electronically when they report to their School Counselor. This provides an accurate record of the date and time that a student sees a Counselor.

Students should not come down to Guidance without a Guidance Appointment Pass unless it is an **EMERGENCY.** Students must notify the Counselor that they are in the office and waiting.

REMEMBER it is every student's responsibility to get permission from the regularly assigned teacher BEFORE reporting to guidance with an appointment pass.

SCHEDULE AND PROGRAM CHANGES

During the spring semester, students will register for next year's courses and should choose carefully. Alternates must be selected for some electives. The Program of Studies has further information about course offerings and placement criteria. Students should work to move up levels whenever possible. The first prerequisite is full effort and academic success at the lower level. Students should speak with the teachers and counselors during the bump up period in the spring.

1. Students register for classes in the spring by choosing their electives in the Parent Portal of Genesis. For those individuals who do not have a computer, they will be submitting a Pre-Registration Form to the School Counselor. These forms are signed off by the student and parent/guardian indicating agreement with the recommended courses and selected electives.

2. After June 1, **no schedule changes** will be made except for the following reasons: placement change or counselor error. Any other request must be for significant reasons and approved by the Supervisor.

3. If a student does not submit a pre-registration form to the counselor or the pre-registration form is handed in after the deadline, the schedule will be developed by the Counselor. No changes will be made.

4. During the opening week of school in September, scheduling errors are resolved. Schedule changes that will be made are basic skills placement and adjustments for failure and summer school results. No other schedule changes will be made.

5. **Students who simply desire to drop or change a course <u>will not</u> be permitted to do so.**

6. Students experiencing academic difficulties or seeking a placement/level change must attempt the subject that they signed up for through the middle of the first marking period. At that time,

they should make an appointment to discuss the issue with their Counselor. Placement/level changes are made at the end of the first marking period and must be approved by the subject area supervisor.

7. To request a placement/level change, students should contact their counselor for the correct form.

8. While a placement/level change request is pending, the student is required to continue following their current schedule. The counselor will notify the student once a determination has been made. If applicable, the counselor will make the schedule change and notify all teachers impacted by the schedule change. **In the event of a schedule change, it is the student's responsibility to return all materials to their teacher.**

9. All students are encouraged to carry a full schedule of 7 courses (or the equivalent if semester courses are involved). The 8th class is a mandatory study hall. Seniors may take 5 courses if they meet all graduation requirements. Senior courses are scheduled first; early release is available only if the schedule permits it. **No senior schedules are changed to accommodate early release.**

HOMEWORK REQUESTS

If a student is to be absent for three (3) or more consecutive days, parents should contact the Counseling Office to request homework and class assignments. The parent may pick up these materials as soon as it is available after the request. A call to the Counseling Office should be made to ensure the work is ready for pick up. For fewer than three days' absence, it is expected that the student will contact a classmate for the assignments. All work provided is expected to be completed and handed in when the student returns to school.

COLLEGE AND CAREER COUNSELORS

Like many of the top tier high schools in New Jersey, working in conjunction with the Guidance Department, our new College and Career Counselors will work closely with students to ensure that they find the best fit for their post-secondary education. Benefits for students:

1. Supporting and teaching students about college options, financial aid, the application process, and the proper sequence of courses to take – is critical to help students prepare for and succeed in college.

2. Effective college guidance for students involves a host of tasks, including helping students to identify college matches that offer robust support structures and adequate funding; working with students as they draft and revise personal essays; arranging campus visits; and providing individualized guidance to students and families through the financial aid process.

3. Arranging dual/concurrent enrollment and Advanced Placement credits to prepare students for the rigor of postsecondary education.

4. Planning and preparation for college admissions tests: SAT and ACT.

5. Informing students about postsecondary financing that can be used to support advanced education and training.

6. Developing career portfolios, which include test and grades results, examples of student work, and resumes and cover letters to prospective employers.

7. Providing on-site admissions days or Instant decisions.

NURSING SERVICES

Telephone Number: 732-650-5204
Health and Wellness Office Hours: 7:20 a.m. – 2:45 p.m.

The Nurse's Office is located on the first floor near the Main Office. All students who become ill during school hours should report to the Nurse's office after obtaining a pass from their regularly scheduled teacher. DO NOT GO TO A LAVATORY IF YOU ARE ILL. DO NOT USE YOUR CELL PHONE TO CONTACT PARENT(S) DIRECTLY. USE OF THE NURSE BATHROOM IS SOLELY FOR SICK STUDENTS. Students who remain in a lavatory rather than reporting to the Nurse because they are ill will be subject to disciplinary action.

Students who report to the Nurse's Office must sign in. The school nurse will decide whether the student should be sent home. If so, parents will be notified and authorization given for the student to sign out in the Attendance Office. The absence due to illness is an unexcused absence.

MEDICATIONS

Medication or supplements shall be administered by the school nurse or, in an emergency, only on the written order of the prescribing physician. The order from the physician shall include diagnosis, dosage of medication, time(s) of day medication is to be administered and duration of the physician's order which will indicate the time period over which the medication is to be administered by the school nurse, in an emergency, and the possible side effects of the medication or supplements.

Medication or supplements shall be delivered to the school nurse with prescribing physician's orders in a labeled prescription bottle. **STUDENTS MAY NOT CARRY ANY TYPE OF MEDICATION ON THEIR PERSON IN SCHOOL.** Medication shall not be self-administered by a pupil except as follows:

A pupil may be permitted to self-administer medication for asthma or another potentially life-threatening illness as certified by the prescribing physician provided that the parent/guardian presents a written authorization for the administration of the medication to the Board of Education.

Life-threatening illness means an illness or condition that requires an immediate response to specific symptoms that if left untreated may lead to potential loss of life, such as, but not limited to, the use of an inhaler to treat an asthma attack or the use of an adrenaline injection to treat a potential anaphylactic reaction.

A pupil's privilege of self-administering medication may be revoked when the pupil has failed to comply with this policy and the tenets of the agreement to self-medicate as provided herein. The privilege of a pupil to self-administer medication shall be terminated only after school officials, including the school district physician and the school nurse, consult with the pupil, the pupil's parent/guardian, and the pupil's physician.

The Edison Township School District shall incur no liability as a result of any injury arising from the self-administration of medication by the pupil. Please refer to the district policy for any further clarification. All medical forms can be found on the school website.

MEDIA CENTER

Media Center Telephone Number: 732-650-5222
Hours: T, F 7:35 a.m. – 2:30 p.m.
M, W, Th 7:35 a.m. - 4:00 p.m.

Students are encouraged to visit the Media Center to work on class assignments, to use the computers and online databases for curriculum related research, to circulate both class-related and recreational reading materials, and to use current periodicals (magazines and newspapers) of interest. Entering the age of digital media, our offerings of e-books on digital platforms has expanded and we offer the latest titles available to read and take home on our very own Kindles and Nooks. Come into the media center, grab a computer, and browse the catalog. Once you've picked your title, sit back and enjoy the read on our many comfortable chairs designed with the avid reader in mind.

The following are the procedures and guidelines for students using the Media Center:

1. Students using library computers must sign a Technology Use Agreement and follow procedures for technology of the Public Schools of Edison Township. Any individuals who violate the policy and procedures outlined in the agreement will be subject to disciplinary and/or legal action. This includes warnings, parental notification, criminal prosecution, and monetary restitution.

2. All students using computer and media center must show ID and note what computer they are using. Students will only be able to log on to District computers using their individual credentials. Their assigned user name (student id#@edison.k12.nj.us) and password will be available on the student data screen on the Parent Portal just below their picture. All computer use is tightly monitored. DO NOT attempt to circumvent firewalls or violate copyright laws. Misuse of computers will result in administrative discipline (NOT LIMITED TO LOSS OF LIBRARY PRIVILEGES).
3. Students who wish to use the library during study hall must obtain a pass from one of their teachers. **Substitutes may not issue passes to students**.

4. Students must report to study hall for attendance and for the study hall teacher's signature.

5. **Upon entering the library, students must present an appropriate pass and sign in**.

6. Students may use the library's lavatory pass and must sign out/in. Students may not leave the library for any reason without permission of librarian, teacher or secretary.

7. Students are to remain in the library until the period ends.

8. Students may come to the library for a maximum of three days per week. Students abusing library privilege will be sent back to study hall and risk being barred from the library indefinitely.

9. Student identification cards are needed to check out all library materials.

10. Books circulate for two weeks. A fine of 5 cents is charged for each school day the book is overdue. There will be a fine replacement cost for lost iPads and Kindles.

11. Reference books and magazines are available to circulate at the end of the school day for overnight use and are due prior to period 1 the next school day.

12. Library materials will not be circulated to any student who has an outstanding book fine.

13. It is prohibited for anyone to remove materials from the library without checking them out at the circulation desk. Any violation of this type will be reported to Administration as a theft.

14. Students found to be cutting from the library will be subject to appropriate disciplinary action.

PUBLICATIONS/TRANSMISSIONS

The Board of Education supports publications/transmissions as important elements of the instructional program. Individuals are encouraged to develop skills of written and verbal communication and to exercise the right to express their opinions freely and responsibly.

The rights of free speech, and free expression in public schools pursuant to the First Amendment, are not automatically coextensive with rights in other settings and shall be applied in light of the special characteristics of the school environment. The Board of Education reserves the right to exercise prepublication control over school-sponsored publications and audio/video/electronic transmission and reception through administrative staff and faculty and to limit interference with the school program. Individuals shall have the right to appeal the exercise of censorship following the Board-approved procedure for appeals.

