

## INTRODUCTION

Welcome to Thomas A. Edison Education Center for Bettendorf, North Scott & Pleasant Valley (Edison Academy)! Edison Academy is a cooperative effort between the Bettendorf, Pleasant Valley and North Scott School Districts. The goals and objectives of Edison Academy are established in coordination with the individual school districts. Although we follow the curriculum and use administrative and counseling services from our respective school districts, we operate under our own policies as well. Because of this different approach to your education, we are sure that questions may arise. This booklet, along with our orientation session, will hopefully answer those questions and help you feel at ease in this program.

The Edison Academy staff is pleased to work with you to meet your educational goals. Please feel free to contact us at 359-9375.

Again, welcome to Edison Academy and Good Luck!!

## THE EDISON ACADEMY STAFF

Program Administrator:  
Tammy Chelf

Bettendorf:  
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North Scott:  
Christy Haynes / Social Studies

Pleasant Valley:  
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Paraeducator:  
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## **A DESCRIPTION OF EDISON ACADEMY**

Edison Academy is an alternative high school consortium for Bettendorf, Pleasant Valley and North Scott High Schools. The goal of the program is to provide a quality learning alternative by assisting students in earning a high school diploma. Our students earn their home high school diploma upon completing the program. We strive to increase student employability and enhance life skills in a positive climate that promotes success in the present and beyond high school.

## **ENROLLING AT EDISON ACADEMY**

Students interested in attending Edison Academy must go through their home school's guidance counseling office or principal's office. Once contacted, it is the student's responsibility to come to Edison Academy to register. If the student does not come in to register within 24 hours of notification of admittance, the student's spot will become available to the next individual on the waiting list, if applicable.

## **INTERVIEW WITH PARENTS**

Any student who is interested in Edison Academy must first speak with his/her high school counselor. Registration is **required** at the student's home high school prior to beginning at Edison Academy. The Guidance Department will provide enrollment materials and information as well as a contract for the student/parent to consider and sign. Once the student is accepted into the program through administrative approval, the student's parents/guardian will be contacted for a meeting with the Edison Academy teacher from his/her home school. It is strongly recommended that a parent attend this initial meeting with the student. At the meeting, the Edison Academy teacher will give an overview of the program and forms to complete. These forms **must** be returned within 1 week of start date.

## **ATTENDANCE POLICY**

On the day a student is absent from school, parents/guardians must telephone Edison Academy (359-9375) before 8:30am. Calls before 7:30am and after 3:30pm will be recorded on voicemail. Parents will be notified by the school when students miss one or more classes during the day. This contact will be made if the school is not notified by a parent call. The purpose of this contact is to notify parents of an unverified absence.

- Students will be required to provide written verification from doctor or dentist indicating the reason for an absence.
- Written notes excusing absences from parent/guardians will not be accepted unless special arrangements are made with the student's advisor.
- If a student has a note from a doctor excusing them from school, a parent still needs to call and notify the school that the student will be absent, otherwise the doctor's note will not be accepted and the student will receive an unexcused absence.

If a student has three unexcused absences in a class, a letter will be sent home for notification. A warning note will be given to the student after 5 unexcused absences. After six unexcused absences in one class, the student is dropped from that class and will be required to attend a scheduled time on Fridays to complete the class. Friday hours for completion of a dropped course are 8:15 a.m. to 11:55 a.m. Students completing a dropped course on Friday are not allowed an absence, excused or unexcused. A student is allowed to complete only one class on Fridays. If a student has six unexcused absences in another class, they will be dropped from the program.

In addition to missing class, three tardies in one class is equal to one unexcused absence. A tardy over 5 minutes is considered an unexcused absence.

Students are not allowed to leave the building between classes unless excused by a teacher and then only after notifying the office.

## **ADVANCED PERSONAL LEAVE**

If a family or student anticipates an extended absence of three or more days from school, or if the family or student anticipates an absence during any day used for exams at the end of each term, the parent or legal guardian must submit a letter addressed to the principal's office ten days prior to the absence(s). Upon receiving the parent/guardian letter, the school will provide the student with an Advanced Personal Excuse Form. Only then will the student's teachers indicate on the APL form that arrangements have been made to satisfy course requirements. The completed form, initialed by all teachers, should then be returned to the office by the student. Failure to comply with this policy will result in all absences considered unexcused and loss of credit for all daily work. Please arrange trips around final exams.

