



THOMAS EDISON HS OF TECHNOLOGY

2018-2019 Scholar Handbook

12501 Dalewood Drive, Silver Spring, MD 20906

TEHST VISION

All students will receive an education that promotes strategic academic and technical skills, industry solutions and innovations toward career and college successes.

TEHST MISSION

To provide students with the academic, technological, and interpersonal skills needed to achieve excellence in their chosen careers and to serve as the foundation for their continuing education



This agenda belongs to

Name: _____

Program: _____ (circle one) AM PM

Home School: _____

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THOMAS EDISON HIGH SCHOOL OF
TECHNOLOGY

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Office of the Principal
Shawn E. Krasa

Dear Student,

On behalf of the entire staff here at Thomas Edison High School of Technology (TEHST), I want to welcome you! These next few years will be some of the most exciting and rewarding ones as you prepare for college or your career.

As you know, the Thomas Edison High School of Technology is the most unique school in the Montgomery County Public School system with a wide variety of rigorous programs to suit your needs and interests. Students must apply and are selected in order to attend. You should be pleased to know that you have been selected from more than 1,000 applicants from the 27 different Montgomery County high school programs across the county.

Please take a few minutes to review the student handbook and discipline policy information contained in this booklet. By doing so, you will find many of the answers to the questions you may have as you begin your experience at Thomas Edison High School of Technology. Similarly, your knowledge of your role and responsibilities as a TEHST student will help to ensure a more positive, productive and worthwhile experience for you, your classmates and staff.

As your principal, I look forward to working with you in the months and years ahead. I am delighted that you will be part of the TEHST family where students experience success every day!

Sincerely,

Shawn E. Krasa
Principal

THOMAS ALVA EDISON

One of the greatest inventors of all time, Thomas Alva Edison laid the foundation of our everyday life, contributing inventions such as the incandescent light bulb, the phonograph, and the motion picture camera, as well as improving the telegraph and telephone. In his 84 years, he acquired an astounding number of patents, 1,093. He managed to become a successful manufacturer and businessman, also, marketing his inventions to the public, and he created one of the first modern research laboratories. Some scientists and historians regard his development of the research lab as his greatest achievement. He believed in hard work, sometimes working 20 hours a day. But he knew that having a good idea was not enough. It takes hard work to turn dreams into reality. That is why Edison liked to say, "Genius is 1% inspiration and 99% perspiration." People often say Edison was a genius. He answered, "Genius is hard work, stick-to-it-evenness, and common sense."

OVERVIEW OF THOMAS EDISON HS OF TECHNOLOGY

Students at Thomas Edison HS of Technology (TEHST) come from each of the Montgomery County Public Schools (MCPS) high school programs. Each year, many students in Grades 10, 11, and 12 take general education subjects at their comprehensive high school for half the day and attend the career and technology program completer courses at TEHST for the other half. Each course at TEHST is three periods in length, and students earn up to 1.5 credits per semester. Students may earn student service learning credit. Most courses meet the graduation program completer requirement. Some courses enable students to earn college credit through Montgomery College while still earning high school credits for graduation.

PROGRAM PARTICIPATION

Participation in the programs at TEHST is contingent upon student participation in a comprehensive high school program. Students who have attended TEHST for one year will be given priority to continue except in cases where they have been unsuccessful the first year and cannot make up these deficiencies during the summer. The major goal of each program is to provide instruction that promotes student achievement of the competencies needed for successful on-the-job performance.

HUMAN RELATIONS AT TEHST

Human relations are the personal and group dynamics that promote respect for the rights and integrity of each individual and recognition of the value of each group as an important part of the community. Positive human relations are a vehicle to promote access, equity, and equality of opportunity for all. TEHST staff reaffirms its commitment to preparing all students to live and work in a global multicultural world and to fostering an atmosphere where each member of the community is an integral part of the educational process with a commitment to exemplary human relations for all without regard to race, color, gender, religion, ancestry, national origin, marital status, age, disability, or sexual orientation. TEHST staff will not condone acts of insensitivity, disrespect, bias, verbal abuse, harassment, bullying, physical violence, or illegal discrimination toward any person. TEHST staff works to promote exemplary human relations by establishing and maintaining a productive and harmonious working and learning environment for all staff, students and parents.