Expression may be restricted if it can be determined that such expression is inconsistent with the basic educational mission of the school district and when censorship action is reasonably related to legitimate education concerns.

Individuals who violate this policy by expression, publication, distribution, transmission, or reception of any materials which are illegal, biased or prejudiced, vulgar or profane, inflammatory, unsuitable for immature audiences, libelous in nature, or which do not meet the school district's high standards of

learning and propriety consistent with its educational goals and objectives may be subject to appropriate discipline.

PUBLICATIONS/TRANSMISSIONS: TECHNOLOGY

The goal in providing technological resources is to promote educational excellence by facilitating resource sharing, information, innovation and communication. This procedure includes, but is not limited to, the following categories of technology: school-based computer networks, district-wide computer networks, stand-alone computers, peripheral devices (DVD/VCR devices, televisions, telephones, scanners and printers), on-line services, licensed software, confidential district databases and use of the Internet. The district reserves the right to prioritize and limit access to and use of its technological resources.

Acceptable use of technological resources in the Public Schools of Edison Township can be defined as employing technology as an educational tool. The purpose of the technological resources is to support research and education by providing access to unique resources and the opportunity for collaborative work. Access must be in support of education and research and consistent with the education objectives of the Public School of Edison Township. Transmission of any material in violation of any United States or state regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret. Use for commercial activities is not acceptable. Use for product advertisement or political lobbying is also prohibited.

The use of school technology and Internet access is a **privilege**, not a right, and inappropriate use will result in the suspension of privileges and disciplinary action consistent with district policy. Any individual who uses the technological resources of the district consents to having all activities regarding this use monitored.

Individuals are expected to abide by the generally accepted rules of technology etiquette and safety. This includes, but is not limited to, the following:

A. Be polite. Do not get abusive in your messages to others.

B. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language. Illegal activities are strictly forbidden.

C. Do not reveal your personal address or phone numbers of students or colleagues.

D. Note that electronic mail (E-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to appropriate authorities. Inappropriate messages, searches or images will be reported to school administration.

E. Do not use the technological resources in such a way that you would disrupt the use of the technological resources of other users.

F. All communications and information accessible via technological resources should be assumed to be private property protected by copyright laws unless otherwise stated.

Individuals are responsible for good behavior when using school technological resources, and general school rules for behavior and communications apply. Teachers of younger students will guide them toward appropriate materials.

Individual users of the district's technology are expected to adhere to the following prohibitions. The list is not all inclusive but includes the major categories of misuse of technology.

A. Damaging computers, computer systems or computer networks. This includes changing the configuration of an individual computer or network.

B. Creating or installing a computer virus.

C. Installing or using personal software on any computer in the district.

D. Downloading software.

E. Using the technology for any illegal activities.

F. Gaining unauthorized access to any technological resource.

G. Using another individual's account or name.

H. Vandalizing the account or data of another user.

I. Using abusive, obscene language; sending hate mail or harassing others.

J. Obtaining pornographic text, graphics or photographs.

K. Sending or receiving material that is racist, sexist or offensive to the religious beliefs of people.

L. Using technology for personal, financial or business gain.

M. E-mail broadcasting.

N. Revealing personal information about yourself or others.

Security of all technological resources is a high priority. If you feel you can identify a security problem, notify a teacher, media specialist or school administrator. Do not demonstrate the problem to other users. Any individual identified as a security risk or having a history of problems with other technological resources will be denied access to district technology.

All individuals who violate the policy and procedures for technology of the Public Schools of Edison Township, whether or not they have signed the Technology Use Agreement, will be subject to disciplinary action and/or legal action. This includes warnings, parental notification, criminal prosecution and monetary restitution.

The Public Schools of Edison Township makes no warranties of any kind, whether expressed or implied, for the service it is providing. The Public Schools of Edison Township will not be responsible

for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, mid-deliveries, or service interruptions caused by the user's own negligence or errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The Public Schools of Edison Township specifically denies any responsibility for the accuracy or quality of information obtained through its services.

STUDENT BEHAVIOR

ARRIVAL AT SCHOOL

Students wishing to take advantage of our breakfast program may enter the building at 7:05a.m. Student meeting with a teacher before 7:30 a.m. need a pass to gain entrance. All other students must wait in front of the building until the doors are opened (approximately 7:30 a.m.). After entering the building students must go to their lockers, take care of any school business in the various offices, and report to their first period class. STUDENTS MAY NOT LOITER IN THE PARKING LOTS OR ON SCHOOL GROUNDS BEFORE OR AFTER SCHOOL. Students who are not in class by 7:40 a.m. must report to the Attendance Office and sign in tardy. Tardiness will be monitored and discipline quickly enforced.

FLAG SALUTE/PLEDGE OF ALLEGIANCE

New Jersey law requires that you show respect for the flag of the United States. If you are conscientiously opposed to the pledge or salute, you may abstain from these ceremonies; but you are required by law to remain respectfully silent. Each morning students are asked via the P.A. system to stand during the flag salute and pledge of allegiance.

BACKPACKS

Students will be allowed to carry a backpack. However, backpacks should not act as a substitute for lockers. Students must be courteous of peers in the hallway and not excessively fill their backpack. Students with overfilled backpacks can be sent to their locker by any staff member.

MACBOOKS

The MacBook is the portal to learning at Edison High School. Students must bring their device to school every day. If any student has an issue with their device, he/she is to report to Room 133 after checking in with his/her Period teacher. Students are able to purchase MacBook insurance online.

HALLWAY PASSING TIME

Students are given five minutes to change classes, including lunch. Students may use the lavatory at this time but may not loiter in the hallways or in the lavatories. They must report directly to their next class or location. Teachers are permitted for individual cases to give students up to an extra minute for passing when the student can prove that he/she travels an extraordinary distance. Lunches dismiss 2 minutes early to ease hall traffic, and students have 5 minutes passing when reporting to lunch. Don't be late to lunch.

HALL PASSES – GUIDELINES

1. Staff members will NOT issue a pass except in an emergency situation or for a pre-arranged appointment/task. Passes should not be issued during the first or last 5 minutes of a period or while another period is in passing.

2. Students should never leave class without a proper pass and student identification card. The actual passes that will be given to students include the following:

   a.) EHS HALL PASS – filled out by a teacher with a specific date, time, location, etc.
   b.) PRE-PRINTED APPOINTMENT PASS – provided for pre-arranged appointments such as Guidance, CST, Office, tutoring, etc.

3. **No students should be in the halls during classes without a pass.**

4. Passes will <u>not</u> be issued because a student simply requests one. The student must show that prior arrangements (i.e. appointment pass) were made or an emergency exists.

5. Passes will be issued by teachers/staff as follows:

   a.) A real emergency exists requiring the nurse, crisis counselor, administrator, or lavatory.
   b.) The student <u>shows</u> the teacher an appointment pass from a staff member or office (e.g., art, computer, guidance, nurse, administrative, CST, etc.).
   c.) If a student is called to the office via the PA, every attempt will be made to wait until the end of the period to avoid issuing a pass. However, the student would be given an office pass to return to that class or the next period class. If there is an urgent need for the student to report to the office, a hall pass would be issued by the teacher.

6. Students must always report to their assigned teacher <u>first</u> in order to be excused and to avoid a cut slip being submitted. **The exceptions would only be as follows:**

   a.) <u>Vocal or Instrumental Lessons</u> from study hall. A list of students scheduled will be made available to study hall teachers <u>in advance</u>. The students report directly to music; their attendance is taken by the music teacher. Students remain on the study hall roster but are responsible to the music teacher.

   b.) <u>Student Council</u> – Student Council Officers are assigned also on a permanent basis to the Student Council Office by the Student Council Advisor. Study hall teachers maintain them on their rolls but give up their attendance to the Student Council Advisor.

7. Even with an appointment slip, a teacher may prohibit a student from leaving class/study hall. Of course, this assumes no emergency; and the teacher has good reason to do so.

8. MAKE-UP WORK – In no case should make-up work, given or assigned, disrupt or interfere with a teacher's responsibility to a class and instruction at that time. The make-up work (science lab, test, computer assignment, etc.) must be of a type and nature that is non-intrusive.

a.) Arrangements between a teacher and student to make up work should be made prior to the student's study hall (a day in advance if possible).
b.) The teacher would issue an EHS Hall Pass which the student must show to the study hall teacher verifying the scheduled appointment.
c.) Whenever possible, this pass will be shown to the study hall teacher the day before. If not, it will be given to the study hall teacher when the student returns to study hall, which could be the next day.
d.) **IT IS THE STUDENT'S RESPONSIBILITY TO PROVIDE VERIFICATION TO THE STUDY HALL TEACHER. FAILURE TO DO SO WILL RESULT IN A CHARGE OF CUTTING.**

STUDENT IDENTIFICATION CARDS

1. Freshman and new students will have their pictures taken in September for an ID card. ID cards will be issued to students as soon as possible, in most cases, immediately.

2. Students must have their ID cards with them at all times. They will be checked periodically. Students without ID cards are subject to disciplinary action. Students must show their ID card when requested by staff and need the card for entrance to certain activities, such as dances, etc.

3. Students who do not have an ID card or lose it must see a secretary in the main office before or after school to schedule a makeup picture. There is a $5.00 fee to replace lost ID cards. Students must keep their card for the entire time attending Edison High School.

