



# THOMAS EDISON HIGH SCHOOL

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2020-2021 STUDENT HANDBOOK



**OUR MISSION:** All students will graduate with the skills necessary to excel in their post-secondary aspirations.

**OUR VISION:** Through innovation and personal empowerment, the Edison community will partner with our students, igniting a passion for lifelong learning, instilling the ideals of international mindedness, leading our students to succeed at Edison and beyond.

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Minneapolis, Minnesota 55418  
Telephone (612) 668-1300  
Fax (612) 668-1320

**Web:** [edison.mpls.k12.mn.us](http://edison.mpls.k12.mn.us)

**Facebook:** [www.facebook.com/MPS.Edison.Tommies](https://www.facebook.com/MPS.Edison.Tommies)

**Twitter:** [@MPS Edison](https://twitter.com/MPS_Edison)

**The school day is from 8:15 a.m. – 3:00 p.m.  
School doors open at 7:45 a.m. and lock at 3:15 p.m.**

*The information in this student handbook was updated August 2020 to reflect new information under DISTANCE LEARNING. There may be additional information or changes during the 2020-21 school year. The policies and procedures in this handbook remain in effect until any new rules are adopted.*

# TABLE OF CONTENTS

<b>DISTANCE LEARNING ADDENDUM .....</b>	<b>4</b>
DESCRIPTION OF ONLINE DISTANCE LEARNING	
BELL SCHEDULE	
IMPORTANT DATES	
DISTANCE LEARNING BEHAVIOR EXPECTATIONS	
ATTENDANCE	
<b>General Information</b>	
Bell Schedule.....	4
Mission, Vision and Our Beliefs.....	5
Edison School Colors & Song.....	5
School News and School Day.....	6
Telephone Directory.....	7
<b>Academic Policies</b>	
Assessment Policy .....	10-12
Grade Scale .....	12
Accountability of Learners: Academic Honesty.....	12-13
State Assessment Policy .....	13
<b>Thomas Edison High School Expectations</b>	
Attendance and Reporting an Absence .....	13
Discipline.....	14
Return to School After Suspension .....	14
Personal Relationships and Responsibilities of Students .....	14-15
Financial Obligations.....	15
Care of School and Personal Property, Lockers and Money and Valuable Articles.....	15
Cafeteria Expectations, Hours, and Lunch Accounts.....	16
Beverages and Snacks.....	16
Off Campus Passes/Leaving During School Hours.....	16
Telephones and Emergency Card Information.....	16
Lost and Found and Camera Surveillance.....	16
Student Dress Code.....	16-17
Cell Phones/Personal Electronic Devices (PEDs) .....	17
Tardy Protocol.....	17
Passes .....	17-18
School ID's.....	18
Bullying/Cyber Bullying/Hazing.....	18
Dances.....	18
Bus Procedures.....	18-19
Visitor Procedures.....	19
<b>Student Services</b>	
Athletics and Activities.....	20-21
Counselors.....	21
Collaborative.....	21
Media Center.....	21
Parent & Community Liaison and School Resource Officer.....	22
School Nurse.....	22
School Based Clinic/Mini-Clinic.....	22
Social Workers.....	22
Special Education.....	22

# GENERAL INFORMATION

## DESCRIPTION OF ONLINE DISTANCE LEARNING

We will start the 2020-2021 school year out in distance learning. What this means is that all classes will be taken online using a computer and accessing the Google Suite (Drive and Classroom). For this first quarter, we will not have school in the building. This addendum to our student handbook covers some of the differences between online distance learning and that of in-person learning. Many of our policies and practices remain in place (see the general information sections of this handbook). However, there are a few adjustments that need to be made due to our being in a distance learning environment.

## Bell Schedule 2020-2021 Distance Learning

### Weekly Schedule

Times	Monday A Day	Tuesday B Day
8:15-9:45 (90 min)	1 <sup>st</sup> Period	Advisory
9:45-9:50	5 min break	
9:50-11:20 (90 min)	3 <sup>rd</sup> Period	2 <sup>nd</sup> Period
11:20-11:55	35 min break	
11:55-1:25 (90 min)	5 <sup>th</sup> Period	4 <sup>th</sup> Period
1:25-1:30	5 min break	
1:30-3:00 (90 min)	7 <sup>th</sup> Period	6 <sup>th</sup> Period

Times	Wednesday Revised Schedule
8:30-9:30 <b>Office Hours</b>	ELL Dept.
9:30-10:00	Advisory
9:30-11:30	Teachers not available
11:30-12:30 <b>Office Hours</b>	Math English CTE EEA Fine Arts World Languages
12:30-1:30 <b>Office Hours</b>	Science Social Studies IB (TOK, CAS, EE) Health/PE
1:30-2:30 <b>Office Hours</b>	Counseling Social Work Special Ed.

Times	Thursday A Day	Friday B Day
8:15-9:45 (90 min)	1 <sup>st</sup> Period	Advisory
9:45-9:50	5 min break	
9:50-11:20 (90 min)	3 <sup>rd</sup> Period	2 <sup>nd</sup> Period
11:20-11:55	35 min break	
11:55-1:25 (90 min)	5 <sup>th</sup> Period	4 <sup>th</sup> Period
1:25-1:30	5 min break	
1:30-3:00 (90 min)	7 <sup>th</sup> Period	6 <sup>th</sup> Period

## Important Dates 2020-21

<p><b>August</b> Tues, Aug. 31st ..... 6:00 to 7:00 PM Virtual Open House</p> <p><b>September</b> Tues, Sept 8 .....First Day of School Mon, Sept 14th ..... Beacons Programming Begins (Y downtown)</p> <p><b>October</b> Tues &amp; *Wed, Oct 13th &amp; 14th .....Parent-Teacher Conferences *Wed - *Fri, Oct 14th - 16th ..... Release Days</p> <p><b>November</b> Thurs, Nov 5th ..... First Quarter Ends *Fri, Nov 6th ..... Release Days Mon, Nov 9<sup>th</sup> ..... Second Quarter begins *Wed-*Fri, Nov 25th - 27th ..... Fall Break</p> <p><b>December</b> *Dec 21st - 31st ..... Winter Break</p> <p><b>January</b> Fri, Jan 1st ..... Winter Break Mon, Jan 4th ..... Return from Winter Break *Mon, Jan 18th ..... MLK Holiday Thurs, Jan 28th ..... Second Quarter Ends *Fri, Jan 29th ..... Release Days</p> <p>For the most up-to-date information, please go to the Thomas Edison High School website at: <a href="http://www.edison.mpls.k12.mn.us/">http://www.edison.mpls.k12.mn.us/</a></p>	<p><b>February</b> Mon, Feb 1st ..... Third Quarter Begins *Mon, Feb 15th..... President’s Day Holiday *Tues, Feb 16th ..... Parent-Teacher Conferences</p> <p><b>March</b></p> <p><b>April</b> Thurs, Apr 1st .....Third Quarter Ends *Fri, Apr 2nd .....Teacher Record Keeping *Apr 5th - 9th ..... Spring Break Mon, Apr 12th ..... Fourth Quarter Begins</p> <p><b>May</b> Fri, May 28th ..... Last Day for 2021 Seniors *Mon, May 31st ..... Memorial Day Holiday</p> <p><b>June</b> Thurs, June 10th ..... Graduation Fri, June 11th ..... Last day for 9<sup>th</sup>-11<sup>th</sup> Grade</p> <p><i>See our website for testing dates and information.</i></p> <p>For a full schedule of athletics, <a href="#">click here</a></p> <p>For a full schedule of events, <a href="#">click here</a></p> <p>*No school for students these days</p>
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## DISTANCE LEARNING BEHAVIOR EXPECTATIONS

Edison staff will support students in adhering to the [MPS Student and Staff Guidelines for Distance Learning](#). Please reference [this document](#) regarding MPS guidelines around how we act and make decisions while in school.