Students at TEHST promote an atmosphere of respect and nondiscrimination by developing attitudes and skills for effective, cooperative living, including the following:

- Respect for the individual regardless of race, color, national origin, religion, gender, age, marital status, socio-economic status, intellectual ability, sexual orientation, physical characteristics, or disability
- Respect for cultural and language differences
- Respect for personal rights of others
- Respect for the right of others to seek and maintain their own identities with dignity

(From MCPS Policy ACA: Human Relations)

AGE OF MAJORITY

Once an individual has become 18, he/she may exercise age of majority rights. This means that the school is required to honor his/her signature on notes, permission slips, and other forms. **Students who elect to exercise the rights of majority must first do so at their home school and provide verification to TEHST. Attendance Secretary will verify information.**

ATTENDANCE

- Students need to bring a written note to the Attendance Office the day they return to school. The student must submit a separate absence note to their home school. It is not the responsibility of the co-enrolled school to provide a copy of the note.
- All absence notes must include the student's name and MCPS ID number, date of absence, reason for the absence, parent/guardian's signature, and home/work/cell phone number(s).
- After three days have passed, an absence is coded as unexcused, if an appropriate note has not been submitted.
- After three days, a doctor's statement is required for an excused absence.
- Students are expected to make up work following an absence.
- Upon reaching his/her age of majority (18 years old or married), a student may assume the responsibility for absence notes and requests for late arrivals and early dismissals. Students that wish to exercise their Age of Majority Rights must complete the appropriate process and paperwork. (See MCPS Regulation JEA-RA: *Student Attendance*)

Maryland State Regulations provide for the following excused absences:

- | | |
|--|---|
| 01 Authorized school sponsored work or activity* | 08 State Emergency* |
| 02 Death in the immediate family | 09 Suspension |
| 03 Illness of the student | 10 Failure to provide MCPS authorized transportation |
| 04 Illness of a student's child | 11 Other emergency that is a good and sufficient cause for absence* |
| 05 Court summons | |
| 06 Hazardous weather conditions* | |
| 07 Observance of religious holiday* | |

*Requires administrative approval. Any absence for reasons other than those specified may be considered either lawful or unlawful by the principal/designee.

Tardiness

Students are expected to report to class on time. When a student is tardy, s/he is required to sign in on the tardy log in the Main Office.

- First Time Tardy – Teacher conference and warning issued to student. Student signs Tardy Log.
- Second Time Tardy – Parent contacted by the teacher.
- Third Time Tardy – Referral to counselor and action plan developed.
- Fourth Time Tardy – Referral to administrator. Parent-student conference.

Early Departure/Late Arrival

Students who must leave early or who arrive late to school due to necessary appointments must have a note from a parent or guardian stating the reason, the time of departure/arrival and a phone number where the parent can be reached. All students who arrive more than 30 minutes late or leave early must sign in/out in the Main Office. A late pass card stamped by a time clock is used to admit students who arrive on a late bus. Students who arrive more than 30 minutes late to class should be sent to the Main Office unless it is clear to the teacher that the absence is unexcused (student was stuck in traffic, overslept, stopped for lunch, etc.)

BELL SCHEDULE

First Session

7:55 am	Warning Bell
8:00 am	First Session Begins
10:15 am	First Session Ends

Second Session

11:30 am	Warning Bell
11:35 am	Second Session Begins
1:50 pm	Second Session Ends

DELAYED OPENING/EARLY DISMISSAL

All staff and students should listen to public radio announcements regarding delayed opening or emergency closing of schools. Delayed opening and/or early dismissal are authorized by the MCPS superintendent of schools.

- Delayed Opening - No AM session at TEHST. PM session operates 12:05 pm –1:50 pm.
- Early Dismissal - AM session meets as usual. PM second session is cancelled.

For all delayed openings or early dismissal situations, TEHST will follow directives issued by the superintendent of schools or designee.

COLLEGE AND CAREER CENTER

The Career and College Information Coordinator (CCIC) invites students to visit the TEHST College and Career Center in Room C106. Available in the College and Career Center is a broad range of college catalogs, computer search programs, military careers material, occupational literature, and information about scholarships, financial aid and testing such as the SAT, ACT, TOEFL and CLEP. Application and registration forms are also available for all of these. The CCIC arranges college, technical school, and military visits as well as information sessions, and college prep workshops. In the College and Career Center every student receives personal support with career, college, and technical school searches, college applications and essays, and forms for scholarships and financial aid. A monthly College and Career Center newsletter is published for students with important information regarding careers, colleges, scholarships, and events being held in the College and Career Center. The goal of the College and Career Center is to gather and make available as much information as possible to help students plan their future and achieve their goals.

EMERGENCY PROCEDURES

LOCKDOWN

Lockdown alerts building occupants that imminent danger exists inside or outside the building. It requires immediately moving to a lockdown mode and that all students are under adult supervision.