DRESS AND GROOMING

The manner of dress must not create classroom disorder or distract others. The administration reserves the right to restrict or prohibit any manner of dress or apparel judged to be inappropriate, a distraction to the learning environment, presents a safety hazard, and/or is disruptive to the school environment. This may also result in a disciplinary consequence. The following guidelines are established to assist in maintaining the proper dress for school as per BOE POLICY 5511:

A. The provisions in the dress code for high school pupils (grades nine through twelve) in Edison Township have been formulated after careful consideration by a committee representing parent(s) or legal guardian(s), pupils and teachers. These provisions are intended to serve as guidelines in determining acceptable wearing apparel for school and to ensure that the matter of school dress does not become a disruptive factor in the educational process. All clothes should uphold the principles of safety, health, modesty and good grooming.

1. No apparel that promotes or endorses illegal substances, i.e., drugs, alcohol or tobacco products. In addition, clothing with messages deemed offensive, profuse, profane or inappropriate as judged by the administration;
2. No strapless or see-through tops, tube tops or bare midriffs. Additional layers should be worn when underwear is worn as outerwear;
3. Tank tops, sleeveless tops and tops with thin straps are permitted, but the tops must fall reasonably close to the neckline and fall directly below the underarm to ensure that the torso and undergarments are not exposed inappropriately; Tank tops are inappropriate for gentlemen;
4. No sunglasses may be worn during the school day (unless medically prescribed);

5. No short shorts; the pant leg of shorts should have a reasonable extension. "Ripped jeans" should not be "ripped" in areas which could be considered inappropriate as judged by the administration;
6. No hats or outerwear, such as winter coats, raincoats, heavy jackets, etc., may be worn or carried during the school day. Jackets (excluding varsity jackets) that are part of a uniform or warm-up suit, as well as light spring-type jackets or windbreakers, are permitted during the school day; Note: On special occasion days, such as School Spirit Day, the Principal is authorized to permit the wearing of hats.
7 Ski masks are not permitted to be worn in school. Any similar type of hats or hoods that hide the face are not permitted and will be confiscated; and
8. No hats, sweatbands, scarves or bandannas may be worn or visibly displayed in the school building.

CAFETERIA RULES

The cafeteria makes available both hot and cold lunches, a-la-carte items, sandwiches and snacks. Students may also bring their own lunches. Food can only be purchased during an assigned lunch period.

The following rules have been established for the cafeteria during the lunch periods:

1. Students are expected to be on time to lunch, stand in line, and wait their turn.

2. Students must pay for their lunch; a debit program is also available. Free and reduced lunch applications are available on the first day of school.

3. All students are responsible for keeping the cafeteria clean.

4. Refuse must be disposed of in the proper receptacles. Plastic bottles and cans must be disposed of in the recycling receptacles.

5. Students are expected to use good table and eating manners.

6. All chairs must be put back in place.

7. Stealing food/drink will result in suspension, restitution, and possibly a police complaint.

8. No backpacks are permitted in lunch line.

9. Students are required to follow the reasonable directives of any staff member; this includes disposing of any refuse that might not be “their own”.

10. Students will be dismissed at the end of the lunch period by section as directed by the teacher in charge.

11. Students are not permitted to carry food or drink out of the cafeteria. Food and drink must be packed away before exiting the cafeteria. If it is visible, the student will be asked to deposit the items in the garbage even if it has not been opened.

12. Students are not permitted to have glass bottles in their possession.

13. Failure to comply with the cafeteria rules will result in disciplinary action which could include cafeteria clean-up details, detentions, or suspension.

NOTE: Students who wish to be excused from taking part in lunch in the cafeteria for religious reasons should report to the main office for a room assignment.

FIRE / SECURITY DRILLS

New Jersey law (N.J.S.18A:41-1) requires all public and nonpublic schools to hold two emergency drills per month, namely a fire drill and a security drill (evacuation, lockdown, etc.). Drills inside the buildings will be held during school hours and summer months when they are open for educational purposes.

FIRE DRILLS

Fire drills are necessary for the safety of the students and faculty. Everyone should know the specific directions for reaching a point of safety from those areas of the building in which he/she may be. This information is posted on a sign adjacent to or above the exit door of each room. Any specific directions or other information regarding a fire drill will be announced at the time via the PA System.

1. Regardless of the conditions, whenever the alarm signals, the building must be cleared quickly, quietly, and orderly.

2. All windows must be closed.

3. Students must follow the designated exit instructions and leave the building in an orderly manner. Students must remain silent.

4. Students must remain with their class and teacher.

5. Students must move as far away from the building as possible.

6. Administration will signal when it is time to return to the building.

7. Whatever period the alarm occurs will be the same period to which students return. If it is close to the end of the period, the bells will be turned off. Students return to the same period and wait for instructions over the PA regarding the remaining schedule for the day.

8. If there is a need to change the procedure or alter the plan, this will be communicated over the PA. In addition, security and administrative staff will circulate outside to advise of any change.

9. Students referred to the office for any violation of the above rules will be subject to disciplinary action.

ANY STUDENT WHO PULLS A FALSE ALARM WILL BE SUBJECT TO SERIOUS DISCIPLINARY ACTION, INCLUDING SUSPENSION FROM SCHOOL AND A REFERRAL TO THE SUPERINTENDENT. IN ADDITION, A POLICE COMPLAINT WILL BE FILED.

EVACUATION / LOCKDOWN DRILLS

Depending on the situation, notification of the need to evacuate or lockdown will be announced. **Students must remain silent and follow the direction of faculty/staff.** Students should remember to stay calm and await further information/instruction. Further directions will be given as necessary during the evacuation / lockdown. **UNDER NO CIRCUMSTANCE ARE STUDENTS TO USE ELECTRONIC DEVICES TO COMMUNICATE WITH PEOPLE OUTSIDE THE BUILDING.**

STUDENT DISCIPLINE

Good behavior is a cooperative effort and a matter of common sense. If a student were to adopt the policy that the main purpose of school is education and strive toward that goal, disciplinary problems would be non-existent. However, part of growing up is to make mistakes at times. Students must understand that failure to meet their responsibilities will carry consequences.

Emphasis must always be given to helping students develop the necessary self-discipline that will allow them to be productive students and citizens. They must be reminded that their actions always reflect on themselves, their family, their school, and their community.

Students must always exercise self-discipline to the extent that they do not interfere with the rights of others. Any form of behavior or conduct which is disruptive not only prevents individual learning but almost always interferes with the learning opportunities of others and, therefore, cannot be tolerated.

The report of a student to the office is considered serious and will result in a warning, detention, and/or suspension. Continued referrals to the office will result in more serious action being taken since such referrals are cumulative for the school year and can be considered continued and willful disobedience. The most serious offenses, such as assault, weapon use/possession, terroristic threats, arson, and other similar acts, will result in a police report/complaint, long-term suspension, and referral to the Superintendent of Schools.

1. Each case will be handled as rapidly, firmly, and fairly as possible. Consideration will be given to the individual and circumstances. Every effort will be made to communicate with all the parties involved, especially the parents. When students are referred to the office, they will be given the opportunity to present their side of the matter; and due process will be followed.

The administration recognizes its responsibility and right to take reasonable disciplinary action for student behavior and/or conduct that is contrary to school rules or that is judged inappropriate by the administration.

Students must adhere to all school rules and regulations and must follow the reasonable request or directive of any staff member. These rules and regulations also extend to all school related functions both on and off school property and are in effect while students are enroute to and from school.

STUDENT DISCIPLINE DEFINITIONS

Discipline reports generally fall into one of several categories, which can be defined as follows:

A. **INSUBORDINATION**
   1. Not following classroom/school rules, regulations or procedures.
   2. Not following a staff member's reasonable request or directive.
   3. Refusal to participate or do work in class.
   4. Sleeping in class.
   5. Tardiness to class or assigned locations.
   6. Misuse or abuse of hall passes.
   7. Loitering on school grounds after dismissal without being under the direct supervision of a staff member.

8. Unprepared for physical education classes.
9. Violations of the dress code as outlined in the Student-Parent Handbook.
10. Bringing prohibited items to school: animals, helium balloons, video games, laser pens, skateboards, water pistols, cigarettes/smokeless chewing tobacco, vapes, and any other item judged inappropriate.
11. Any other act or behavior judged by the administration to be insubordination.

B. **FAILURE TO FOLLOW PROCEDURES**

1. Failure to explain an absence on the day of return to school.
2. Failure to explain a tardy to school later than 7:40 a.m.
3. Failure to sign in tardy at the Attendance Office.
4. Failure to sign attendance sheets in the Library, Nurse's Office, or Guidance Office when visiting.
5. Failure to secure regularly assigned teacher's permission to be excused from class.
6. Failure to obtain administrative approval to sign out early.
7. Use of the telephone during school hours without permission.
8. Failure to comply with motor vehicle requirements as they apply to parking and driving on school grounds or within the student parking areas.
9. Any other act or behavior judged by the administration to be failure to follow procedures.

C. **INAPPROPRIATE CONDUCT**

Any conduct, behavior, or action of a student judged to be unacceptable, including but not limited to profane, obscene, abusive, or vulgar comments, and/or gestures. Depending on seriousness or if directed at a staff member, immediate suspension will occur pending a review by the Superintendent.