All classrooms will use Google Classroom, Flip Grid and others. It is the expectation that all students and staff will adhere to the same behavior guidelines that we use in any other learning environment (classroom, field trips, after school activities, etc...)

All [MPS policies https://policy.mpls.k12.mn.us/](#) apply to students and staff around how we act and make decisions when interacting in a distance learning model. This includes those policies related to bullying, cyberbullying, harassment, and use of drugs, alcohol, or smoking. MPS and Edison staff will be monitoring chats and postings for inappropriate content and will be following up as appropriate.

### Expectations for Students and Staff Use of all Online and Distance Learning:

- Intended for educational use only
- Use school appropriate language
- Mute microphone when not speaking
- Use chat for learning specific questions and comments only
- Turn on audio, however live video is optional

Common community agreements remain in place:

- Please wear clothes when participating in online learning activities

- You are allowed to use the bathroom during class time, but please do not take the class with you:) In other words, just mute your mic and turn off your video and use the bathroom

If you would like to learn more about safely using digital tools and the Internet, please visit Common Sense Media's [Learning with Technology](https://www.commonsensemedia.org/learning-with-technology) at <https://www.commonsensemedia.org/learning-with-technology> (En Espanol) <https://www.commonsensemedia.org/latino>

### **Edison High School Protocol for Discipline During Distance Learning**

As referenced above, all students and staff are expected to adhere to the expectations around Distance Learning.

- The first time a student does not meet the above expectations, they will be redirected by the teacher to follow the expectations.
- The second time a student does not meet the above expectations, they will be referred to their Dean. The Dean will contact the student's parent/guardian and remind the student/guardian of the classroom expectations.
- The third time a student does not meet the above expectations, they will be referred to their administrator. Administrator will call home and have a discussion with the parent/guardian regarding student behavior.

### **GRADING DURING DISTANCE LEARNING**

Edison's Assessment Policy remains the same during distance learning. However, our grade scale will be A through D and instead of F, students will receive an NC (no credit).

### **ATTENDANCE DURING DISTANCE LEARNING**

Student attendance is a responsibility shared by staff, students, and families in Minneapolis Public School. During Distance Learning -- when students are not in their school classrooms -- we will continue to adhere to Minneapolis Public Schools Policy 5100, which requires schools to record student attendance daily..

### **Family Responsibilities During Distance Learning**

- Identify a space in your home for student learning.
- Encourage your child to participate in Distance Learning daily.
- Inform the teacher if something is preventing your child from participating or if you have other questions or concerns.
- Call this phone number if your child is going to be absent: 612.668.1200.

### **Student Responsibilities**

- Participate in Distance Learning every day (logging into your google classroom during the class hours)
- Reach out to a caring adult if you need assistance.

**Reporting Student Absences from Distance Learning** Families who need to report a student/child illness or any other reason their student cannot participate in Distance Learning should call **612.688.1200** to report the absence. Please be prepared to leave the following information on voicemail:

- Student Name
- School Name
- Grade
- Reason for absence
- Date(s) of absence
- Phone number and name of person calling

### **Tracking Student Attendance**

Teachers will record student attendance in Gradebook by the end of each school day. Teachers will monitor attendance through students' participation in Distance Learning activities such as SeeSaw, Google Classroom, or other building-identified sources such as phone, text, or email.

# MINNEAPOLIS THOMAS EDISON HIGH SCHOOL

(Established 1921)

## Thomas Edison High School Vision Statement

Through innovation and personal empowerment, the Edison community will partner with our students, igniting a passion for lifelong learning, instilling the ideals of international mindedness, leading our students to succeed at Edison and beyond.

## Thomas Edison High School Mission Statement

All students will graduate with the skills necessary to excel in their post-secondary aspirations.

## Our Beliefs

At Thomas Edison High School, we believe that all students have the ability to achieve at high levels. As a staff, we promise to expose you to a rigorous and challenging curriculum that is matched to the state and district education standards. We also promise to provide you with as much time and expert instruction as needed for you to pass your classes.

What we require from you is your best effort in class and your initiative to seek out help when needed.

Working together we can provide you with a first-class education.

School Colors: **Blue and Gold**

School Nick Name: **Tommies**

## School Song/Rouser

Blue Gold \_\_\_\_\_ our foe,

we will win this fray.

Blue Gold, our team is bold

on the field of play.

Blue Gold, Blue Gold for us,

We will always cheer

With a rah, rah, rah,

and a siss boom bah,

We will win this game!

# SCHOOL NEWS AND SCHOOL DAY

Thomas Edison High School offers a variety of ways to keep up with important news and information about our school and our school district. Stay up-to-date with the following resources:

## Our Website

The school's website offers a wealth of information about the school including school news, class & department information, student support services, athletics events, career center updates, academic events, and links to district information.

Go to: <http://edison.mpls.k12.mn.us/>

## FACEBOOK

"Like" us on Facebook at: <https://www.facebook.com/MPS.Edison.Tommies/>

## TWITTER

Follow us on Twitter [@MPS Edison](https://twitter.com/MPS_Edison)

## Newsletter

To receive our weekly updates and periodic newsletters, [click here](#) for our newsletter

In addition, information is shared by/at:

- Mailing letters home
- Automated phone messages
- Parent-Teacher Conferences
- Parent Newsletter

## Weather Related School Closings

Announcements regarding school closings due to inclement weather and/or hazardous conditions will be announced on WCCO radio (830AM) and on the district website. The district will make decisions to close the schools by 6:30a.m. and will pass the information to the local news as quickly as possible. It will not be helpful to call the school for closing information.

If you would like to receive text messages announcing school closings, go to the Minneapolis Public Schools website and sign up for School Messenger. The website is: [http://www.mpls.k12.mn.us/school\\_messenger](http://www.mpls.k12.mn.us/school_messenger)

## School Day

- The school opens at 7:45a.m. First period begins at 8:15 a.m. and the school day ends at 3:00 p.m.
- Students MAY NOT leave campus during the day. Exceptions are as follows:
  - a. Student has permission from the administration for an OFF CAMPUS PASS
  - b. Student has written or in-person permission from their parent/guardian
  - c. Student is with a teacher/coach/advisor on a school-sanctioned trip/event

Any student who leaves the building must sign out at the front desk and have a signed permission slip from their parent/guardian. If a student leaves the building without permission, they may not be permitted to re-enter the building.