Process:

1. A written message or email is sent to the administrator by parents/guardians informing the school their child will be absent from school for three or more days or during any scheduled final test day. The parent/guardian will be contacted by the administrator regarding status of absences being designated as excused or unexcused.
2. Student reports to office and receives an Advanced Personal Leave form.
3. Student presents APL form to their teachers for their signature.
4. Student returns APL form to the office within 2 days.

## **PREGNANCIES**

If a student of Edison Academy has a baby during the school year, she will be excused from school up to two weeks after the birth of the baby. If she needs any further time away from school, a doctor's excuse will be needed stating the date she can return.

## **5<sup>TH</sup> COMPONENT RULES, REGULATIONS & EXPECTATIONS**

All students are required, as part of the Edison Academy Program, to participate in a 5<sup>th</sup> component. Students have three options for their 5<sup>th</sup> Component: On campus course, PSEO (Post-Secondary Education), Work (15 hours or more a week). During registration, students will have to verify any off-campus arrangement. Any student wishing to work for a 5<sup>th</sup> Component must provide proof of employment for a period of at least two weeks prior to registration. If off-campus options cease, students will move into the on-campus component immediately. It is the students responsibility to notify his/her advisor should the off campus component cease. Lack of participation in 5<sup>th</sup> component may result in dismissal from Edison Academy.

If a student works for their 5<sup>th</sup> Component, a Work Agreement form signed by their employer will be required every quarter (it is the student's responsibility to have their employer sign and return). Sixty work hours must be turned in by mid-term every quarter. Failure to do so will result in the student being moved to an on-campus class immediately and remaining in that class until the end of the quarter to ensure that they receive credit for that class. It will still be the student's responsibility to turn in the check stubs for the one hundred and twenty hours in order to pass 5<sup>th</sup> Component for the quarter. If a student loses or quits his/her job during the quarter, they will have to do an internship/service learning and will have to verify hours from the internship/service learning. If a student fails to turn in one hundred and twenty hours for a quarter, they will not be allowed to work for their 5<sup>th</sup> Component the next quarter.

If a student has to double-up for their 5<sup>th</sup> Component class (due to quitting a PSEO course, not having enough work hours, etc) one of those classes must be on-campus.

## PSEO REGULATION & PROCEDURES

For more information or questions enrolling college courses as 5<sup>th</sup> component, student should see their advisor. There are many options that may be available. The administrator and/or advisors have the right to deny PSEO to students due to poor attendance or academics.

### GUIDED STUDY

Guided Study was established to provide additional opportunities for academic success for students. It is the goal of this program that students improve in the completion and quality of their classroom assignments. The success of the program will be evident by students receiving higher academic grades and fewer failures.

#### Criteria for referral to the Guided Study program:

- Student will be referred if s/he has one or more failing grades (F – an F is below 70%).
- Student may be referred by a teacher for the following reasons:
  - *Missing assignments*
  - *Missing tests or retaking tests*
  - *Work not of sufficient quality*
  - *Low classroom participation*
  - *Make-up work*

If a student is referred to Guided Study, s/he must attend that Friday. If a student misses Guided Study, s/he will lose credit for outstanding work and will receive an unexcused absence in the class for which s/he was referred.

Remember, if you are referred to guided study for one class you are automatically referred for all classes. After you have checked for successful completion in all classes, have each teacher sign-off on a “guided study check out sheet”. This sheet will be your record of guided study completion for that session.

### PROGRESS REPORTS

Student progress reports will be reported the fifth week of each quarter. The progress report is an opportunity for students, teachers, and parents to note successes and suggest improvement. Parents also have the opportunity to check student progress anytime on line. For more information on accessing students grades contact the school at 359-9375 for access code information.

### GRADUATION

An Edison Academy graduate will receive a high school diploma from his/her respective home high school (PV, NS, Bettendorf) upon completion of the program.

## **ANTI-BULLYING/HARASSMENT**

The Edison Center is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. To that end, the school district has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment when they occur. Bullying and harassment of students by other students, school officials, faculty, staff, and volunteers who have direct contact with students will not be tolerated in the school district. The school district prohibits harassment, bullying, hazing, or any other victimization based on real or perceived characteristics. Please refer to Board Policy Section 104 and other related policies for further details relating to the district **Anti-Bullying/Harassment Policy**. This information is available on the district website at [www.bettendorf.k12.ia.us](http://www.bettendorf.k12.ia.us)

## **CELL PHONES**

Cell phones are not to be seen during school hours. They should be turned off and kept in a purse or a pocket. If a student's cell phone is in sight at school, it will be taken away for the day, and given back at the conclusion of the school day. If a student refuses to comply, s/he will be dismissed for the day.