D. **CUTTING TEACHER / CENTRAL / SATURDAY DETENTION**

A student who is absent from an assigned teacher/Saturday/Central Detention will be subject to detention reassignment and additional disciplinary action. Students who serve detention with a teacher must remain under the teacher's direct supervision until dismissed and transportation is available. Students who do not report to Saturday Detention will be suspended from school for 2 days.

E. **SMOKING / VAPING**

The Board of Education and the State of New Jersey prohibit smoking and vaping on school property. Students are not permitted to bring vaporizing devices, cigarettes or chewing/smokeless tobacco to school. For students, consequences will include disciplinary action and potential police involvement as indicated below:

1. Caught Vaping
    a. Bathroom / Stairwell – 4 days OSS with Mandatory Parent Readmit Meeting if the vape is THC/CBD, Mandatory Saturday Vape Education Program for nicotine vapes for 1st offense, multiple offenses will have further disciplinary actions
    b. Classroom / Cafeteria / Locker Room - 5 days OSS with Mandatory Parent Readmit Meeting if the vape is THC/CBD, Mandatory Saturday Vape Education Program for nicotine vapes
    c. Possession of Vaping Device – 4 days OSS with Mandatory Parent Readmit Meeting if the vape is THC/CBD, Mandatory Saturday Vape Education Program for nicotine vapes for 1st offense, multiple offenses will have further disciplinary actions

2. Possession of Drugs/Illegal Substances – 5 -10 days OSS with Mandatory Parent Readmit Meeting, Drug Screen, Potential Police Involvement

* Refusal to Test or Positive Drug Test – 5 days OSS

F. **TARDINESS / EARLY DISMISSAL**

1. Students who arrive at school after 7:40 a.m. or not report to first period on time are considered tardy and must sign in at the Attendance Office. (BOE POLICY 5240)
2. Students who arrive to class beyond 15 minutes into the period because of tardiness to school will be charged with an unexcused absence from that class. (BOE POLICY 5240)
3. Students who are tardy to school or class will be subject to disciplinary action as follows:

6^{th} occasion------1 day Central detention
12^{th} occasion------1 day Saturday detention
18^{th} occasion------1 day In-School Detention (ISD)
24^{th} occasion------2 Days Out-of-School Suspension (OSS)
Ineligibility to attend prom or participate in Powder Puff
Subsequent occasions------subject to administrative action

NOTE: Tardiness or early dismissal due to attendance at religious services, driver test appointment, or other reason deemed as "excused" by the Attendance Policy will not be included in cumulative unexcused tardy total.

G. **FIGHTING**

Fighting is considered extremely serious and will result in suspension from school. Depending on the seriousness and a student's previous disciplinary record, a referral to the Superintendent and a long-term suspension (up to 21 days) may be made pending a review to consider an expulsion hearing. If a fight results in a staff member being injured or hit collaterally, the student will be charged with aggravated assault. A police complaint would be signed, and the student would be referred to the Superintendent for further disciplinary action.

H. **VANDALISM (INCLUDING GRAFFITI)**

Vandalism is the wanton, deliberate, and/or malicious destruction or defacement of school property, rendering it inoperable, unusable, or seriously unsightly, thereby causing an economic loss to the district. N.J. law now says that if a student defaces any surface with graffiti he/she may have his/her motor vehicle and/or motorized bicycle driving privileges postponed, suspended or revoked for one year. The penalty begins on the day the sentence is imposed and ends one year after the 17^{th} birthday. A second graffiti conviction may entail a two-year penalty that begins immediately after the first penalty ends. Other penalties, fines or sentences may also be impacted by the court for a graffiti offense. Also included in vandalism would be any acts involving arson and fireworks. If serious, immediate suspension and a referral to the Superintendent would be made. A police complaint or report would be filed. Restitution would be required.

I. **THEFT**

Theft is the unlawful taking of another's property without his/her consent. If serious, immediate suspension and a referral to the Superintendent would be made. A police complaint or report would be filed. Restitution would be required.

J. **GAMBLING**

Gambling is an illegal act and includes any involvement in a game of chance for money or other stakes. This includes any betting pools, such as those related to athletic contests. Card playing or games with dice are considered gambling even if no money is visible. If serious, immediate suspension and a referral to the Superintendent would be made. A police complaint or report would be filed. Restitution would be required.

K. **INTERNET ENABLED DEVICES**

Edison High School is implementing a bell-to-bell cell phone and personal device policy for 2026–27, in compliance with New Jersey P.L.2025, c.195, which requires all public school districts to restrict non-academic use of personal internet-enabled devices during the school day.

SCOPE: OFF & AWAY, ALL DAY

Devices are off and away for the entire school day, in every location, not classrooms only. This includes hallways, passing time, lunch, study hall, and sub study. Prior-year exceptions for passing time, lunch, and study hall no longer apply.

***Off and away means:** Backpack, bag, or purse.

*Not in a pocket, on a desk, in a lap, or otherwise on the student's person.

*This applies to bathrooms and assessments at all times, with zero exceptions.

DEVICES COVERED

***Smartwatches:** Same rules as phones. May not be used for calls, texts, or messaging at any point during the school day.

***Earbuds/headphones:** Off and away for the entire school day, not just during instruction. Not to be worn or used at any point unless a teacher specifically requires them for a lesson or activity.

***Other devices:** Tablets, smart glasses (e.g., Meta Ray-Bans and similar wearable camera/recording devices), and other personal internet-enabled devices are covered under the same policy.

CONSEQUENCE LADDER

Offense	Response	Consequence
1st	Phone is escorted to main office	Phone held in main office until end of day. Parent notified. **Central detention.** Documentation via Genesis
2nd	Phone is escorted to main office	Phone held in main office until end of day. Parent notified. **Saturday detention.** Documentation via Genesis
3rd	Phone is escorted to main office	Parent Must Pick Up Phone, **ISD**, Documentation via Genesis
4th	Phone is escorted to main office	Parent Must Pick Up Phone, **Suspension** (x2), Documentation via Genesis

***Refusal to comply (refusing to silence or surrender the device when asked) is a discipline referral for **insubordination**.

L. **ASSAULT**

An assault is committed by causing or attempting to cause bodily injury to another purposely, knowingly, or recklessly; by negligently causing bodily injury to another with a weapon; or by attempting by physical menace (as opposed to using a weapon) to put another in fear of imminent serious bodily injury. Assaults are considered simple or aggravated. Aggravated is distinguished from simple by the severity of the bodily injury. (BOE POLICY 5612/NJSA 2C:12-1) By law, an assault on a staff member is always considered aggravated assault; an Expulsion Hearing and police complaint may occur.

M. **TERRORISTIC THREATS**

A person commits a terrorist threat if he/she threatens to commit any crime of violence with purpose to terrorize another; or cause evacuation of a building, facility of public transportation, or other place of assembly; or otherwise cause serious public inconvenience in reckless disregard of the risk of causing such terror or inconvenience. (NJSA 2C:12-3) Depending on seriousness and intent, or if directed at/upon a staff member, a referral to the Superintendent would be made to consider additional disciplinary action. A police report or complaint would be filed.

N. **SEX OFFENSE**

A person is guilty of a sex offense if he/she subjects another to sexual contact or exposure without consent. Depending on the seriousness and intent or if directed at or upon a staff member, a referral to the Superintendent would be made for an Administrative Hearing. A police report or complaint would be filed.

O. **POSSESSION / USE OF A WEAPON**

A weapon means anything readily capable of lethal use or of inflicting serious bodily injury. The term includes, but is not limited to, all (1) firearms, even though not loaded or lacking a clip or other component to render them immediately operable; (2) components which can be readily assembled into a weapon; (3) gravity knives, switchblade knives, daggers, dirks, stilettos, or pocket knives, billies, blackjacks, bludgeons, metal knuckles, sand clubs, slingshots, cesti or similar leather bands studded with metal fillings or razor blades; (4) stun guns; and (5) any spray or other device which projects, releases, or emits tear gas or any other substance intended to produce temporary physical discomfort of permanent injury through being vaporized or otherwise dispensed in the air. (BOE Policy 5611)

Any person who knowingly has in his possession any firearm in or upon any part of the buildings or grounds of any school, college, university, or other educational institution, without the written authorization of the governing officer of the institution, is guilty of a crime of the third degree, irrespective of whether he possesses a valid permit to carry the firearm or a valid firearms purchaser identification card. (BOE POLICY 5611, NJSA 2C:39-5)

Items such as studded belts/collars/bracelets, chains, large/heavy jewelry, etc. are prohibited in school. Any items that could be used as weapons are prohibited in school as deemed by the administration.

P. **SUBSTANCE ABUSE**

Students who are suspected of or involved in the use of, possession of, or sale/distribution of alcohol or drugs are subject to disciplinary action which includes a mandatory drug screening, suspension, and police complaint. (BOE POLICY 5530)

Q. **HARRASSMENT, INTIMIDATION, BULLYING, BIAS**

It is prohibited by law to commit an act of harassment/discrimination, intimidation or bullying and all such acts will result in suspension. Depending on seriousness and a student's previous

disciplinary record, a referral to the superintendent and a long-term suspension (up to 21 days) may be made pending a review to consider an Administrative Hearing (BOE Policy 5512).