- In the afternoon, students may not be in the building or elsewhere on campus unless they are being supervised by a teacher/coach/club advisor. The building is cleared by security staff at 3:15 every day. Any students not with a teacher/advisor/coach at 3:15 will be escorted out of the building. Various after-school activities are in session starting at 3:15 p.m. Students enrolled in these programs are expected to be in the activity's designated space, unless specifically authorized by the teacher/advisor/coach.
- During bad weather, students may wait for buses inside the auditorium with adult supervision.
- At the end of the school day, once students leave the building, they will not be permitted to enter/re-enter the building, unless they are accompanied by their after school advisor/coach or authorized by administration.

## Important Dates

For the most up-to-date activities, please visit our website:

Click [here for the Athletics Calendar](#)

Click [here for the Edison School Year Events Calendar](#)

Click [here for the Edison Testing Calendar](#)

Click [here for the MPS Calendar](#)



# TELEPHONE DIRECTORY

Thomas Edison High School main line: 612-668-1300  
Fax Number: 612-668-1320  
Attendance or to report a student absence: 612-668-1311

Principal: 612-668-1302  
Assistant Principals: 612-668-1361 or 612-668-1340  
School Administrative Manager (SAM): 612-668-1368  
Athletic Director: 612-668-1344  
Office Manager/Main Office: 612-668-1301  
Finance /Main Office: 612-668-1303

## Restorative Advocates (RAs)

- 9<sup>th</sup> grade RA: 612-668-1330
- 10<sup>th</sup> grade RA: 612-668-1330
- 11<sup>th</sup> – 12<sup>th</sup> grade RA: 612-668-1387

## Counselors

- 9<sup>th</sup> grade: 612-668-1383
- 10<sup>th</sup> grade Last names A-G and 11<sup>th</sup> & 12<sup>th</sup> grade Last names A-L: 612-668-1309
- 10<sup>th</sup> grade Last names O-Z and 11<sup>th</sup> & 12<sup>th</sup> grade Last names M-Z: 612-668-1315

## Career & College Center

- CCC College Readiness Coordinator: 612-668-1370
- CCC Career Readiness Coordinator: 612-668-1370

## Gear Up

- Gear Up Counselor: 612-668-1310
- Gear Up Site Coordinator: 612-668-1329

## Social Workers

9<sup>th</sup> grade 504 and Lifeskills: 612-668-1317  
10<sup>th</sup> – 12<sup>th</sup> Grade Last Names A – K and Resource: 612-668-1308  
10<sup>th</sup> – 12<sup>th</sup> Grade Last names L-Z and ASD/DCD: 612-668-1375

Head Engineer/Custodial Services: 612-668-1323

Health Office: 612-668-1319

Lunchroom: 612-668-1334

Media Center: 612-668-1328

Parent & Community Liaison (English and Spanish): 612-668-1307

Parent & Community Liaison (English and Somali): 612-668-1413

Psychologists: 612-668-1324

Registration: 612-668-1304

School Resource Officer: 612-668-1480

Edison Collaborative: 612-668-1312

School Based Clinic: 612-668-1321

## Program Coordinators

AVID: 612-668-1300, ext. 34077

ELL: 612-692-1361

IB DP: 612-668-9924

IB MYP: 612-668-1354

Special Education: 612-668-1324

Minneapolis Public School District Information: 612-668-0000

# THOMAS EDISON HIGH SCHOOL ASSESSMENT POLICY

## I. Philosophy: Purpose for Assessment

The primary purpose of assessment in an IB World School is to support and encourage student learning through the gathering and analysis of information about student performance. Formative assessment, which is continuous, informs teachers about student learning and shapes and directs teaching and learning in the classroom. Summative assessment generally occurs at the end of a teaching unit, and while supporting student learning, is also used to determine achievement levels of individual students. Grading is used to communicate student achievement to students, families, and post-secondary institutions.

## II. Principles of Assessment

Students demonstrate their academic performance at Thomas Edison High School by truly showing what they know. Edison asks students to apply their learning to different situations and in a variety of ways. Wherever students are in their learning, assessment at Edison allows students, families, and teachers to track their progress toward learning objectives. Students can show learning through writing, speaking, creating, and performing.

## III. Assessment Practices

***Grades will directly reflect current demonstrated level of achievement of academic standards.***

- Academic Achievement (Minimum 80%) Assessments that are direct measurements of student learning.
- Academic Practice (Maximum 20%) Assessments and activities used as tools to inform teacher instruction, such as daily homework.
- Students should not be penalized for early struggles when they achieve proficiency at the end of a term in Academic Achievement assessments.
- Extra credit should enrich student understanding of the subject and should be limited to the academic practice category (20% category).

***Students should be given multiple opportunities to demonstrate their current understanding and mastery of standards.***

- Students shall be granted a minimum of three re-assessment opportunities, to be completed within a minimum of two weeks (ten school days), to reach proficiency; teachers may require additional academic practice and/or support prior to granting a re-assessment opportunity. Students are responsible for requesting and completing a re-assessment opportunity.
- Students who score proficient on their first assessment attempt and wish to earn a score higher than proficient (A or B), shall be granted a minimum of one reassessment opportunity, to be completed within one week (five school days). This opportunity is extended to students who meet the following criteria:
  - Student has made what the classroom teacher deems to be a good faith effort to complete the original assessment;
  - A missed assessment is not the result of an unexcused absence; and,
  - A low grade is not a result of the assessment being submitted after the due date.
- Teachers may require additional academic practice and/or support prior to granting a re-assessment opportunity. ***Students are responsible for requesting and completing a re-assessment opportunity. (6/12/2017)***
- Thomas Edison High School shall support students' opportunities to learn essential content, demonstrate proficiency and/or benefit from review and re-assessment opportunities with the following quarter end assessment schedule:
  - Day 1: Summative assessments in hours 2, 4 & 6. Support opportunities in hours 1, 3, 5 & 7.
  - Day 2: Summative assessments in hours 3 & 5. Support opportunities in hours 1, 2, 4, 6 & 7.
  - Day 3 (last day of quarter): Summative assessments in hours 1 & 7. Support opportunities in hours 2, 3, 4, 5 & 6.

***Students may be granted an additional 2 weeks after the last day of Quarter 4 to complete work or re-assessments if they have a written agreement with their teacher that details how finished work will be submitted to the teacher.***

***Guiding principles for missing/late work:***

- Missing academic achievement assessments will be scored as "missing" in the gradebook.
- Students unsatisfied with their quarter grade should contact the teacher to discuss arrangements for demonstrating proficiency or to complete course requirements within two weeks (ten school days) after the last day of the quarter.
- Proficient academic performance will always yield a proficient summative grade. Grade deductions for late work should not cause an otherwise proficient student to receive a below proficient grade.