After a second violation, staff will confiscate the phone and return to parent during a conference the following day.

Any additional violations will result in another parent conference with additional consequences assigned for the student.

Texting is not allowed during school hours. A zero will be given on a test if a student is found to be texting during testing situations.

If a parent needs to contact a student with an important message, we will take a message for him/her to return the call at his/her break. In an emergency situation only, will a student be taken out of class for a phone call.

## **CHEATING, PLAGIARISM & UNETHICAL STUDENT CONDUCT**

When students attempt to receive credit for work they have not produced, there is a negative impact on each student and his or her grades in that class. The unaccredited use of another's work, ideas or wording is plagiarism and is also considered a violation of ethics. When a teacher/administrator determines that cheating or plagiarism on an assignment or test has occurred, the student will face severe academic consequences. The consequence for cheating and/or plagiarism will include loss of credit for the test or assignment in question and a school consequence that may include being dropped from the class with an F grade. A second violation will result in a loss of course credit with the student receiving an F for the grading period and a suspension from school. If test/quiz security is breached, (i.e., stealing a test) the involved student will be removed from the class with an "F" and receive a school suspension. Any incident of unethical student conduct will be noted in the student's permanent record.

## **DRUG AND ALCOHOL PROCEDURES**

SELLING, PROVIDING, USING OR POSSESSION OF ALCOHOL OR CONTROLLED SUBSTANCES MAY RESULT IN THE FOLLOWING:

- A) Notification of school and/or legal authorities.
- B) Notification of parents.
- C) 3 day out of school suspension.
- D) Possible termination from Edison Academy per Board of Education policy.
- E) Mandatory referral to CADS.
- F) Complete re-entry form and attend re-entry meeting with Parent/Guardian.
- G) Attend school on Friday morning the remainder of the quarter or the following quarter and will work on packets (reduced schedule for 1 quarter).
- H) Rescind open campus lunch privileges for one semester or until grade point average is maintained above 3.0.

REASONABLE AND ARTICULABLE SUSPICION OF DRUG OR ALCOHOL USE WITHOUT EVIDENCE OF POSSESSION MAY LEAD TO THE FOLLOWING:

- A) Immediate conference with teacher and/or school authority.
- B) Notification of parents.
- C) Asked to leave school with an unexcused absence. (This absence will count towards school attendance and could result in student being dropped from Edison Academy.)
- D) School Principals/Authorities will conduct a search of student and student's belongings.
- E) School Principals/Authorities will decide student's status in school. (Possibly dropped from Edison Academy, requiring a referral to CADS before re-enrolling in school.)
- F) School Principal/Authorities will develop a contract that spells out guidelines for future participation in Edison Academy.

## **TOBACCO**

Tobacco use will not be tolerated according to Bettendorf School Board Policy Code No. 905-2. This includes smoking cigarettes, chewing tobacco and the E-cigarettes. Tobacco usage is prohibited during school hours, on school grounds, or during school field trips.

- 1<sup>st</sup> violation:
  - a. Notification to parents.
  - b. Detention, in-school or home suspension (pending parent conference) for re-admittance after a home suspension.
  - c. Police may be notified.
- 2<sup>nd</sup> violation:
  - a. Notification to parents
  - b. Home suspension.
  - c. Police will be notified.

No tobacco will be allowed in Edison Academy. If tobacco is seen by a teacher or administrator, including in pockets/purses/bookbags/etc, it will be confiscated and disposed of.

## **GANGS/PEER GROUPS**

The Bettendorf, North Scott, and Pleasant Valley School Districts do not accept or tolerate gangs or gang related activities in our schools. Belonging to a peer group should be very much a part of students' high school years. It is important for all students to learn how to properly interact and socialize in group situations. In school, there are numerous opportunities for disagreement among people. The power and the responsibility for the settlement of disagreements have been given to the Bettendorf Board of Education and through them to the principals and teachers. In order that this power is exercised fairly and that students know their responsibilities, it is necessary that each student's rights be stated.