EVACUATE{tc "EVACUATE" \f C \l 1}

Evacuate alerts building occupants that it is dangerous to remain in the building.

There are two types of evacuations:

- Fire
 - The fire evacuation alarm will sound.
 - Students/staff/visitors leave the building by the nearest exit.
- Directed
 - Will be used during possible hazardous material released in the building, an unidentified suspicious package is in the building, etc.
 - Building occupants will be directed away from the known danger area or out of the building.
 - Listen carefully and follow directions.

SHELTER{tc "SHELTER" \f C \l 1}

Shelter alerts building occupants that an emergency exists at or near an MCPS facility. **It requires all students to be accounted for and under adult supervision.**

Shelter is implemented under any of the following circumstances:

- *Public Safety Community Incidents*—Used for police or fire activity within the community surrounding the school that does not present imminent danger to the school.
- *Severe Weather Shelter*—Alerts staff to severe weather conditions, such as strong storms, hurricanes, tornadoes, and so on. **Staff and students must to move to designated weather-safe locations (i.e., Blue-Room 1124-1126, Green-Room 1134-1137, and Orange-Room 1110 and 1115).**
- *Outside Hazardous Material Release*—Used when the outside atmosphere/air is contaminated. Describes a specific shelter alert due to an outside air contamination emergency at or near the building. This could be the result of a suspected chemical, biological, or radiological incident or a nearby hazardous material spill.
- *Medical emergency in the building and other reasons*—Used when there is a need to keep students, staff, and visitors in place.

COMPUTER SYSTEMS USER RESPONSIBILITIES

MCPS provides computer equipment, computer services, and network access to schools and offices for purposes consistent with the mission of MCPS. The wide array of information technology available to MCPS users introduces new risks and opportunities. The responsibility for appropriate behavior rests with all individuals who use MCPS information technology resources and computing facilities. Levels of access are provided depending on assignment, responsibility, and need to know. Users must protect information and resources against theft, malicious damage, unauthorized access, tampering, and loss. TEHST students must agree with these terms, or they are not allowed computer use.

Electronic Data Security

- Users may only access information and/or computer systems to which they are authorized and that they need for their assignments and responsibilities.
- Users are responsible for their own individual accounts.
- Users cooperate in the protection of their accounts by changing passwords as required and keeping passwords strictly confidential.
- Users are expressly prohibited from the sharing of accounts and passwords.
- Any violations that can be traced to an individual account name will be treated as the responsibility of the account owner.
- Users must log off all systems before leaving a workstation or allowing others to use it.
- It is the responsibility of every user to be aware of and follow security procedures in accordance with this regulation.
- Users must secure their electronic data. (Note: Sensitive files must be saved to a secure location such as an individual's network folder/directory or a removable disk that is then secured in a locked file cabinet.)
- MCPS is not responsible for information that may be lost due to system failures or interruptions.
- Users should make backup copies and ensure they are stored in a secure place.
- MCPS is not responsible for all the information found on networks outside the MCPS organization, including the World Wide Web. MCPS does not have control over information residing on other systems or internet sites to which there is access through MCPS. Some sites and systems outside MCPS may contain defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material. Students are

prohibited from knowingly accessing or attempting to access inappropriate material or material that is harmful to students.

- Users are responsible for ensuring that access to or importation of material on networks is for educational purposes.
- Any material or information purposefully posted or linked from an MCPS system or internet site must be consistent with the educational purpose as defined in this regulation.
- Users are responsible for abiding by the rules applicable to the computer system(s) they use, including those accessed over the Internet from MCPS equipment.
- The only remote access approved for all users is to MCPS web pages through the Internet and to the MCPS e-mail system. Remote access to all other MCPS computer systems is not permitted except by express written authorization from the Office of Global Access Technology.

Conduct and Use

All use of computer facilities, networks, and other technology resources must be for educational purposes, is subject to MCPS review, and may be logged and archived. All student use of MCPS e-mail must be authorized for purposes of supporting or facilitating the learning process. Students are prohibited from using unauthorized e-mail, instant messaging, and chat rooms. Although it is impossible to document all inappropriate conduct and use of computer facilities, the following guidelines provide examples of computer and network use infractions that are prohibited:

- System tampering (any unauthorized alteration of operating systems, individual accounts, software, networking facilities, and/or other programs) and/or equipment damage
- Decrypting passwords and/or gaining unauthorized higher level access or privileges or attempting to do so
- Interfering deliberately with other users
- Making statements or actions that are libelous, slanderous, or that harass others
- Using language, pictures, or other material that is obscene, vulgar, abusive, or otherwise harmful to students
- Knowingly introducing viruses or attempting to do so
- Reading, deleting, copying, forging, or modifying the e-mail of other users or attempting to do so
- Permitting others to use one's personal e-mail address, account, or password
- Using commercial advertising, chain letters, or non-educational games on MCPS systems
- Copying or transferring copyrighted materials and software without authorization
- Posting personally identifiable information about students or staff without authorization
- Using MCPS networks or computer systems for personal gain or any illegal activities

All users are prohibited from knowingly accessing or attempting to access portions of the Internet that do not promote the educational, instructional, administrative, business, or support service purposes of MCPS or is not related to any instruction, project, job, work assignment, task, or function for which the user is responsible.

(From MCPS Regulation IGT-RA: User Responsibilities for Computer Systems and Network Security)

DRIVING AND STUDENT PARKING

MCPS provides bus transportation for all students from participating schools, and all students are encouraged to use this service.

- If driving to school presents a problem with tardiness to class, a student's driving privilege may be revoked by the administration.
- Due to the construction at the Edison school site, parking for students on campus is no longer available.
- Students are advised to ride the school bus designated for Edison students to and from their home school and TEHST.
- Students who park on nearby streets assume full responsibility for their cars and its contents.
- Students must adhere to all neighborhood signs and restrictions regarding parking. **TEHST is not responsible for parking tickets or towing of cars.**

DRESS AND GROOMING

Instructors will disseminate dress/grooming standards for their individual programs. Student dress and grooming must not disrupt the learning process and should reflect a professional/business demeanor. Students are required to have work clothes appropriate to their chosen program area. Lockers are available for storage of work clothes. Wearing hats in specific classrooms will be at the discretion of the individual teacher. Students are required to wear hats appropriate for the program in which they are enrolled (i.e., a chef's hat in restaurant management, a hard hat in carpentry, etc.). School personnel may advise students about appropriate dress and grooming for school in accordance with the community standards for dress and grooming addressed by the local school discipline policy. School personnel may not prohibit students from, or discipline students for, their style of dress/grooming unless it:

- Is likely to cause a disruption to the educational environment.
- Causes a disruption to the educational environment.
- Endangers health or safety.
- Promotes the use of tobacco, alcohol, or drugs.
- Fails to meet a reasonable requirement of the course or activity.
- Is lewd, vulgar, obscene, revealing, or of a sexual nature.
- Is associated with gangs or violence.

EDLINE

Edline is MCPS's Web-based classroom-to-home communication system available on the Internet. It allows students and parents to see grades and other information from the teacher's electronic grade book.

Any computer with Internet access may be used – at home, local public library, school media center, or community center. Teachers will continue to use other means to communicate student progress for families without Internet access.

Students will have two Edline activation codes; one for their home school and one for Edison. Once the Edison account has been activated the home school and Edison accounts can be combined so that grades and information for both schools can be seen at the same time.

If a student has difficulty activating or accessing their account they should speak with their teacher, The Edline Super User or an administrator.

EXPLANATION OF EDLINE SPECIAL GRADES

Score	Meaning	Included in marking period grade calculation?	Explanation
X	Exempt	No	Does not count against student's grade
Z	Zero	Yes, calculates as zero	Missing grade; due date has passed
0	Zero	Yes, calculates as zero	Not a missing grade; due date and deadline have passed
Blank	Score not entered	No	Score may or may not exist, but has not been entered

Interim Reports will not be sent this year. Students and parents are expected to check Edline regularly. If a student has a question or concern about a grade they should speak to their teacher, counselor or administrator.