***Individual Education Plans (IEPs) with a modified grade scale supersede this school-wide policy.***

#### IV. Assessment in the IB Middle Years Programme

As an IB World School, teachers of ninth and tenth grade students will assess students using their subject-specific IB Middle Years Programme assessment criteria twice per course. MYP teachers use the assessment criteria rubrics designed for Year 5 (10th grade); Language Acquisition teachers use rubrics aligned to phases of language development. These criteria are assessed on a 1-8 scale, and teachers will convert those marks into a portion of the academic achievement grade.

Each subject area has four assessment criteria. MYP teachers will assess their students at least twice per course using each assessment criterion. Teachers will create task-specific guidelines based on their subject area rubrics for each MYP assessment. Teachers may adapt and modify descriptors in the rubrics to better align with specific assessment tasks to increase student understanding, but it is essential that the critical elements of the MYP learning objectives and key terms are not lost. When assessing student work, teachers use a best-fit approach to assigning a criterion referenced mark after careful consideration of each student's work.

Teachers report student marks on each assessment task in the MPS online Discovery Gradebook. Students and families are able to see student marks through the [student](#) or [parent portal online](#). Teachers regularly update the online Gradebook (every two weeks at a minimum) and students and families are encouraged to contact their teachers if they have specific questions about assessment marks.

In order to report how students are developing in each MYP objective for each subject area, teachers should enter their summative assessment marks labeled by the assessment criteria used during assessment.

#### V. Assessment in the IB Diploma Programme

IB Diploma Programme courses all include final assessment tasks with components assessed by Edison faculty (*internal assessments*) and components sent away to outside examiners (*external assessments*). These final assessments are combined together to award students a grade between 0 and 7. The 0-7 grade is not awarded until July, in the summer after the final examinations.

The 0-7 grade is sent to post-secondary institutions, many of which award credit in exchange for IB exam performance. IB Diploma candidates will need to achieve a total of at least 24 points from their six IB courses and core components in order to receive the IB Diploma.

Because the grade is not awarded until July, it cannot be factored into the grade that the student receives in the Edison gradebook. IB exam scores have no impact on high school graduation, GPA, or class rank. It is only the A-F grade - and therefore the achievement of high school credit - that has an impact on state graduation requirements.

Edison teachers of IB Diploma Programme courses, therefore, use IB assessment criteria from internal and external assessments to create meaningful tasks to prepare students for the final assessments. The Edison teacher's assessment of student performance on these tasks will form the A-F grade that goes in the Edison gradebook.

Edison IB Diploma faculty attend national, state, district, and school-level professional development to refine their understanding of the IB Diploma Programme assessment criteria. Those that teach the same course work together at Edison to ensure that the assessment practices are standardized by using common assessments and rubrics, and periodically mark work together to ensure that they are assessing work the same way.

#### VI. Students with Individual Education Plans

Any accommodation or modification to this assessment policy will be stated in the student's Individual Education Plan (IEP).

#### VII. English Language Learners

Content-area teachers will collaborate with ESL teachers to determine language supports and adaptations needed for student mastery of course standards in courses required for graduation.

## THOMAS EDISON HIGH SCHOOL GRADE SCALE

Rubric Score	Description	Grade Scale	Letter grade
6-8	<b>Exemplary</b> <i>Achievement outstanding relative to the level necessary to meet course requirements</i>	87-100 %	A
		75-86	A-
5	<b>Above Proficient</b> <i>Achievement exceeding the level necessary to meet course requirements</i>	71-74	B+
		66-70	B
		63-65	B-
4	<b>Proficient</b> <i>Achievement meeting the basic course requirements in every respect</i>	59-62	C+
		54-58	C
		50-53	C-
2-3	<b>Partially Proficient</b> <i>Achievement worthy of credit even though it does not fully meet the basic course requirements in every respect</i>	44-49	D+
		31-43	D
		25-30	D-
1	<b>Below Proficient</b> <i>Performance failing to meet the basic course requirements</i>	0-24	F
0	<b>Not attempted</b>		

### VIII. Accountability of Learners: Academic Honesty

#### **Rationale**

In order to ensure that all students graduate with the skills necessary to excel in their post-secondary aspirations, Thomas Edison High School expects all students to be accountable for their learning and to abide by ethical and legal principles of academic honesty. Students are expected to know and use assessment criteria before and while completing their work. All work submitted by a student is expected to be the student's own work.

### ***School Responsibilities***

Edison will develop instructional material about academic honesty that students will receive each year. Edison teachers, each within the context of their subject area, will explicitly instruct students about academically honest and dishonest behavior. Students conducting research will learn appropriate research methods for avoiding academic dishonesty.

Edison will monitor student written work to ensure its authenticity, and supervise in-class writing and research to maintain academic honesty. Edison will promote fairness and consistency of consequences. The school will provide professional development for teachers and promote parent awareness.

### ***Student Responsibilities***

Students are responsible to ensure that work represented as their own is truly their own. This prohibits students from:

- Copying work from another student
- Cheating on tests, by bringing unapproved aid materials into the room or by copying from another student
- Unauthorized duplication of testing materials, including photographs and sharing over social media.
- Representation of unoriginal work as one's own, including cutting and pasting quotes from the internet without proper citation.

### ***Teacher Responsibilities***

Teachers are responsible for working with each other, administrators, and parents to communicate about issues related to academic honesty as they arise. In order to help students approach academic work with integrity, teachers will provide direct instruction regarding academic honesty skills, including:

#### ***Personal Skills:***

- Approaches to Learning self-management skills will be taught to help students monitor their own academic honesty and work independently.

#### ***Social Skills:***

- Approaches to Learning skills of communication and collaboration will be taught to help students know how to work effectively in groups and individually.

#### ***Technical Skills:***

- Teachers will explicitly teach information literacy and research skills.
- Teachers will help students learn to integrate outside sources effectively and honestly into their own original work.

### ***Parent Responsibilities***

It is helpful for families to talk to students about their assignments. Help students to understand that assessments are intended to be real opportunities for students to show what they know. Encourage students to ask for help from teachers when they are struggling.

### **Example Scenarios of Academically Honest Behavior**

<b>Conduct that is academically honest</b>	<b>Conduct that is academically dishonest</b>
Studying material that was designed specifically to help you prepare for an exam (i.e. past exams provided by teacher, study guides, exam prep websites)	Dishonestly obtaining a copy of an exam before taking it.
Using expert quotes to help support your own argument and citing them appropriately.	Cutting and pasting other people's ideas into your own writing without giving proper credit.
Working in pairs when encouraged to do so.	Copying another student's work.
Using the internet to help brainstorm and form ideas about a topic.	Finding something on the internet and rephrasing it into different sentences without citing it.
Working in an assigned group on a project.	Putting your name on a group project when you haven't contributed to the group's work.