R. **CHEATING**

The Board of Education has a strict policy on cheating to include incidents on homework, tests, exams, quizzes, papers, etc. Consequences include the failing of an assignment, test, or exam. Continued incidents will result in the lowering of a marking period grade, potential removal from class with WF (no credit), or dropping to a lower level. (BOE POLICY 5701)

STUDENT BEHAVIOR AT SCHOOL EVENTS/ACTIVITIES

Good sportsmanship like good conduct is expected at school events. Failure to comply may result in removal from the premises, restriction from future events, and/or disciplinary action. No noisemakers, signs or banners are allowed at athletic events pursuant to Greater Middlesex Conference regulations.

STUDENT DISCIPLINE DISPOSITIONS

The actions taken by the administration to effectively deal with student discipline referral include the following:

A. **WARNING**

Warnings are sometimes given for first time incidents which are considered minor. Such warnings usually set the stage for future action and serve to communicate expectations. Conferences may be held with the student, teacher (if involved), counselor, and/or parent.

B. **CENTRAL DETENTION**

Central detention is assigned by an administrator as an initial step to curb behavior/conduct and to offer a consequence for the violation of school rules. These detentions are a means of avoiding suspension and offered as a deterrent. Teacher detentions serve a similar purpose. Serious matters, such as fighting, assault, weapons, drugs, etc. will result in suspension.

NOTE: Central and teacher detention must always be served. Cutting will result in re-assigning detention and additional disciplinary action.

C. **SATURDAY DETENTION**

Saturday detention is also assigned by an administrator as a step to curb behavior/conduct and to offer a consequence for violation of school rules. Saturday detention is an administrative option to avoid suspension and is offered as a deterrent.

NOTE: Saturday detention must always be served. Cutting will result in a 2 day suspension.

D. **IN- SCHOOL DETENTION**

In-School Detention (ISD) is assigned by an administrator as a consequence for the violations of school rules. It is part of our progressive discipline procedure to lessen the educational impact for students and to keep them focused on their school work. Once the child has accrued 2 days of ISD, they will no longer be eligible for this privilege.

E. **OUT- OF- SCHOOL SUSPENSION**

Out-of-school suspension (OSS) can only be imposed by the Principal or designee. This action is considered serious and is imposed after other disciplinary action has been utilized to deter continued problems. In serious cases (fighting, drugs, etc.) suspension is imposed as a first-time action. If a student is suspended for any reason, he/she will be ineligible to attend prom. Additionally, if the student is a junior/senior, he/she will be ineligible to participate in Powder Puff.

NOTE: During the time of suspension, a student is not allowed on school property nor allowed to attend or participate in any school activities home or away. If the suspension includes a Friday or the last day before an extended break, this restriction is in effect for the weekend/break unless special permission is granted by administration.

F. **LONG-TERM SUSPENSION / POLICE REPORTS OR COMPLAINTS**

In serious cases related to violent or criminal acts, the Principal can suspend up to 21 days with the Superintendent's approval. The matter would be referred to the Superintendent of Schools with a police report or complaint.

G. **ADMINISTRATIVE HEARING**

An Administrative Hearing is an option for the Superintendent of Schools in cases that are serious and warrant consideration of a possible Expulsion Hearing with the Board of Education. At an Administrative Hearing, conducted by the Superintendent or designee, each case is reviewed based on its own circumstances. The Superintendent may continue the case for an Expulsion Hearing, assign a student to the Alternate Program, return a student to school on probation, or impose another disposition. Administrative Hearings are reserved for such offenses as weapons, assaults, drugs/alcohol, etc.

H. **EXPULSION**

Expulsion is the permanent removal from school and can only be imposed by the Board of Education after a full hearing as directed by the Superintendent of Schools.

I. **ADMINISTRATIVE ACTION**

With the approval of the Principal, the administration reserves the right to impose disciplinary action in the disposition of cases that warrant special consideration. The administration, however, recognizes its responsibility and right to take reasonable and necessary disciplinary action, including possible police reports, for student behavior and conduct that is not specified above or in the code but is judged inappropriate by the administration. The student discipline code extends to all school-related functions both on and off school property (including away athletic contests) and is also in effect while students are enroute to and from school. Any student who is suspended will not be eligible to attend prom.

J. **STUDENTS WITH EDUCATIONAL DISABILITIES**

The discipline of students with educational disabilities must conform to the rules and regulation outlined in NJAC 6:28-28 and the procedures established for the Edison School District.

CENTRAL DETENTION RULES / GUIDELINES

1. Central Detention runs from 2:45 – 3:45 p.m.

2. Room assignment: Rooms 110 and 113 or other room as assigned.

3. Students are to report promptly at 2:45 p.m.; if late or without a legitimate pass, the student will not be admitted to detention. This will be considered a cut, and an additional detention and/or suspension will be assigned.

4. Students should bring work or other reading material and must remain quiet during detention.

5. If a teacher assigns a personal detention on a day scheduled for Central Detention, students are to serve the teacher detention but must provide the assistant principal a note from the teacher verifying the detention. The central detention would be reassigned.

6. If a student is absent or suspended on a day scheduled for Central Detention, he/she will automatically be reassigned to the next available day. Failure to serve the reassigned detention will be considered a cut; additional detentions and/or suspension will be imposed.

7. If removed from Central Detention for any reason, additional detentions or suspension will be assigned.

SATURDAY DETENTION RULES / GUIDELINES

1. Hours are 8:00 a.m. to 12 noon (4 hour session).
2. Students must enter the building by the main entrance and report directly to the cafeteria.
3. At the end of the detention period, students must exit the same way and immediately leave the premises.
4. Students are responsible for their own transportation.
5. Students who cut Saturday Detention will be suspended from school.
6. Students who arrive late will not be accepted.
7. Students who are absent due to illness must have a parent call the Assistant Principal's office to leave a message and submit a written note on Monday.
8. Students whose behavior is unacceptable, or who do not follow the rules of Saturday Detention will be subject to disciplinary action and out of school suspension.
9. Students must bring enough schoolwork or reading material to keep them busy during the detention period. They must come prepared (pens, pencils, paper, etc.) since they will not be permitted access to their lockers.
10. Once the detention period begins, students will not be permitted to leave.
11. Sleeping is not permitted.
12. No food or beverages are permitted.
13. No radios, headphones, tape players, videos, computer games, or other prohibited items as outlined in the Student Handbook are permitted.
14. No talking is permitted.
15. All other school rules and regulations are in effect, including the dress code.

IN-SCHOOL DETENTION RULES / GUIDELINES

1. Students report to in-school detention room at the start of the school day at which time they will turn in their cell phone, which will be returned at the conclusion of the school day.

2. Students will remain in in-school detention for the entire day. Dismissal from in-school suspension will take place when the bell rings at 2:30.
3. Students who miss any in-school detention time due to early dismissal, tardiness, absence or emergency school closing will make-up the time missed on the next day of attendance.
4. Restroom breaks are provided during periods 3 and 11 only. Students are not permitted to leave the classroom at any other time for any other reason.
5. Students may eat lunch during the assigned lunch time in the in-school detention room. Students may bring lunch or purchase lunch in the cafeteria.
6. Students must bring all necessary materials to in-school detention – no student will be able to go to a locker for any reason.
7. All school rules apply in the in-school detention room. Any student who is in violation of any school rule or behaves in a disrespectful or inappropriate manner throughout the in-school detention, will be escorted by a Security Guard or Administrator to the main office where further consequences will result.
8. Students will remain seated in assigned seats and work on assignments; failure to work on assignments will result in further disciplinary action.
9. Talking or interacting with other students, sleeping, lounging, eating or drinking at any time other than lunch is not allowed.
10. Participation in or attendance at any extracurricular activity is not permitted on the day the ISD is served from the time the in-school suspension is assigned until the suspension is over and a meeting takes place with the student and an Administrator. **The meeting with Administration must take place in order for student to resume activities**.

ITEMS PROHIBITED ON SCHOOL GROUNDS

The following are prohibited in school: animals, helium balloons, video games, skate boards, water pistols, cigarettes/vapes, laser pens, and any other items judged by the administration to be inappropriate for school.

In addition, items such as studded belts/buckles/collars/bracelets, heavy jewelry, chains worn as necklaces/bracelets or connected to a wallet are not permitted and could be considered a weapon if used as such.

FIREARMS

The Board of Education prohibits the possession and/or use of firearms from school property, on a school bus, at any school function, or while enroute to or from school or any school function. For the purpose of this policy and pursuant to the New Jersey Zero Tolerance For Guns Act, "firearms" include, but is not limited to, any handgun, rifle, shotgun, machine gun, automatic or semi-automatic rifle, or any gun, device or instrument in the nature of a weapon from which may be fired or ejected any solid projectable ball, slug, pellet, missile or bullets, or any gas, vapor or other noxious thing, by means of a cartridge or shell or by the action of an explosive or the igniting of flammable or explosive or the igniting of flammable or explosive substances. It shall also include, without limitation, any firearm which is in the nature of an air gun, spring gun or pistol or other weapon of a similar nature in which the propelling force is a spring, elastic band, carbon dioxide, compressed or other gas or vapor, air or compressed air, or is ignited by compressed air, and ejecting a bullet or missile smaller than three-eighths of an inch in diameter with sufficient force to injure a person. Any pupil who is convicted or adjudicated delinquent for possession of a firearm or a crime armed with a firearm or found knowingly in possession of a firearm on any school property, on a school bus, or at a school-sponsored

function shall be immediately removed from the school's regular education program pending a hearing before the Board to remove the pupil from the regular education program for a period of not less than one calendar year. A pupil may be expelled for violation of this policy.