EMERGENCY EVACUATION PROCEDURES

1. Students should immediately exit rooms at the first sound of the fire alarm and form a line as they are exiting.
2. **Area of Refuge – The second floor Blue stairwell landing is the Area of Refuge.**
 - o Persons who have impaired mobility or other issues that would interfere with their ability to exit the building from the 2nd floor must remain inside the Blue stairwell, on the second floor landing, inside the closed fire doors.
 - o Since the Area of Refuge is a short distance away from the regular, ramped exit used for evacuation, every effort must be made to assist impacted individuals with exiting the building and avoid leaving persons in the Area of Refuge, if at all possible.
3. Students and staff should exit at the nearest exit location.
 - o The general exit for all first-floor classes and offices except Medical Careers and the Foundation Offices is through the main entrance at the front of building.
 - o Medical Careers and the Foundation Offices exit through the handicapped entrance toward the end of the front of the building.
 - o Second floor classes and offices exit through the loading dock and Construction Mall doorways and ramp areas.
 - o **Holding Locations** – To ensure quick accounting of students and staff, all persons must immediately report and remain in their designated holding locations during actual or drill evacuations. All classes and offices proceed across Dalewood Drive and assemble along Fredale St. up to Greenly St.
 - o Auto Body, Auto Technology, Cosmetology, Nail Technology, Architecture, Digital Graphics, Network Operations – assemble on the **south side** of Fredale St. between Dalewood Dr. and Greenly Ave.
 - o Restaurant Management, Hotel/Travel, Building and Construction Technologies, Carpentry, Electricity, HVAC, Masonry, Plumbing, Career Center – assemble on the **north side** of Fredale St. between Dalewood Dr. and Greenly Ave.
 - o Assembly points are a minimum of 300 feet from the building.
4. Wait for the all-clear signal to reenter the building.

FIELD TRIP CANCELLATION/ADDITIONAL EXPENSES

It is necessary to inform students and parents/guardians clearly of possible cancellations and transportation problems during field trips and the subsequent financial implications of such events. A decision may be made at any point that it is not safe to send students and staff to the intended destination, and therefore, the trip would be canceled. In the event of such a cancellation, parents/guardians would be responsible for incurring any additional costs associated with the cancellation. MCPS may not refund any of the fees paid in the event of cancellation.

Also, some incident could take place while the students are in route to/from the planned activity that would make it unsafe or impossible to maintain the original itinerary. Such events would delay the timeframe in which the students are scheduled to come home, thereby creating additional room, board, and transportation costs. MCPS will not assume the burden of such additional costs. Parents/guardians will be expected to incur such expenses.

FOOD and DRINK

Instructors will develop and disseminate food and drink guidelines for their individual programs. Students who have issues regarding their scheduled lunch time should make them known to their instructor. The business office does not make change.

GRADING AND EMPLOYABILITY

Grades at TEHST are assigned based on MCPS policy and procedures. Grades reflect mastery of instructional goals, job-related competencies, and acquisition of knowledge. Instruction at TEHST encompasses knowledge and skills related to specific occupations such as the following:

- Stays on assigned task in authorized areas
- Maintains a clean and orderly work area
- Accepts supervision in a positive manner
- Carries out given instructions
- Manages time efficiently, attends class daily, reports on time
- Initiates additional work without being told
- Works cooperatively with others
- Uses materials efficiently
- Follows safety practices
- Maintains appearance and dress appropriate to the assigned work

Employability skill grades from a student's participation in employability seminars and in labs will also be included in the student's overall final grade.

HALL PASSES

Each student must have a hall pass before leaving the classroom and must display it clearly. Students are to be mindful that care must be taken to avoid disrupting classes in session.

HEALTH SERVICES

TEHST students who are ill or injured will be sent to the Wheaton High School (WHS) Health Room for health services. The health room phone number is 301-321-3440. TEHST students requiring services of the WHS Health Room will be escorted to WHS by Edison staff.

Services

Although the WHS Health Room falls under the jurisdiction of Wheaton High School, appropriate medical aid and assistance are provided to TEHST students in cases of illness or injury.

Typical assistance may include:

- Provision of first aid to ill or injured students.
- Request 911 paramedic/ambulance services, as appropriate.
- Remain with injured student until he/she leaves the Wheaton HS premises (e.g., student released to parent, returned to TEHST, student departs in ambulance, etc.).
- Verify hospital to which student is to be transported.
- Notify home school nurse regarding incident, if appropriate.
- Work with TEHST staff to ensure that necessary communication and reporting requirements occur.

INSURANCE

Insurance coverage is available for all MCPS students. Insurance information is distributed at the beginning of the school year.

LOCKERS / RIGHT TO SEARCH LOCKERS

Lockers are provided for student use and will be administered by the business manager. Students are urged not to leave valuables in their lockers. Lockers should be kept clean, closed, and locked at all times. "The principal and assistant principal may, upon reasonable cause, conduct a search of the school premises, including student lockers." (Refer to *Student Rights and Responsibilities* handbook for details.)

LUNCH PROGRAM – LIGHT FARE MENU

TEHST does not serve breakfast or lunch meals as is done in the comprehensive high schools. Typically, each of the high school makes some accommodation for students to receive their lunch meal before leaving to attend Edison.