## **HARASSMENT, VANDALISM AND/OR DESTRUCTION OF THE PERSONAL PROPERTY OF A DISTRICT EMPLOYEE**

In the event the private property of a district employee is intentionally damaged by a student on school grounds or off school grounds, the student will face suspension from school and possible other disciplinary action up to and including expulsion. The student will also be subject to police charges when filed by the district employee. A student will be considered a participant in the destructive act if present during the act.

### **THEFT**

Theft will not be tolerated according to Bettendorf School Board Policy Code No. 502.1 and 502.1R1. This includes theft of other student's or staff's personal property or property of Edison Academy. This consists of theft on school grounds and during school field trips.

- 1<sup>st</sup> violation:
- a. Notification to parents.
  - b. Detention, in-school or home suspension (pending parent conference) for re-admittance after a home suspension.
  - c. Police may be notified.
- 2<sup>nd</sup> violation:
- a. Notification to parents.
  - b. Home suspension.
  - c. Police will be notified.

### **INSUBORDINATION/NONCOMPLIANCE**

Students should respectfully respond to all staff directives in words and actions. Defiance, insubordination, and disrespect of other students and/or staff will not be tolerated and can result in dismissal from the program for the day.

### **SCHOOL VIOLENCE AND FIGHTING POLICY**

Disputes between members of the school community should be resolved through the proper channels. Students are expected to resolve their differences without physical violence. If students require assistance in resolving issues or sense a threat from another person, they should contact a teacher, social worker, or any adult in the building. Students are not to respond to aggression with aggression. Any student or bystander participating in a fight at Edison Academy or in the immediate proximity will receive the following consequences for fighting and/or physical aggression:

- 1<sup>st</sup> incident – Three days out of school suspension and possible move to a different class schedule at Edison Academy.
- 2<sup>nd</sup> incident – Five days out of school suspension, anger management consultation/referral and ten hours of community service assigned by an administrator.
- 3<sup>rd</sup> incident – Ten days out of school suspension, anger management consultation/referral and recommendation for expulsion.

Repeated violations of these policies will result in additional consequences.

### **PERSONAL MUSIC**

Students may play personal music only with the instructor's permission. Students **must** use headphones and their own players when listening to music. School is NOT responsible for lost or stolen items. All music should be of acceptable content.

## **INFORMATION FOR PARENTS AND STUDENTS REGARDING HOMELESSNESS**

If you or your family lives in any of the following situations:

- In a shelter, motel, vehicle, or campground;
- On the street;
- In an abandoned building, trailer, or other inadequate accommodations; or,
- Doubled up with friends or relatives because you cannot find or afford housing.

Then, you and your children have certain rights or protections under the McKinney-Vento Homeless Education Assistance Act. Contact your school principal, guidance counselor, or the district's liaison for homeless education for more information.

When you move, you should do the following:

- Contact the school district's local liaison for homeless education at 563/ 359-9375 or the Superintendent's Administrative Assistant at 563/ 359-3681 (see more information below). These individuals can help you enroll your child in a new school or arrange for your child to continue in his or her former school. Or, someone at a shelter, social services office, or the school can direct you to the person you need to contact.
- Contact the school and provide any information you think will assist the teachers in helping your child adjust to new circumstances.
- Ask the local liaison for homeless education, school counselor, shelter provider, or social worker for assistance with clothing and supplies if needed.

Local Contact: Student Services Director or Superintendent's Administrative Assistant  
Phone: 563/ 359-9375 or 563/ 359-3681  
E-mail: [тчelf@bettendorf.k12.ia.us](mailto:тчelf@bettendorf.k12.ia.us) or [bjordan@bettendorf.k12.ia.us](mailto:bjordan@bettendorf.k12.ia.us)

If you need further assistance, call the National Center for Homeless Education at the toll-free Helpline number:  
1-800-308-2145

## **SEARCH AND SEIZURE POLICY**

School district property is held in public trust by the board. School district authorities may, without a search warrant, search students, personal effects, desks, work areas, or protected student areas based on a reasonable and articulable suspicion that a school district policy, rule, regulation or law has been violated. The search shall be in a manner reasonable in scope to maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students, employees and visitors to the school district facilities.

School authorities may seize any illegal, unauthorized or contraband materials discovered in the search. Items of contraband may include, but are not limited to: nonprescription controlled substances, marijuana, cocaine, amphetamines, barbiturates, apparatus used for controlled substances, alcoholic beverages, tobacco, weapons, explosives, poisons and stolen property.