The principal/designee shall be responsible for the removal of such a pupil and shall immediately report the removal to the Chief School Administrator. The Chief School Administrator may modify a pupil's removal on a case by case basis. The principal shall also notify the appropriate law enforcement agency of a possible violation of the New Jersey Code of Criminal Justice.

This policy shall not apply to any pupil who has obtained the written authorization of the Chief School Administrator to lawfully possess a firearm while participating in a school sponsored function. Such authorization shall not be provided to any pupil who has been convicted or adjudicated delinquent for possession of a firearm or for a crime involving the use of a firearm.
The Board must hold a hearing to determine whether the pupil is guilty of committing the charged offense within twenty-one (21) calendar days following the pupil's removal from the regular education program. The hearing is not subject to the provisions of the Open Public Meetings Act. The Board must render a decision within five (5) days after the close of the hearing; and any appeal from the Board's decision shall be made to the Commissioner of Education within ninety (90) days of such decision.
The Chief School Administrator shall determine whether the student is prepared to return to the regular education program or whether the pupil shall remain in an alternative education program, home instruction or other suitable facilities and program, in accordance with procedures to be established by the Commissioner of Education. The Chief School Administrator's determination as to whether or when the pupil is prepared to return to the regular education program must be made in accordance with district procedures established pursuant to NJAC 6:26 et.seq., Intervention and Referral Services for General Education Pupils, in consultation with the principal or director of the alternative education school/program or other education placement, and in accordance with the conditions resulting from the Edison Board of Education hearing on the pupil's placement is determined by the Child Study Team and the pupil's parent(s) in accordance with NJAC 6:28 et. seq., Special Education.

If the Board finds the pupil not guilty of the charged offense, the pupil must be immediately returned to the regular education program.

Suspension – A temporary exclusion from school, following due process procedures.

Removal – The exclusion of a pupil from the regular education program in the school to which the pupil was assigned for the purpose of being offered a thorough and efficient, free public education and assignment of the pupil to an alternative education school/program for at least one calendar year, following a proper hearing conducted by the district Board of Education.

Expulsion – A permanent exclusion from school which denies a pupil the right to a free, thorough and efficient public education provided by the school district in which the pupil resides, based on specific conditions and following due process procedures, including a hearing conducted by the district Board of Education.

WEAPONS OTHER THAN FIREARMS

The Board of Education prohibits the possession, use, or exchange of any weapons in any school building, on school grounds, at any school-sponsored event, and on school-sanctioned transportation except as the possession and use of a weapon is authorized by law and required in the performance of the possessor's duty.

For the purpose of this policy "weapon" means anything readily capable of lethal use or of inflicting serious bodily injury. The term includes, but is not limited to, all (1) firearms, even though not loaded or lacking a clip or other component to render them immediately operable; (2) components which can be readily assembled into a weapon; (3) gravity knives, switchblade knives, daggers, dirks, stilettos, or pocket knives, billies, blackjacks, bludgeons, metal knuckles, sandclubs, slingshots, cesti or similar leather bands studded with metal fillings or razor blades; and (4) stun guns; and any weapon or other device which projects, releases, or emits tear gas or any other substance intended to produce temporary physical discomfort or permanent injury through being vaporized or otherwise dispensed in the air, except a "firearm" as defined by NJSA 2C:39-1f.

Any pupil or school employee who has reasonable grounds to suspect the presence of a weapon prohibited by this policy shall immediately report his/her suspicion to the principal. The principal shall conduct an appropriate search and confiscate any weapon discovered in the course of the search. He/she shall, if appropriate and feasible, summon the aid of law enforcement officers in the conduct of the search. Any school employee who confirms the presence of a weapon under circumstances that place persons at serious risk may confiscate the weapon immediately and may use such force as is reasonable and necessary to obtain possession.

Unless the weapon has been taken into custody by a law enforcement officer, the principal shall safeguard the weapon until a law enforcement officer takes custody of it. The principal will notify the Chief of Police of Edison that a weapon is present on school premises; the notice shall request removal of the weapon by an authorized law enforcement officer. The principal shall obtain and file a receipt for any weapon removed by a law enforcement officer. The principal shall immediately notify the superintendent of the incident and file a written report. A criminal complaint shall be filed against a student who has violated this policy. The board may also take any further legal action which is deemed appropriate.

SUMMARY OF SUBSTANCE ABUSE POLICY

The Board of Education prohibits the use, possession, and/or distribution of alcohol, drugs, steroids and/or paraphernalia on school premises by pupils, at any event away from the school premises that is sponsored by the Board of Education and on any transportation vehicle provided by the Board of Education. Pupils suspected of being under the influence of alcohol, drugs and/or steroids will be identified, evaluated, and reported in compliance with the provisions of the NJ Statues and Administrative Code regarding Substance Abuse Drug Free School Zones, Enforcement Code, and the Memorandum and Agreement between the Edison Township Board of Education and Middlesex County Prosecutors Office.

Pupils who use, consume, possess or distribute alcohol, drugs, steroids and/or paraphernalia in school or enroute to/from school shall be subject to disciplinary action, which will include suspension from school and referral for prosecution. It may include a recommendation for expulsion.

I. IDENTIFICATION AND REFERRAL OF PUPILS INVOLVED WITH ALCOHOL, DRUGS, AND/OR STEROIDS.

A. A pupil is involved with alcohol, and drugs, or steroids when he or she possesses, distributes, uses and/or is under the influence in school or enroute to/from school.

B. The Principal or Assistant Principal shall notify the pupil's parent/guardian, the Superintendent, and the Narcotics Bureau of the Edison Police Department.

C. A pupil's person, effects or locker may be searched whenever a Principal or Assistant Principal has reasonable grounds to believe that alcohol, drugs, steroids and/or paraphernalia may be present.

II. EVALUATION AND TREATMENT OF PUPILS UNDER THE INFLUENCE OF ALCOHOL, DRUGS, AND/OR STEROIDS.

A. A pupil suspected of being under the influence of alcohol/drugs/steroids shall be examined immediately by a physician. The Principal or Assistant Principal shall immediately notify the parent/guardian of a pupil who appears to be under the influence (reasonable grounds). The Principal or Assistant Principal shall direct the parent/guardian to take the student for an immediate (**within two hours**) examination, which shall require the pupil provide a urine sample for a full-spectrum analysis. The examination and urine screen shall be done at the cost of the parent/guardian. The examination may be performed by a physician selected by the parent or guardian or by the school medical officer. If the chosen physician is not immediately available, the examination shall be conducted by the school medical officer or the pupil shall be accompanied by a designated school staff (made by the Principal) to the emergency room of the nearest hospital for examination. If available, a parent or guardian should also accompany the pupil.

B. If the pupil refuses to undergo the physical examination and provide the required urine sample within the allotted time period (2 hours) or if his or her parent or guardian refuse to permit the pupil to do so, it shall be presumed that the pupil was under the influence; and the pupil shall be immediately suspended from school in accordance with the Board of Education's Substance Abuse Policy.

C. A written report of the examination and verification that a drug screening of the pupil has been done shall be furnished by the examining physician to the parent(s) or guardian(s), the Principal and to the Superintendent within 24 hours. The cost for all private examinations is the responsibility of the parent(s) or guardian(s). The cost of pupils examined by the Medical Inspector in the absence of the parent/guardian will be assumed by the school district. Costs of emergency medical evaluation and treatment performed at the nearest hospital facility will be assumed by the parent/guardian. If the written report of the medical examination is submitted to the parent/guardian, Principal and Superintendent within 24 hours, the pupil may be allowed to return to school until such time when urine screen request is provided.

D. If the report from the examining physician comes back positive the student is

suspended for ten days, a referral to the Superintendent for long-term (up to 21 days) suspension pending administrative/expulsion hearing will be made. A police complaint would be signed.

HARASSMENT, INTIMIDATION, AND BULLYING POLICY

It is the policy of the Edison Township Board of Education to maintain a positive and inviting learning and working environment, free from harassment. No one, including pupils, employees, vendors, volunteers, or visitors, shall commit an act of harassment/discrimination, intimidation or bullying of any kind prohibited by law.

I. SEXUAL HARASSMENT

Sexual harassment is defined as a repeated pattern of unprovoked aggressive sexual behaviors of a physical and/or psychological nature carried out by an individual or a group against an individual or a group with the effect of causing harm or hurt.

Sexual harassment occurs if a teacher attempts to make a pupil submit to unwelcome sexual demands or overtures as a condition of a pupil's evaluation, promotion, opportunities, privileges and/or other benefits of education.

Sexual harassment also occurs when one person harasses another solely because of the victim's gender. This type of sexual harassment may involve unwelcome sexual demands or overtures, but it may also take the form of other harassing conduct not necessarily sexual in nature. If a "reasonable person" of the victim's gender would consider the conduct intimidating, hostile, or as creating an offensive working environment for an employee, then sexual harassment has occurred. Such conduct often consists of unwelcome sexual touching and comments. For example, such conduct may include:

- physical contact such as hugging another or placing one's arm around the other;
- sexual flirtations, advances, and propositions;
- sexually degrading words used in reference to an individual;
- comments on the speaker's own sexual abilities or those of co-workers or students;
- display of offensive pictures or objects such as posters or calendars which are of a sexual nature;
- teasing, jokes and remarks of a sexual nature;
- comments of a sexual nature on, or staring at, an individual's physical attributes;
- questions about sexual conduct;
- repeated requests for a date after prior requests have been refused, or the proposed invitee has stated that he or she is not interested in such social contact;
- pressure for sexual favors;
- e-mails or electronic bulletin boards and/or web sites containing offensive or sexual language or pictures; and
- other harassment of a non-sexual nature that is engaged in due to the gender of the individual.