- For the PM session, TEHST provides a limited menu lunch program through the services of Wheaton High School. Sandwiches, salads, snacks, and other light fare are available at the lunch station in the hallway near the main office.
- Light fare lunch is served from approximately 10:45 am to 11:20 am.
- Students may purchase a lunch meal or use their regular meal account to purchase food under the following conditions:
 - The meal account number can only be used to purchase one lunch; either at the student's home school OR at Edison. It cannot be used to purchase food at BOTH locations on the same day.
 - If a student wishes to purchase a second lunch, s/he may do so but the cost will be at the regular meal price (no free or reduced price for the second meal).

NATIONAL TECHNICAL HONOR SOCIETY

TEHST is proud to recognize those students that "go the extra mile" with membership in the TEHST Chapter of the National Technical Honor Society. This membership organization is similar to the honor society at a comprehensive high school but is reserved for those students that excel in their vocational/career technical studies here at TEHST. Students that have an excellent attendance, a 4.0 GPA in their TEHST class, and 3.0 overall GPA at the home school may be able to qualify for the National Technical Honor Society. Along with these criteria (which may vary slightly each year depending on the application committee), other factors are taken into consideration: a student's overall participation in school activities; offices held; honors, prizes and awards earned; school projects worked on; helpful activities in schools; ways that students have helped teachers; membership in organizations at other schools; and the community services performed. The National Technical Honor Society is an honorary organization that recognizes and supports academic achievement as well as development in a chosen area of work. Students should apply at the beginning of second semester.

PHOTOGRAPHY

With the approval of the principal, news media representatives may take pictures of students, staff, or other persons participating in school programs. For other than MCPS or news media use, the principal will notify parents if picture-taking is planned so those who may have objection can notify the school. Parents' written permission must be obtained before any pictures of MCPS students are approved for display or publication, except for MCPS.

The written permission of every person identifiable in a photograph of any MCPS school or school-sponsored activity must be secured if the photograph is to be used for (1) commercial advertising purposes, (2) any publication or other use for which the person(s) submitting it will receive payment, and/or (3) illustrating a book or any published article for which the author(s) will receive payment. (Taken from MCPS Regulation KBA-RA)

SAFETY

Teachers in each program instruct students in the safety regulations appropriate to the instructional lab along with safety requirements in general. Students and staff are expected to obey all safety regulations at all times. Students should review the safety rules for their class with their parent/guardian.

SCHOOL COUNSELORS

School counselors encourage students to become independent and responsible adults who can develop realistic life goals that are based on a clear understanding of their own needs, interests, and abilities. The school counselors assist students in making appropriate personal, career, and educational decisions through individual counseling, group counseling, and group guidance activities. School counselors help students prepare college applications and complete financial aid forms. Students may make an appointment to see a school counselor to discuss any personal issue, including the following:

- Scheduling errors
- Unresolved issues such as student/teacher conflicts
- Confidential information
- Placement in programs or classes
- Resources available in the community
- Family problems affecting student's adjustment
- Overall academic progress of student
- Concern about social/personal adjustment
- High school, college, and career planning

SKILLS USA

Students are encouraged to participate to the fullest extent possible in TEHST's co-curricular activity, SkillsUSA, which meets during school and has activities, over-night trips, out-of-school conferences, and job skills competitions.

SkillsUSA offers improved skills in:

- Creative thinking/problem solving
- Communicating effectively
- Group effectiveness
- Influencing others
- Job contacts
- Knowing how to learn
- Opportunity to compete in job skill events

All students can expect to develop skills in the following areas:

- Travel
- Personal management
- Professional and leadership skills
- Reading, writing and computation
- Recognition
- Scholarships
- Self-confidence

SCHOOL-TO-WORK: TEHST CAREER CONNECTION

Portfolios

During the school year, all students enrolled at TEHST collect and maintain materials for an electronic professional portfolio. The portfolios are an on-going project that students work on throughout the school year and are periodically assessed by their teacher. Students will use their MCPS Google accounts to establish and maintain electronic portfolios. Each student portfolio will include the following items:

- A résumé.
- Certifications or licenses earned, program completion information, certificates of achievement, student recognition awards, and information pertaining to other appropriate achievements by the student.
- Samples or evidence (photos, videos, etc.) of projects completed by the student.
- Names and addresses of persons who have agreed to serve as a reference.
- Profiles for employability, competency, and/or other evaluations that indicate a student's preparedness for the workplace.
 - Competency Profiles are maintained and updated continuously by the teacher. Competencies address all the instructional objectives required for the course as well as teacher evaluation of workplace competencies and employee foundation skills.
 - Employability Profiles are a summary of the competency profiles and address the kinds of skills students should demonstrate in the workplace. They are completed for all students at the end of the year and are used to provide employers with an idea of the student's readiness for employment. Employability profiles are maintained in the school counseling office, and will be included in the portfolio.
- Information on SkillsUSA participation, if applicable.