## **Progressive Consequences for Academic Misconduct**

Students that are guilty of academic dishonesty will face the following consequences:

- First offense: Warning and re-teaching appropriate academic conduct
- Second offense: Referral to the academic dean
  - Academic Honesty Referral is recorded on student's record
  - Notification of parents/guardians
  - Three Day Suspension from athletics and activities
- Third offense: Referral to the academic dean
  - Academic Honesty Referral is recorded on student's record
  - Notification of parents/guardians
  - Two-week Suspension from athletics and activities
- In formal assessments for outside organizations (such as ACT, IB, AP), exams will be entirely invalidated and students will receive no credit.

A student suspected of policy violation has the right to request a meeting involving his/her parent or guardian to review the accusations and consequences.

**This policy will be reviewed on an annual basis by the Instructional Leadership Team.** (Last Review, May 2019)

## **STATE ASSESSMENTS**

### **Standards-Based Accountability Assessments**

The Minnesota Comprehensive Assessments (MCA) and alternate assessment Minnesota Test of Academic Skills (MTAS) are the state tests that help districts measure student progress toward Minnesota's academic standards and also meet federal and state legislative requirements. Students take one test in each subject. Most students take the MCA, but students who receive special education services and meet eligibility requirements may take the alternate assessment MTAS instead.

**The list below shows tests by subject and the grades they are given:**

- Reading: MCA or MTAS (grades 3-8, 10)
- Mathematics: MCA or MTAS (grades 3-8, 11)
- Science: MCA or MTAS (grades 5, 8, and once in high school)

### **Student Participation in Statewide Assessments**

Minnesota Statutes, section 120B.31, subdivision 4a, requires the Minnesota Department of Education (MDE) to publish a form for parents/guardians to complete if they refuse to have their student participate in state-required standardized assessments. It is important to note that students who choose to "opt out" from testing will be counted as "not proficient" when compiling Edison's MCA-based achievement levels.

[Please click here for the Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing](#)

For more information on statewide testing, visit: <https://education.mn.gov/MDE/fam/tests/index.htm>

[Click here for 2019-20 Testing Calendar](#)

# THOMAS EDISON HIGH SCHOOL EXPECTATIONS AND PROCEDURES

## THOMAS EDISON SCHOLARS ARE...

...Globally-minded citizens who help to create a better and more peaceful world through intercultural understanding and respect. They develop this mindset through their academic dedication and civic engagement in and outside our school. *(IB Mission Statement)*

### Attendance

Daily attendance is critical to academic achievement. It is our goal to work with students and families to support regular school attendance and improve academic achievement.

Minnesota law states that all students are required to attend school from age 7, or when they enroll in kindergarten (whichever comes first) until they are 18 years old. A student's failure to attend school may lead to legal action for the parents/guardians and the student.

### To Excuse an Absence

Parents/guardians should communicate the reason for EVERY absence to the school.

- Call the Attendance Line at 668-1311.
- Write a note and have your student deliver it to the main office.

Include the following information when you call the attendance line or write a note:

- Name of student
- ID number (preferably) or date of birth
- Date of absence
- Reason for absence
- Your relationship to the student
- A number where the parent/guardian can be reached

### Excused absences include:

- Illness\*
- Doctor appointment
- Dentist appointment
- Hospitalization
- Funeral
- Family Emergency
- Court
- Bus problem
- Religious/Cultural Observance
- Vacation\*\*

\*Illness – multiple absences for illness may lead to the requirement that further absences must have a written doctor's note.

\*\*Vacation – up to five days of absence may be excused as an approved family activity when:

- The parent/guardian requests permission 10 school days prior to departure;
- The teachers assign homework and the parent/guardian agrees it will be completed by the end of the first week of return from vacation;
- The parent/guardian agrees that their child will miss five (5) or fewer days of school;
- The student will not be gone during critical testing (MCA, ACCESS, MAP, ACT, etc...); and,
- An administrator gives written approval.

For family activities lasting longer than five (5) days, you must ask permission from the principal in writing before you leave. If the principal gives permission to be gone longer than five (5) days, your student may be expected to turn in a school report and/or give a presentation to their teacher(s).

***All attendance notes will be filed in the Attendance Office.***

## Schoolwide Discipline

Thomas Edison High School administration recognizes the difference between severe violation of school policy and minor infractions of school rules. Therefore, in order for all students to have an understanding of consequences, the following violations of school policy will be considered as severe and will result in out-of-school suspension.

1. Use of drugs or alcohol as stated in the MPS Discipline policy ([5631](#) and [5631 B](#)).
2. Violation of tobacco policy as stated in the MPS Discipline policy ([P 5220](#) and [5220 B](#)).
3. Violation of VAPING policy as stated in the MPS Discipline policy.
4. Fighting – students who violate this policy will be subject to suspension and may be removed from school, or transferred to another educational setting. ([5200](#))
5. Class disturbances: Students who willfully and persistently disturb the learning process for others and disrupt the instruction of the teacher will be subject to an out-of-school suspension. ([5200](#))

Students need to recognize that while these violations are our most common, out of school suspension is not limited to the above mentioned violations.

The administration may suspend a pupil from attendance at school, including its sponsored activities or from riding a school bus (Metro Transit), for good and sufficient reasons, which may include but shall not be limited to:

- Repeatedly ignoring directions to go to class.
- Willful and persistent violation of the rules of the school.
- Immoral or disreputable conduct or vulgar or profane language.
- Violence or threatened violence against the person or any personnel attending or assigned to any public school.
- Willful or malicious damage to real or personal property of the school's or district's property.
- Inciting, advising, or counseling of others to engage in any of the acts previously described.
- Marking, defacing, or destroying school property.
- Possession of a pistol, gun or firearm on school property.
- Possession (on school property) of a knife, etc. as defined in Minneapolis Public School Policy.
- Assaulting any staff with vulgar, obscene or threatening language.
- Unlawful use or possession of alcohol or other drugs, as defined in Minneapolis Public School Policy.
- Possession or use of illegal substances under the Drug Control Act (MN), or any derivative or residue thereof or any drug paraphernalia other than that medically prescribed.
- The use or possession of alcoholic beverages on school property.
- Any other conduct detrimental to good order and discipline in any public school.
- Cheating and other actions of academic dishonesty.

Any student who does not abide by the educational or behavioral standards of the school may experience one or more of the following interventions:

- Suspension from extra-curricular activities.
- Removal from class.
- Parent-student conference with administration.
- Suspension from school.
- Alternative instruction room.
- Expulsion from school by the School Board

## Students Returning to School After Suspension

Students who are returning from suspension must be accompanied by a parent/guardian for a re-admit conference. Students will be given a re-admit slip to present to each of their teachers.

## Personal Relationships

Each student is expected to show respect for the rights and property of fellow students and community members. Disrespect of personal rights and/or property will not be tolerated.

If you encounter problems dealing with other students, a teacher or community members, it is expected that you consult an administrator, your dean, your guidance counselor, or your social worker to help you reach a positive resolution.



Students are expected to follow instructions from any school employee who is in the performance of their duty and to address all staff with respectfully. Staff members have supervisory responsibilities in all areas of the campus while at school, and students are expected to cooperate with them.