Any pupil who has knowledge of, or feels victimized by, sexual harassment shall immediately report his/her allegations to any one of the following: any teaching staff member, guidance counselor, assistant principal, or Principal.

II. HARASSMENT, INTIMIDATION, AND BULLYING

The Board acknowledges that a safe and civil environment in school is necessary for students to learn and achieve high academic standards. Harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment. Since students learn by example, employees, staff members, vendors, or visitors, and students themselves must demonstrate appropriate behavior, treat others with civility and respect, and refuse to tolerate harassment, intimidation, or bullying.

As stated in Policy 5512, the Board prohibits engagement in any act or behavior of harassment, intimidation, or bullying towards others on school property, at school-sponsored functions, or on a school bus. Harassment, intimidation or bullying means any gesture or written, verbal or physical act that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national, origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory handicap, or by any other distinguishing characteristic, that takes place on school property, at any school-sponsored function or on a school bus and that:

1. A reasonable person should know, under the circumstances, will have the effect of harming a person or damaging the student's property, or placing a person in reasonable fear of harm to his person or damage to his property; or
2. Has the effect of insulting or demeaning any person or group of people in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.

The consequences and discipline for a person who commits an act of harassment, intimidation, or bullying, or who engage in acts of retaliation against a person who reports such an action are presented in Policy #5512.

Some acts of harassment, intimidation or bullying may be isolated incidents requiring that the school respond appropriately to the individuals committing the acts. Other acts may be so serious or parts of a larger pattern of harassment, intimidation or bullying that they require a response either at the classroom, school building or school district levels or by law enforcement officials.

A school employee, student, volunteer, vendor, or visitor who has witnessed harassment, intimidation, or bullying, or has reliable information that someone has been subject to harassment, intimidation or bullying, must promptly report the incident to the building principal or the principal's designee.

Consequences and appropriate remedial action for a student found to have falsely accused another as a means of harassment, intimidation or bullying range from positive behavioral interventions up to and including suspension or expulsion.

STUDENTS SHOULD REPORT ALL HARRASSMENT, INTIMIDATION AND BULLYING TO A TEACHER, COUNSELOR OR ADMINISTRATOR IMMEDIATELY.

CO-CURRICULAR OFFERINGS



Participation in school activities is an essential ingredient in a complete education. Learning does not begin or end in the classroom. Through sports, student council, clubs/organizations, performing arts, honor societies and academic teams students have the opportunity to learn new skills, discover more about their talents and interests, learn the value of teamwork and grow in responsibility and self-esteem.

Edison High School offers a comprehensive co-curricular program and encourages students to participate. Being involved with the total school program will make the high school years a rewarding experience. The program offers many interscholastic varsity sports, clubs and activities.

HOW TO JOIN A SPORT OR ACTIVITY

Sign-up meetings are well publicized within the school for all sports and activities. An Activity Fair is held annually in the cafeteria after school in late September or early October. Advisors and club members are available to give out information regarding their activity, and students may join at this time. Anytime throughout the year, advisors and coaches may be sought out for information.

Fall Sports	Winter Sports	Spring Sports
Cheerleading	Basketball-Boys	Baseball
Cross Country-Boys	Basketball-Girls	Golf
Cross Country-Girls	Bowling-Boys	Lacrosse
Football	Bowling-Girls	Softball
Soccer-Boys	Cheerleading	Tennis-Boys
Soccer-Girls	Hockey	Track & Field-Boys
Tennis-Girls	Winter Track-Boys	Track & Field-Girls
Volleyball-Girls	Winter Track-Girls	Volleyball-Boys
	Wrestling	

The interscholastic athletics program and the club and activity offerings may vary from year to year depending upon students' interests, the availability of faculty advisors, or budgetary constraints.

*Please refer to the Co-Curricular Handbook and school website for all of the clubs/organizations offered at EHS.

FUNDRAISERS

During the course of the school year, fundraisers are sponsored by a number of clubs/classes. Students may not be involved in the sale of any item unless it is an approved fundraising activity. Sales of any food/beverages are restricted to the cafeteria and EHS Shoprite. Candy sales are prohibited during the school day; they may occur outside of school.

Students who participate in class fundraisers are credited for their individual sales so that their costs towards class expenses, such as proms, yearbook, cap and gown, etc. may be defrayed. The exact determination is made by each class with the approval of the administration.

AWARDS

Each student who participates in an activity or sport at the high school receives a certificate. There are many other awards that are given for special achievements by individuals and programs.

PHYSICALS AND PERMISSION FORMS

To participate in athletics, students must complete a sports participation questionnaire and certificate, required for each sport played, and submit a completed physical examination form, in order to practice or play an inter-scholastic sport. Parents must also complete a section of this form. The form is available in the Athletic Office/Nurse's Office. All completed forms must be submitted to the *Athletic Office.* The physical exam must be completed yearly. If a student submits a false medical form, he/she will be subject to disciplinary action and will forfeit athletic participation for the season.

EQUIPMENT

Anytime a student is issued equipment, he or she is responsible for the maintenance of that equipment and handing it in at the conclusion of an activity.

ATHLETIC TRAINER

Edison High School is very fortunate to have its own full time athletic trainer. The trainer is responsible for the training room as well as the care and prevention of athletic injuries.

INTERSCHOLASTIC ATHLETIC CONTRACT

All students who would like to participate in the Interscholastic Athletic Program at Edison High School must sign a contract with their parents. It states the eligibility and physical examination requirements, reasons for dismissal and suspension from squad, and general rules of participation. This contract is part of the Board of Education policy and is included in all athletic physical form packets.

The expectations for student-athletes at Edison High School are high and are sometimes referred to as the double-standard rule since student-athletes are held to higher standards than non-athletic participants. Student-athletes are expected to maintain the same high level of self-discipline, academic performance, attendance, behavior, and conduct as they do on the field of play. Student-athletes who do not meet these expectations on the field of play, in the classroom and school, and in the community will jeopardize their opportunity to participate in athletics.

ELIGIBILITY

In order to participate in the co-curricular program, students must meet certain eligibility requirements and must have no outstanding financial obligations. In addition, students must be in attendance on any day they are scheduled to participate in an after-school or evening activity.

A. The following Eligibility Requirements must be met for student participation in interscholastic athletics and other co-curricular activities:

   1. Students must adhere to the rules and regulations regarding conduct and attendance.

   2. For participation in the first semester (September to January) of grades 10 thru 12 students must have earned 32.5 credits (25% of the 130 credits required for graduation). These credits must have been earned during the preceding school year, including summer school.

3. For participation in the second semester (February to June) of grades 10 thru 12, students must be passing the equivalent of 32.5 credits during the first semester.

4. Grade 9 students entering high school after promotion from the middle school are eligible for the fall semester.

5. If students earn more than three-quarters of the credits required for graduation by the end of grade 11, they may be eligible in the second semester of the senior year even if they carry less than 25% of the credits required for graduation during their senior year.

B. Additional NJSIAA Regulations for interscholastic athletics only:

1. ELIGIBLE if a student has not reached the age of 19 prior to September 1.

2. ELIGIBLE immediately if transfer because of a change of residence to another public secondary school district by parents or as approved by the Executive Committee.

3. ELIGIBLE after thirty (30) days from first game/meet of a sport at present school, if student received a varsity award at previous school the previous year and transferred from one school to another when parents have not moved from one public school district to another public school district and only after "Transfer Waiver Form" has been completed and processed by both schools. (NOTE: Not eligible prior to the 30 days from first game/meet.)

4. ELIGIBLE if no influence used to retain or recruit the student.

5. ELIGIBLE to represent his/her present school if a student's parents move to another public school district maintaining a secondary school of equal grade or higher provided he/she remains properly enrolled, any subsequent transfer will be subject to the transfer provisions.

6. NOT ELIGIBLE after the completion of 8 semesters following a student's entrance into the 9th grade.

7. NOT ELIGIBLE after the class in which a student originally enrolled graduates, regardless of transfers during the 3 or 4 year period.

ELIGIBILITY APPEALS

Appeals regarding eligibility for participation in interscholastic athletics and activities will be processed in accordance with Board Policy 6145.1/6145.2. Appeals regarding an exception to the requirements established by NJSIAA must be processed in accordance with the rules and regulations of that organization and in cooperation with the school administration. These policies and rules are available by request through the administration or the Athletic Supervisor.

TRANSPORTATION

SCHOOL BUS SAFETY

School bus safety is a matter for parent and pupil cooperation. Safety on the school bus is not solely the responsibility of the administration and bus driver. Safety is a matter of teamwork and requires the

constant support and attention of the pupils and the parents as well as the school's personnel. Statistics show that the majority of school bus accidents are caused by human error rather than a mechanical failure.

The purpose of these guidelines is to clarify for the parent and pupil their responsibility in contributing to the safety of the school program. "A PUPIL MAY BE EXCLUDED FROM THE BUS FOR DISCIPLINARY REASONS by the Principal, and his parents shall provide for his transportation to and from school during the time of his exclusion". Title 18A:25-2.