Portfolio Development Timeline

- September
 - Students should seek out the College and Career Center and become familiar with the College/Career Information Coordinator (CICC) who will support students and teachers throughout the process of creating portfolios.
- October/November
 - By the end of the 1st marking period, teachers establish a time for students to meet with the CICC. At this time, student will learn about the process and begin to create their portfolios.
- December
 - Identify and begin entering documents into the electronic portfolio.
- January
 - By the end of the 2nd marking period, all students will have created a rough draft of their portfolio resume.
- February
 - Continue development of the student portfolio.
- March
 - Continue development of the student portfolio.
- April
 - By the end of the 3rd marking period, all students will have created a formal, edited copy of their resume placed in their electronic portfolio.
- May/June
 - By the end of the school year, all students will have completed an electronic portfolio, on-line, that reflects their year's work at TEHST. All relevant documents will be included in the electronic portfolio.

Internship

Internship involves a formal contractual arrangement between student, parent, school, and employer. Students must be enrolled in the Internship Class and the details of their internship must be developed with the TEHST Internship Coordinator. Students are expected to intern at sites related to their TEHST career program.

SECURED EXTERIOR DOORS

- Maintaining maximum visitor control to schools is dependent upon keeping all exterior doors secured.
- All exterior doors will remain secured during the school day.
- Staff and students are not to open exterior doors to allow visitors into the building.
- All visitors are to be directed to the main Dalewood Drive entrance and to the main office.
- **Exterior doors are not to be left propped open.**

VISITATION OPPORTUNITIES AT TEHST

Student Guest Visitors

- Students wishing to bring guest visitors to TEHST must obtain prior approval by an administrator before doing so. **Students are not allowed to bring other students, friends, etc., to Edison without prior approval of TEHST administration.**
- Guest visitors includes adults, relatives, children or youth, and any other person not enrolled at TEHST during the session, that the visit is requested.
- Typically, other students enrolled in MCPS schools may not visit during the regular school day.
- Visitors that arrive without prior administrative approval to visit will not be permitted beyond the main office and may be requested to leave the premises.
- Approved visitors must sign-in at the main office upon their arrival. Upon signing in, visitors will be given a visitor's badge, which must be worn at all times while in the building.
- **Visitors must return to the main office check out and to turn in their visitor's badge when their visit is concluded.**

MCPS 2018-2019 School Year Calendar

<p>2018</p> <p>Sept. 3 Holiday* — Labor Day</p> <p>Sept. 4 First day of school for students</p> <p>Sept. 10 No school for students and teachers</p> <p>Sept 19 No school for students and teachers</p> <p>Oct.5 Early release day for all students</p> <p>Nov. 6 General Election Day – Offices and Schools Closed</p> <p>Nov 7 Early release day for all students; end of quarter planning</p> <p>Nov 12 &13 Early release day for all students</p> <p>Nov 20 Report Card distribution</p> <p>Nov. 22-23 Holidays* — Thanksgiving – Offices and Schools Closed</p> <p>Dec. 24-31 Winter break — No school for students and teachers; offices closed December 24 and 25</p> <p>School contingency calendar, 2018-2019</p> <p>If the school year should be disrupted by emergencies and schools are closed three or more days, the first make-up instructional day will be used on June 14, 2019. Other dates in 2019 identified as possible make-up days include: January 28, April 17, April 18, and June 5.</p>	<p>2019</p> <p>Jan. 1 Holiday – Schools and offices Closed</p> <p>Jan. 21 Holiday – Schools and offices Closed</p> <p>Jan. 25 Early release day for all students; end of quarter planning</p> <p>Jan. 28 Professional day for teachers – No school for students</p> <p>Feb 6 Report card distribution</p> <p>Feb. 18 Holiday -- schools and offices closed</p> <p>Mar 1 Early release day for all students</p> <p>Apr. 3 - Early release day for all students; end of quarter planning</p> <p>April 16 Report card distribution</p> <p>Apr. 17-22 Spring Break – no school for students and teachers – Offices closed April 19 and 22</p> <p>May 24 - Last Day for Seniors</p> <p>May 27 - Holiday – Schools and Offices Closed</p> <p>June 5 Professional day for teachers – No school for students</p> <p>June 13 Last day of school for students; students dismissed after lunch</p> <p>June 14 Professional day for teachers</p> <p>June 24 All report cards mailed</p>
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We recycle at TEHST!