Official visitors, whether observers, speakers, or entertainers, are considered to be honored guests and will be treated with courtesy and respect.

### **Financial Obligations**

Textbooks, library books, athletic equipment, etc., are for student use. These items must be returned in good condition by their due date. Fundraising money and items must also be returned. If an item is not returned, students will be placed on the obligation list.

Seniors will not be able to participate in commencement exercises or receive their diploma until all obligations are returned or paid for. Underclassmen must also return or pay for obligations. All obligations will be carried over to the next school year.

### **Care of School and Personal Property**

Students are responsible for the proper care of all books, furniture and materials such as locks, art tools, etc... , provided by the school. Students who disfigure or vandalize school or personal property will be required to either pay for the damage or replace the items. Students should limit items brought to school to those items necessary for school activities.

### **Lockers**

Students may go to their lockers before school, between classes, and after school. A locker is furnished by the school to provide a place for students to store materials needed for their school work. Combination locks will be provided. No personal locks will be permitted. Make sure your lock is secured; don't set it for easy opening just to assure yourself time between classes. Items considered dangerous or illegal which are found in a student locker will be confiscated by the school authorities and held until parent/guardian and/or authorities are notified. Do not share your locker or locker combination with others. All lockers are school property and can be searched at any time.

### **Money and Valuable Articles**

PLEASE do not bring large amounts of money to school. All valuable articles should be in possession of the owner at all times. The school CANNOT accept responsibility for stolen money or other articles. This includes PEDs (personal electronic devices, i.e., cell phones, iPods, tablets, etc...) The school is not responsible for lost or stolen items, including cell phones or other personal electronic devices (PEDs). School staff will not investigate stolen items.

### **Cafeteria Expectations/Hours/Lunch Accounts**

While in the cafeteria, students are given the liberty to interact with friends. Each student is responsible for picking up and disposing of their trash. Other activities such as running, playing loud music, and gambling are not permitted in the lunchroom, in the school, or on school grounds. ***During lunch time, all students in that lunch must remain in the cafeteria unless you have PRIOR written permission from a staff member to spend lunch time in their classroom/office.***

### **Breakfast, Lunch, and Afternoon Meals**

All students receive free breakfast, which is served from 7:45am – 8:10am. A light breakfast contained in a bag, is available for a short period of time for students arriving after 8:15. For lunch, students will be issued a lunch sticker that will identify the correct lunch period for that student. After-school meals are available starting at 3:10 for students participating in after-school activities. Students must be in the lunchroom with a supervisor from their team/activity.

Prior to the opening of school, parents/guardians may receive a letter from Hennepin County regarding receiving free or reduced cost meals. Many families qualify for free or reduced meals. Even though lunches are free, we ask that all Thomas Edison families complete an Educational Benefits Application, as this completed form helps the school comply with state and federal mandates, and the school receives additional financial support for our students. **By law, Minneapolis Public Schools and Edison High School cannot share personal information such as names, addresses and immigration status with anyone, including the state and federal government.** The information is used to collect the number of families who may be eligible for assistance. This completed form may be given to staff in the main office.

## **Beverages and Snacks**

Vending machines are provided for students in the hallway outside of the lunchroom. Beverages and snacks are sold in the Student Store during all lunches. No food or beverages in the media center. We encourage the use of refillable bottles. There is a filtered water station by the media center. **Students are not allowed to order food delivered to the school.**

## **Off Campus Passes**

Receiving an off campus pass is a privilege reserved for 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup> grade students with a 2.0 or better GPA and prior administrative approval. Off-campus passes can only be used during a student's designated lunch time. There may be times when, at the principal's discretion, it will be necessary to keep all students on campus, i.e., severe weather. Applications for off campus passes are located at the front desk.

### ***Off campus pass expectations:***

- Checking out at your designated lunch time, not before;
- Checking back in by the end of their lunch period;
- Arriving to class on time after lunch;
- Following school rules while off campus;
- Showing respect to our neighbors and their property; and,
- Food from outside is not allowed in classrooms.

## **Leaving Campus During School Hours**

Any student leaving school for an appointment during school hours must provide a note to the attendance office (room 102) before the start of the school day. A parent can come to school to pick up their student in person. If the parent cannot come to the school, they may send a note with the student. The office staff will call home or refer to the names on the student's emergency card in order to verify that the student may leave the school on their own. If a student leaves the building without permission, they may not be permitted to re-enter the building.

## **Telephones and Emergency Card Information**

Phone calls are disruptive to the educational process. Telephone calls to the school for students should be made only in emergency situations.

Students must supply Thomas Edison High School with accurate information concerning their street address, home telephone number, parent's work number, and emergency numbers/contact information. If, during the course of the school year, any pertinent information from the emergency card changes, the student's parent/guardian is responsible for changing the information and supplying the most current information. **For safety, health and emergency information, the school must have a way to contact the parent or guardian.**

## **Lost and Found**

Remember to put your name on everything you bring to school.

- If you find a textbook, please return it to the Media Center.
- Personal property is the responsibility of each student and their must keep track of their own belongings.
- If you find an item, please turn it in to the front desk.
- School personnel will not investigate lost/stolen cell phones, money or other property.

## **Camera Surveillance**

Cameras are used at Thomas Edison High School to promote safety. Questions regarding our surveillance cameras should be directed to any administrator.

## **Student Dress Code**

Student dress and personal appearance is important for success in high school, college, and the workplace. Students at Thomas Edison High School are expected to present themselves in a manner that is respectful and appropriate.

### **Expectations:**

1. Pants, Shorts, and Skirts
  - a. Shorts and skirts must cover undergarments even when wearing leggings.

- b. The waist of shorts, pants and skirts must be high enough to completely cover undergarments.
2. Head Apparel
  - a. Students may wear head coverings such as baseball hats, visors, scarves/wraps, hoods, and beanies (stocking caps).
  - b. Sunglasses may not be worn in the building.
3. Footwear
  - a. Shoes must be worn at all times for health and safety reasons
4. Overall Appearance
  - a. Any clothing or accessories that include words or artwork which are vulgar, sexually suggestive, discriminatory, profane, promotes violence, or encourages disrespect may not be worn.
  - b. Any clothing or accessories that make references to drugs, tobacco, and/or alcohol may not be worn.
  - c. Any clothing or accessories that pose a safety hazard or create a distraction to the learning environment may not be worn.

*Exceptions may be made for religious or medical purposes upon prior administrative notification/approval.*

Students who are unable to adhere to this expectation will be offered alternative clothing, sent home to change their clothing, or their parent/guardian will be asked to bring clothing to the school.

### **Cell Phones/Personal Electronic Devices (PED) Responsible Use**

The use of personal electronic devices (PEDs) such as cell phones, has grown among our students. These items have become a distraction, as well as a security risk to our school community.

Thomas Edison High School has adopted a Responsible Use policy towards all electronic devices. We believe that responsible technology use provides a safe environment and is focused on the academic task at hand. Students need to be able to engage and focus on learning activities in order to grow; students need to be fully present in order to feel belonging in the classroom. Technology could be used with teacher support to help a student focus/engage in the learning target and feel ownership of their learning.