Such items are not to be possessed by a student while they are on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered buses; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district. Possession of such items will be grounds for disciplinary action including suspension or expulsion and may be reported to local law enforcement officials.

The board believes that illegal, unauthorized or contraband materials may cause material and substantial disruption to the school environment or presents a threat to the health and safety of students, employees, or visitors on the school district premises or property within the jurisdiction of the school district. It shall be the responsibility of the superintendent, in conjunction with the principals, to develop administrative regulations regarding this policy.



## SEARCHES, IN GENERAL

**A.) Reasonable and Articulate Suspicion:** A search shall be justified when there are reasonable and articulable grounds for suspicion that the search will turn up evidence that the student has violated or is violating the law, school district policy, rules, or regulations affecting school order.

Reasonable suspicion may be formed by considering factors such as the following:

- 1) Eyewitness observations by school personnel;
- 2) Information received from reliable sources;
- 3) Suspicious behavior by the student; or
- 4) The student's past history and school record, although this factor alone is not sufficient to provide the basis for reasonable suspicion.

**B. Reasonable Scope:** A search will be permissible in its scope or intrusiveness when the measures adopted are reasonably related to the objectives of the search. Reasonableness of scope or intrusiveness may be determined based on factors such as the following:

- 1) The age and sex of the student;
- 2) The nature of the infraction; and
- 3) The emergency situation demanding an immediate response.

## TYPES OF SEARCHES

1) A student's person and/or personal effects (e.g., purse, book bag, etc.) may be searched when a school authority has reasonable suspicion to believe that the student is in possession of illegal or contraband items or has violated school district policies, rules, regulations or the law affecting school order.

2) Pat-Down Search: If a pat-down search or a search of a student's garments (such as jackets, socks, pockets, etc.) is conducted, it will be conducted in private by a school official of the same sex as the student and with another adult witness present, when feasible.

3) A more intrusive search, short of a strip search, of the student's person (e.g. handbags, book bags, etc.) is permissible in emergency situations when the health and safety of the students, employees, or visitors on the school premises are threatened. Such a search may only be conducted in private by a school official of the same sex as the student, with an adult of the same sex present, unless the health or safety of students will be endangered by the delay which may be caused by following these procedures.

## AUTHORIZED TO CONDUCT SEARCH AND SEIZURE SCHOOL OFFICIAL DEFINITION

A school official for the purpose of Board Policy 502.5 is defined as, "a certified school employee and includes non-certified employees employed for security or supervision purposes." The search of a student or of a protected student area by a peace officer who is not a school official, or by a school official at the invitation or direction of a peace officer who is not a school official shall be governed by the statutory and common law requirements for police searches.

## STUDENT DRESS CODE

Students should dress in a clean, neat and appropriate manner. Student appearance that is disruptive to the educational program and environment is not acceptable.

Students may not wear clothing or other apparel that promotes products illegal for use by minors, including alcohol, drugs, or tobacco, or clothing that displays obscene material or profanity.

Students should not dress in a manner that is too revealing (e.g. too low cut, too tight, or too short) of their physique. Their dress should reflect the decorum of the workplace.

### DEFINITION OF APPROPRIATE STUDENT ATTIRE:

When a student is standing in a regular position, no portion of the midsection of cleavage should be visible. No saggy pants will be allowed. It will be up to the staff member to determine if clothing is too revealing or disruptive for the school setting. If a violation occurs, the student will be sent to the office for a t-shirt. In certain cases, students will need to be sent home. An administrator will make parental contact.

## **LUNCH**

Lunch is between 12:25 p.m. and 1:00 p.m. Students may bring their lunch, leave campus, or order from Bettendorf High School. If a student wants to order from Bettendorf High School, it must be done prior to 9:30 a.m. in the main office (menus are in main office).

## **INCLEMENT WEATHER**

In the event of bad weather, Edison Academy follows Bettendorf Community School District decision on school closings. Please check Bettendorf's website or your local television or radio stations. If there is a 2 hour late start, Edison Academy will begin their day at 10:15 with **all** students reporting at 10:15. First and sixth periods will be held at 10:15, lunch will be held from 12:45 to 1:15, and students who have an on-campus 5<sup>th</sup> Component will return after lunch and will be released at 1:45.

## **PHYSICAL EDUCATION**

Pursuant to the Department of Education for the State of Iowa, all high schools are required to offer a Physical Education course. Edison Academy will offer one-half hour of Physical Education daily.