- Recycle all kinds of old paper, empty bottles, cans, out dated newspapers, magazines, used cardboard packing materials and plastic containers.
- Empty bottles and cans go in the “Commingled Materials” bins.
- Paper and cardboard in the ”Mixed Paper” bins.

Be sure to put used tissues, paper towels, bottle caps, and candy wrappers in the trash, not a recycle bin. Every room has recycling bins.
Don't miss your chance to help Mother Earth!

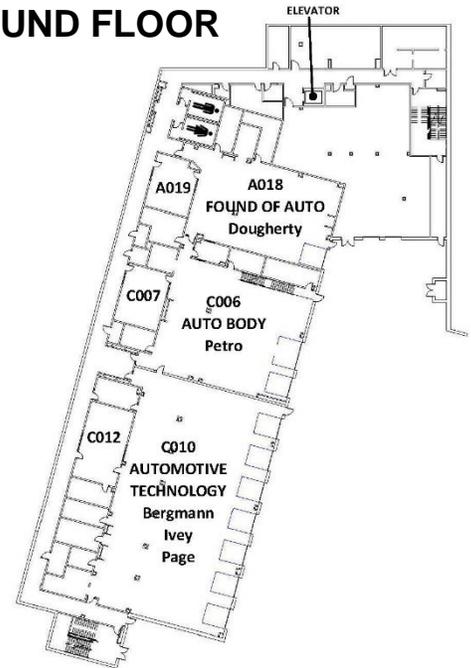
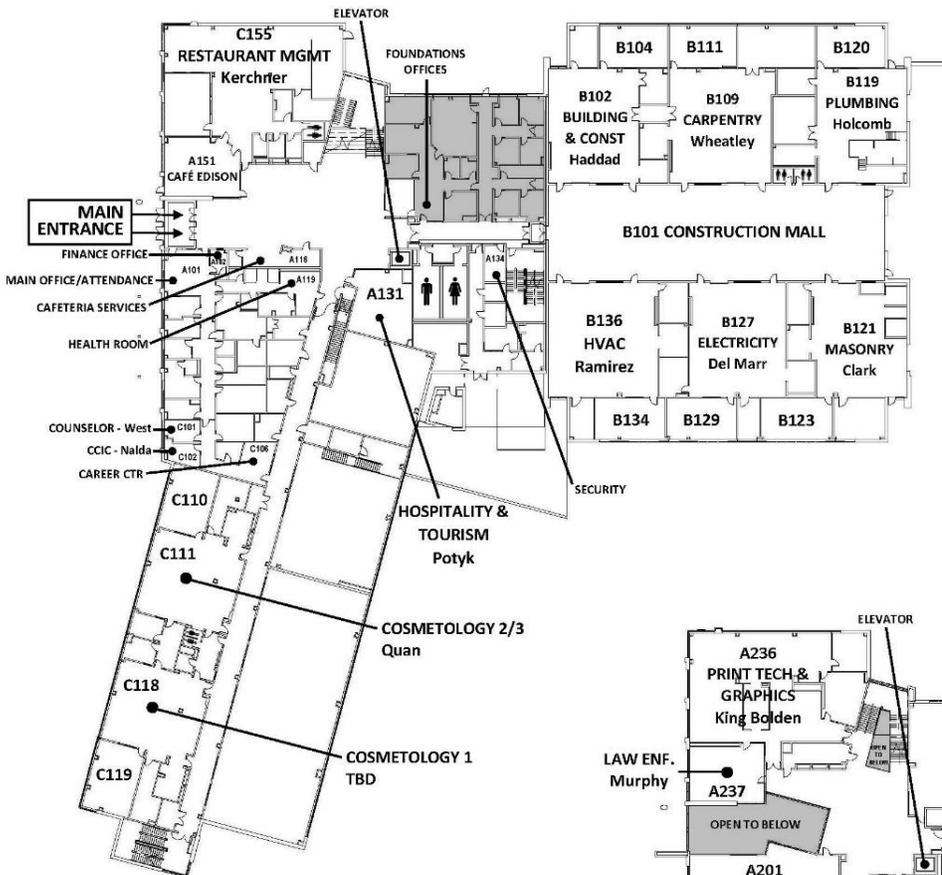
THOMAS EDISON HIGH SCHOOL OF TECHNOLOGY

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GROUND FLOOR

FIRST FLOOR



SECOND FLOOR