Therefore, Edison High School holds high expectations for the responsible use of technology. Students who possess and/or use technology devices at school, school sponsored events or on school buses shall demonstrate the greatest respect for the educational environment and the rights and privacy of all individuals within the school community. ***Student actions during the school day, in class and at school, are considered private under state and federal laws and shall not be recorded or shared without consent of the individual.***

### **How to Use Your PED (Personal Electronic Device) at Edison High School**

- *Silence and put away* your PED when you are in class unless your teacher permits use.
  - Teachers will provide explicit expectations according to their classroom expectations of when PEDs can be used in the classroom learning environment.
- Use your PED *before and after school, during your scheduled lunch period or during passing time.*
- *Respect your teachers' requests* to put your PED away during class or meetings.
- Request exceptions to the PED policy *prior* to using your PED during restricted times.
- *Respect privacy laws*; record individuals only with their prior, explicit consent.
- *Remind your parents and friends* that you can only take/return calls and messages outside of class.
- Remember that the use of a PED in school ***is a privilege and not a right***. If you do not follow the expectations for appropriate PED use, your device *may be confiscated* for the hour or the day.
- ***Protect your PED!*** Edison assumes no liability for loss, theft or damage, nor any liability for unauthorized use of a PED. Edison will not investigate any lost, stolen, or damaged electronic devices brought onto school grounds. If a device is confiscated under this policy, no responsibility for the safety or security of the device is guaranteed.

### **Tardy Protocol**

Attendance is one of the first indicators of academic success. Students are expected to be in class and on time. Students arriving late to class must have a pass to excuse their tardiness; otherwise, the tardy is unexcused and subject to classroom interventions.

- Students, who are in the halls without a pass after passing time has ended, will be sent or escorted to class by security staff, deans, or administrators.
- Tardy students are expected to enter quickly, quietly, and respectfully.

- Teachers may apply consequences as set forth by the classroom engagement plans. Habitually or egregiously tardy students may be referred to their dean for further intervention.

## Passes

Students are expected to use the bathroom and go to their lockers between classes. Students are not permitted to leave class without a pass. Students must carry the pass when outside the classroom. Passes are not automatic; the teacher may refuse to give a pass. **Teachers reserve the right to limit passes.**

**No passes will be issued the first or last ten (10) minutes of any class period.** A pass should be held in the student's hand so it will be visible. Any student in the hall without a pass will be subject to disciplinary action. Certain conditions (IEP/504 adaptations) may warrant a medical waiver to this policy.

Students must hold a Lunch Pass during their lunch if they choose to leave the lunchroom during their lunch time. This pass must be obtained by a staff member prior to lunch. No exceptions. Media Center passes are obtained before school and are held in the Media Center. If you want to go get lunch in the cafeteria and then go to the media center, you must check in at the media center first to get your pass before coming to get your lunch. Again, no exceptions.

Students must hold a Prayer Pass to be admitted to Prayer. Students may obtain their Prayer Pass from Mr. Garaad in room 100.

## School ID's

After the first week of school, all students must show their ID each time they enter the school. Students without an ID will be asked to sign-in at the front. Students will be issued a temporary ID after they turn in a signed and completed emergency card and school discipline policies. Forms can be turned in to room 102. Upon registration, after the first of the school year, students will receive a temporary ID. These temporary ID's will be required for building entry and for other school activities. Once school pictures have been taken, permanent ID's for the school year will be distributed. The first permanent ID will be provided to the student free of charge. If it is lost or stolen, the student is responsible for the \$5 replacement fee.

## Bullying/Cyber Bullying/Hazing

Students will not engage in behavior defined as the use of force or coercion to negatively affect others. This expectation applies to any of the following behaviors:

- Teasing
- Intimidating
- Defaming
- Threatening
- Terrorizing
- Retaliation

This expectation applies to any cyber bullying or hazing behavior, regardless of whether such acts are committed on or off school property and/or with or without the use of school district resources.

The school shall discipline or take appropriate action against any student who is found to have violated this district policy. For further information, please see the [MPS Policy 5201](#).

## Dances

- Students will only be allowed into a dance with a current school picture ID and pre-paid ticket.
- Some dances allow for an Edison High School student to bring a guest from another high school. For those dances, that guest must bring a current school picture ID and have an approved guest form with signatures from both school's administrations.
- Students may not leave and re-enter the dance once they have arrived.
- The Thomas Edison High School community believes: *"Dancers are expected to behave appropriately for the educational environment. Overt sexual moves that may be considered sexual harassment and/or vulgar are not acceptable and may result in removal from the school dance. We expect you to show respect to self and to others present with your verbal and body language."* You may be asked to leave if inappropriate activities are happening.
- Students are not allowed to bring coats, bags or cell phones into dances (except prom). Coat check and cell phone check facilities will be available.
- Students with a suspension within five (5) days prior to the dance will not be allowed to attend that week's dance.

## **Bus/Transportation Procedures**

All transportation-eligible\* students that attend Thomas Edison High School will receive a Metro Transit Go-To card versus riding a yellow school bus to attend school daily. As a Metro Transit rider, students are responsible for following Metro Transit and Minneapolis Public Schools' procedures and standards of conduct. Failure to comply will lead to consequences which may include the loss of Go-To card privileges. To determine eligibility for a Metro Transit Go-To Card, call 612-668-1300 or visit: <http://ccr.mpls.k12.mn.us/go-to>

### ***Standard Code of Conduct for Riding All Busses:***

- Be courteous and act respectfully toward bus drivers, other riders and transit staff.
- No smoking, vaping, or eating. Beverages only in covered containers and music only through headphones.
- Hours of use: The Go-To Student Pass is valid between 5 a.m. and 10 p.m. daily. At all other times, cash must be used to pay the fare. When riding the Northstar train, your Go-To Student Pass is good for the first \$3 of the fare; the rest of the fare must come from stored value added on to your Go-To Student Pass.
- Keep cell phone use and discussions quiet and to a minimum.
- Do not engage in inappropriate actions or use inappropriate language.
- Remain seated when possible – if standing, hold onto hand rails.
- Riders using wheelchairs or canes/walkers board first and exit last.
- On buses, aisle-facing seats are reserved for those with disabilities and senior customers.

### **Visitors to Thomas Edison High School**

- Thomas Edison High School welcomes all parents/guardians to visit the school to check on the academic progress of their student. All visits and meetings need to be prearranged in order to ensure staff availability. Classroom visits while school is in session will need additional clearances. Please contact your student's assistant principal to schedule an appointment at the school.
- For the safety of all our students, guests of the school must show identification, sign-in, and wear a visitor badge at all-times in the building. They will be escorted by a staff member throughout the building.
- Students are not allowed to bring guests, i.e. family, friends, etc., to visit Thomas Edison High School during the school day. Unauthorized guests are subject to a trespassing letter and/or an arrest.
- Former Thomas Edison students are not allowed to be in the building without a specific purpose. Former students will be required to get approval from an assistant principal prior to entering the building.
- Thomas Edison's administration reserves the right to deny a visitor's pass to unauthorized guests.