BUS RULES

1. Students may only ride the bus to which they are assigned.
2. Students must present a bus pass upon boarding the bus to which they are assigned.
3. Do not damage any part of the bus. Any damage to a bus should be reported immediately to the driver.
4. In case of a road emergency, remain in your seat until instructions are given by the driver.
5. Keep your books, packages, coats, and all other objects out the aisles. A clear passage to the emergency must always be present.
6. Do not open or close windows without permission of the driver.
7. Never throw articles from the bus windows.
8. Be absolutely quiet when approaching a railroad crossing.
9. Smoking is not permitted on the school bus.
10. Learn how to get off the bus quickly in case of an emergency.
11. Be courteous and considerate. Use no profane language.
12. Do not eat or drink on the bus.
13. Keep the bus clean.
14. Cooperate with the driver.
15. Stay in your seat.
16. Keep head, hands and feet inside bus.
17. Do not fight, push or shove. No horseplay.
18. Do not tamper with bus equipment.
19. Do not bring items prohibited by the school on the school bus such as animals, pets, radios, tape players, electronic listening devices, water pistols, weapons of any type, skateboards, lighters, tobacco products, etc. Consult your Assistant Principal the day prior if you wish to carry something in question on the bus.
20. Do not bring flammable material on the bus.

21. The bus driver is authorized to assign seats as he/she deems necessary.

STUDENT PARKING REGULATIONS

Permission to park in a designated Edison High School parking area is a privilege, not a right.
Edison High School Administration and Security Department have the responsibility of enforcing procedures, which provide for a safe school environment for our students and staff.
To aid in this process, the Edison High School Administration and Security Department have jurisdiction on school property.

1. Parking **IS** permitted in designated areas only.
2. Parking is **NOT** permitted in the following areas:

    - Faculty parking areas until 3:00 PM
    - Bus loading zones
    - Visitors parking area
    - Handicapped spaces unless specifically permitted.
    - Fire lane

3. Students must park between designated lines only.
4. One parking space per vehicle.
5. 5 M.P.H. speed limit at all times.
6. No loud stereo or car systems.
7. No loitering in parking area
8. Students are to follow all safe driving regulations.

NEW JERSEY STATE EXAM FOR DRIVER LICENSE

It is the policy of the Edison High School Department of Driver Education Instruction that the following procedures be implemented for all students who have failed the NJ State Exam:

1. All students must sign up with the department supervisor to qualify for the make-up examination.
2. All students must sign up prior to the test date.
3. The NJ State Exam make-up test will be administered three times per year. It will be administered on the last day of trimester 1 and 2 and the last day of the school year. First trimester make-ups should be students who failed the previous year. The time will be ten minutes after the last exam on the given date. The room location will be announced.
4. Make-ups will not be administered during study halls or class time; they will only be administered after school.

Students who have failed the NJ State Exam twice must go to an approved DMV test center to take an additional test.

Many insurance companies offer yearly premium discounts to students who have a formal driver education program consisting of classroom and behind the wheel instruction. When a student turns 17 and is added to an existing insurance policy, proof of completion of DET formal instruction must be provided to the insurance company.

The Edison Public Schools provide 40 plus hours of classroom theory. Behind the wheel must be taken with a commercial driving school for 6 hours, with a certificate of completion in order to be eligible for your permit under New Jersey's Graduated Driver Licensing System.

It is the policy of the Edison School District to issue a certificate upon successful completion of 30 hours of classroom instruction. These certificates will help in terms of insurance premiums. Driver Education Theory is taken in the sophomore year.

The special learner's permit may only be purchased through a commercial driving school.

FIELD TRIPS / ASSEMBLIES

Field trips and assemblies which supplement or enrich the curriculum are a valuable aspect of the teaching learning process. All field trips shall be conducted in accordance with Board of Education Policy #6153. All field trips must be approved by the superintendent or designee.

- School rules and regulations shall apply while students are involved in a field trip or assembly.

- Field trips and assemblies which relate to the curriculum offered during regular school hours may or may not be provided at no cost to students. However, such field trips and assemblies shall not constitute a course requirement, and written permission of parent/guardian is required for the participation of any student in a field trip. A completed medical form is required by parent/guardian for participation by any student in an overnight trip. When students 18 or older sign their own permission slip or medical form, parent/guardian shall be duly notified.

- Field trips which are related to the co-curricular program (after school clubs/activities) and year-end trips shall not be funded by the board. Nonetheless, written permission of the parent/guardian is required for a student to participate in these field trips. A completed medical form is required by parent/guardian for participation by any student in an overnight trip.

- Medication shall not be self-administered by a pupil on a field trip except for asthma or another potentially life-threatening illness as certified by the prescribing physician provided that the parent/guardian presents a written authorization for the administration of the medication to the Board of Education.

LOCKERS

Each student is assigned a hall locker for books and garments. Students are responsible for the proper care and treatment of the lockers. Vandalism or damage to a locker will result in disciplinary action and payment of damages.

The hall locker and a combination lock are assigned at the opening of school by the homeroom teacher. Students who transfer in after the opening of school will be assigned a locker at the time of registration through the Attendance Office. For your protection, students should not give out the combination and should always check to make sure that the door is locked. **DO NOT SHARE LOCKERS. DO NOT PRESET LOCKER COMBINATIONS. STUDENTS MUST USE SCHOOL ASSIGNED LOCKS ONLY**

Physical Education classes do not receive assigned lockers and locks. All students (9-12) carry their Physical Education clothing on a daily basis to and from PE classes. **To prevent theft, students must lock all valuables in a locker. Administration is not responsible for stolen items.** Students should provide their own locks but cannot keep the locks on the PE lockers during the school day (except during PE class) or overnight. The PE lockers may be used only during PE classes.

SEARCH AND SEIZURE

School lockers remain the property of the district even when used by pupils. Lockers are provided solely for the storage of clothing, school materials, and other personal property required in the normal course of the school day. Lockers are subject to administrative search in the interests of school safety, sanitation, discipline, enforcement of school regulations and to search by law enforcement officials on presentation of a proper warrant.

A pupil's person and possessions may be searched by a school official provided that the official has reasonable ground to suspect that the search will turn up evidence that the pupil has violated or is violating either the law or the rules of the school. Under no circumstances shall a search be conducted based solely upon an anonymous tip and/or a rumor that contraband is present. The extent or scope of the search shall be reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the pupil conducted by a staff member of the same sex as the pupil. Before instituting such a search, except in cases of emergency, the principal or designee shall try to inform the parents/guardians and request their presence.

Searches (for controlled dangerous substances/drug paraphernalia/alcohol/firearms/weapons) conducted by staff when there is suspicion that the laws and policies for safe and drug-free schools are being violated shall be based on the reasonable grounds required by this policy. When law enforcement officials conduct the search, the more stringent grounds required by law must be applied. BOE Policy 5145.12

SCHOOL INSURANCE

The Board of Education provides student insurance during the school day for all students. However, students have the option of participating in an additional insurance plan on a voluntary basis. During homeroom on opening day, students are given the envelopes which explain the available plans and the cost.

Students participating in sports or opting for the voluntary plan would be able to file a claim form in the event an injury occurred. The filing of an accident/injury report must always be done through the Nurse's
office. Information regarding the claim forms would be available at that time.

STUDENT RESPONSIBILITY FOR ISSUED MATERIALS – FINES

Books, locks, materials, equipment, etc., issued to students are to be returned to the teacher who issued those articles. FINES WILL BE ASSESSED TO STUDENTS NOT RETURNING ISSUED MATERIALS. A fine slip will be given to the students by the teacher and will be visible on Parent Portal. Fines are paid in the Main Office.

STUDENTS WITH OUTSTANDING FINES WILL NOT RECEIVE A REPORT CARD AND CANNOT PARTICIPATE IN CO-CURRICULAR ACTIVITIES/EVENTS. GRADUATING SENIORS WILL NOT BE PERMITTED TO PARTICIPATE IN THE GRADUATION CEREMONIES UNTIL FINES ARE CLEARED.

FREE OR REDUCED LUNCH

On the first day of school, only students who request an application for free or reduced lunch are given an application. These applications are to be completed ONLY by those students who are applying for free and reduced lunch and do not have a younger sibling in the district. ONLY one application per family is returned to the youngest sibling's school. All applications are reviewed at central office to determine eligibility. Eligibility requirements and criteria are explained on the application.

DEBIT ACCOUNT SYSTEM

The lunch program runs on a computerized system. Each student is given a debit account. Parents have the option to deposit money into the account so that students can purchase food items with a pin number. At meal time, the student enters his or her assigned pin number into the system through a key pad located on the lunch line. The amount of money needed to purchase the food is deducted automatically from the account. The computer asks for the purchase price in the event that there is no money placed on the account. This amount must be paid for at the time of purchase as there is no credit extended on these accounts. Lunch prices will be determined and posted in September.

MILITARY RECRUITMENT – OPT OUT

Federal education legislation requires all high schools to provide military recruiters and secondary education institutions with the names, addresses and phone numbers of all 11th and 12th grade students. Parents and adult students have the option of deciding if their child's information is to be released to military recruiters. The form is available in the Main Office and Guidance Office.

In the fall, parents of all 11th and 12th grade students will be surveyed to indicate if they do or do not want their child's information released to military recruiters. The school district will release directory information to military recruiters upon the consent of parents.

WORKING PAPERS

Any student under 18 years of age must have working papers in order to obtain employment in accordance with the labor laws as prescribed by the State of New Jersey. Working papers are now obtained through the following website:

WORKING PAPERS