# STUDENT SERVICES

## Athletics and Activities

Athletic teams, activity groups, and clubs are a vehicle to promote the mission of the school and to encourage participation by and for Thomas Edison High School students.

### Schedule

For a complete list of athletic events and activities, check the school's [website calendar by clicking here](#). Please note that dates and times are subject to change.

### Athletics

Items needed to participate in all athletics:

- Physical on file with the athletic office
- Parent/guardian permission form
- Emergency referral card
- Participation fee

### Equipment

Athletes will be issued equipment at the beginning of the sport season in which they are participating. All athletes are required to turn in their equipment, in good condition, immediately upon the conclusion of their season. If the equipment is not returned, your name will be given to the appropriate authority and handled either administratively or criminally.

### Academic Requirements

The Minnesota State High School League (Bylaw 407.00) defines eligibility as, "making satisfactory progress toward graduation." Minneapolis Public Schools interprets this bylaw with the following policy:

- Entering Freshmen are eligible.
- Students-athletes are required to adhere to the minimum credit requirement
- All athletes must have a 2.00 Cumulative Grade Point Average or earn at least a 2.00 G.P.A. during the grading period prior to participation
- Students must check with the athletic director in room 121 for final eligibility status
- After 8 semesters or 16 quarters, no student is eligible
- Students new to Minneapolis Public Schools are eligible if they were eligible in their previous school (per student transfer report from previous school)

### Academic Appeals

Students not meeting the academic requirements for co-curricular participation may be eligible for an appeal. Appeals should be submitted to the athletic director in room 121.

### Attendance

Student-athletes are expected to attend every class session. If a student-athlete is unable to attend class they must present an excusal note to the school explaining their absence. Student-athletes who are not in attendance to every class may be subject to consequences including not being allowed to participate in practice or games. Unexcused absences are not allowed.

## INTERSCHOLASTIC ATHLETICS

Fall Sports	Winter Sports	Spring Sports
Adapted Soccer	Adapted Hockey	Adapted Bowling
Cross Country	Basketball	Badminton
Football	** Gymnastics (Women)	Baseball
Soccer	** Hockey	Golf
** Swimming & Diving (Women)	Nordic Skiing	** Lacrosse
Tennis (Women)	** Swimming & Diving (Men)	Softball
Volleyball (Women)	Wrestling	Tennis (Men)
** - District Cooperative Sponsorship Teams		Track & Field and ** Volleyball (Men)

### Counselors

Counselors are available to all students. The counselors will help with planning and developing a program best suited to the student's interests, abilities and future vocational plans. They can help make important decisions about colleges, technical school or jobs by arranging meetings with representatives of schools, visits to schools, and getting information on schools and jobs.

### Collaborative

The Collaborative is a team effort between Thomas Edison High School, Change Inc., Guadalupe Alternative Programs and other community mental health partners. The Collaborative was designed to ensure that the emotional needs of students could be addressed before, during and after every day that school is in session. A main goal is to identify barriers to educational success and to create solutions to those barriers and other challenges. Services provided include:

- Walk-in brief counseling
- Individual Therapy
- Family Therapy
- Diagnostic Assessment
- Psychological Evaluation

Parents/guardians, (once they check in at the welcome desk) and students are free to drop in or call 668-1312 to speak with a mental health practitioner.

### Media Center

Students at Thomas Edison High School are supported by Media Center/Library staff committed to helping them have a successful academic high school career.

Our students have access to a world of information and ideas obtainable through many formats: books and magazines, computer software and on-line information retrieval provided by computer networks.

Media staff are available daily from 7:45 a.m. to 4:00 p.m. Monday through Thursday, and 7:30 a.m. to 3:30 p.m. Friday, to teach students how to access these resources, to guide our students in exploring new sources of information and to make it easy to find materials for both their classroom assignments and for recreational reading, viewing and listening.

During the school year you may be required to, or choose to, check out a textbook, workbook, or library book. It is your responsibility to return these materials in good condition. Any book that is lost or destroyed while checked out to you will be your responsibility. The replacement or original cost of the book will be charged to you. This includes materials checked out to you while attending other Minneapolis Schools. In order to participate in graduation ceremonies, these obligations must be met. Computers and Chromebooks are used in classrooms and labs. Students must follow the protocol for using technology and the internet. Students are responsible for any damages inflicted on the technology. Students are not able to check out technology to take home.

## **Parent and Community Liaison**

The Parent and Community Liaisons facilitates the collaborative partnership between parents, students, school and community in order to enhance the educational climate and learning environment at Thomas Edison High School. Persons interested in any of the parent involvement programs may contact the liaison by calling 612-668-1307 (English and Spanish) or 612-668-1413 (English and Somali).

## **School Resource Officer (SRO)**

A school resource officer (SRO) is assigned to Thomas Edison High School. Students who have law enforcement concerns should feel free to contact her/him.

## **School Nurse – Room 106**

The school nurse and health assistant contribute to student achievement by improving the health and attendance of our students. The primary role of the school nurse is to support student learning. The school nurse provides nursing care, health education, health counseling, assesses mental health needs, provides interventions and refers students to appropriate school staff or community agencies. If you are ill, please make the decision with your parent/guardian to stay home. If you become ill during the school day, obtain a pass from your teacher before going to the Health Office, except in an emergency. You must obtain permission from the nurse, your dean or an assistant principal before you may go home. Students will not be sent home without permission from their parent/guardian **regardless of student's age**. Ongoing medical problems should be communicated to our school nurse so that the information can be recorded, shared with appropriate staff and available in case of an emergency.

## **School Based Clinic/Mini-Clinic - Room 107**

In addition to the school nurse, Thomas Edison High School has a health mini-clinic staffed by professionals from the Minneapolis Department of Health and Family Support. Students may use the clinic for physical and sports examinations, immunizations, acute or chronic illness, nutrition, pregnancy prevention and diagnosis, testing and treatment for sexually transmitted infections, or any other medical concern. Counseling and social work services are available for personal or family problems as well as locating community resources. The clinic is located in room 107, across from the nurse's office on the main floor. Written parental permission is necessary for any student wishing to use most of the clinic services. Staff may make referrals when appropriate.

## **Social Workers**

The social workers at Thomas Edison High School are here to assist with a wide variety of student and family needs. Social workers provide in-school advocacy to help students and families access all the resources that are available inside the school and within their community. Social workers are open to consulting with students, parents, families and the community in order for all students who attend Edison High School to have a successful learning experience.

## **Special Education**

The special education department at Thomas Edison High School exists to serve all students with special needs. Services include: adapted physical education, occupational therapy, physical therapy, vocational training experience, speech services and social work services. It is the intent of the special education department to ensure that learners who have disabilities are identified, evaluated and provided with appropriate educational services. Questions regarding a student's educational needs should be directed to their case manager.