

High School  
Student  
Handbook

2023-2024

E-KCS



*Home of the Cougars*

Board Approved: August 8, 2023

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# Edwards-Knox Central School

Cougar Pride: Inspiring a community of caring and contributing citizens.

## Vision Statement

The Edwards-Knox Central School District provides experiences that lead to productive, purposeful growth both academically and personally for ALL students. As a school community, we inspire all students to be kind, resourceful, responsible and productive citizens.

## Mission Statement

The Mission of the Edwards-Knox Central School District is to work collaboratively as a team to:

- Create a respectful, supportive and safe environment
- Foster relationships within and beyond the school walls
- Identify and leverage the strengths of all
- Intentionally develop caring citizens
- Build personal resilience
- Inspire passion and commitment to lifelong growth
- Embrace inclusivity
- Engage in reflective practices for continued improvement

## **Welcome to Edwards-Knox Jr.-Sr. High School**

The students, faculty, administration and staff are proud of our academic programs and facilities. It is our firm belief that every person has the right to reach his or her full potential, and that each member of the school community has a responsibility to provide the best place, a positive attitude, and a healthy atmosphere for this to occur. Productive, satisfying, and wholesome learning environments depend upon relationships that permit students to learn and teachers to teach. Each student is responsible for his or her own behavior. The following rules of conduct apply to the classrooms and throughout the school. Students who fail to meet these standards and violate school rules will be subject to appropriate disciplinary action. This disciplinary action will be firm, fair, and consistent in order to be most effective in changing behavior, and will be appropriate to the seriousness of the offense. Our lives at Edwards-Knox Jr.-Sr. High School are governed by one underlying principle – a respect for the rights of each individual. In order to achieve our mutual goals, violating the rights, the person, or property of another cannot and will not be tolerated at Edwards-Knox Jr.-Sr. High School.

## **Information Guide for Students**

What to do if:

I need my Chromebook repaired  
or I lost my Chromebook

Bring your Chromebook to the IT Office and report the concern (562-8131, Ext 25502)

I am sick in school

Report to the Nurse's office with a signed pass from a teacher. (562-8131, Ext. 25182)

I am absent

Bring a parental note to the Main Office upon return before homeroom. (562-8131, Ext. 25534)

I forgot my note for being absent

Get a temporary readmit slip from the Main Office before homeroom. (562-8131, Ext. 25534)

I must leave early

Bring a parental note to the Main Office before homeroom and sign out at the Main Office. (562-8131, Ext. 25534)

I have a medical appointment

Bring a parental note on that day to the Main Office before homeroom and sign out at the Main Office. (562-8131, Ext. 25534)

I need to take medication while at school

Report to Nurse's Office. (562-8131, Ext. 25182)

I need a bus pass

Bring a parental note to the Main Office before homeroom and pick up bus pass later in the day. (562-8131, Ext. 25534)

I need working papers

Report to High School Office. (562-8131, Ext. 25520)

I have concerns with my schedule

Report to High School Office. (562-8131, Ext. 25520)

I need information on careers/college

Report to High School Office. (562-8131, Ext. 25520)

I am tardy to school

Report to the Main Office with a parental note. (562-8131, Ext. 25534)

I am tardy to school because of a medical appointment

Bring verification from the medical appointment and sign in at the Main Office. (562-8131, Ext. 25534)

I have a locker problem

Report to High School Office. (562-8131, Ext. 25520)

I need driving permission

Report to the High School Office. (562-8131, Ext. 25520)

I lost or found something

Report to the Main Office. (562-8131, Ext. 25534)

I need information on free lunch

See the Cafeteria Manager. (562-8131, Ext. 25507)

I am being bullied or cyberbullied and it is affecting my ability to function in school

See the Principal in the High School Office or the DASA Coordinator, Mrs. Sherry White. (562-8131, Ext. 25520 or Ext. 25519)

## COMMUNICATION IS KEY

### EDWARDS-KNOX CENTRAL SCHOOL DISTRICT

In the interest of promoting effective communications, we have developed a chain of command outlining the personnel to contact with a question and/or concern. In order to facilitate the use of the list, when you contact someone you will find that you will be asked if you have contacted the staff member most immediately involved in the issue. If you have done so and you did not receive a response or resolution, then you should proceed to the next person.

Question/Concern	Contact 1	Contact 2	Contact 3	Contact 4	Contact 5
Academics	Teacher	Counselor	Principal	Superintendent	Board of Education
Course Scheduling	Counselor 7-12	Principal	Superintendent	BOE	
Curriculum	Teacher	Principal	Superintendent	BOE	
Behavior	Teacher	Counselor	Principal	Superintendent	BOE
Classroom Procedures	Teacher	Principal	Superintendent	BOE	
Special Education	Teacher	Principal	CSE Chair	Superintendent	BOE
K-12 Enrichment	Teacher	Principal	Superintendent	BOE	
Budget	Asst. Business Manager	Superintendent	BOE		
Health Office	School Nurse	Principal	Superintendent	BOE	
Cafeteria	Director of Food Service	Asst. Business Manager	Superintendent	BOE	

Co-Curricular	Club Advisor	Principal	Superintendent	BOE	
Athletics	Coach	Athletic Director	Principal	Superintendent	BOE
Building Use	Secretary to Superintendent/ District Clerk	Building & Grounds Supervisor	Principal	Superintendent	BOE
Staff	Direct Supervisor	Union Representative	Principal	Superintendent	BOE
Board of Education	District Clerk	Superintendent			
Transportation	Transportation Supervisor	Superintendent	BOE		
Facilities/Buildings & Grounds	Buildings & Grounds Supervisor	Superintendent	BOE		
Technology	Computer Technician	Superintendent	BOE		

CONTACT	EXT.	CONTACT	EXT.
Elementary Main Office	25540	Jr/Sr. High School Guidance	25520
Transportation	25530	Jr/Sr. High School Main Office	25580
Food Service	25507	Elementary Guidance Office	25102
Athletics	25704	Business Office	25552
CSE & Compliance	25303	Superintendent/District Clerk	25500
Buildings and Grounds	25526	District Clerk/Board President	25532



## SCHOOL CALENDAR – 2023-2024

4 Labor Day  
5-6 Staff Development Day  
7 First Day of School

SEPTEMBER 2023						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

### FEBRUARY 2024

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

19-23 Mid-Winter Break

9 Columbus Day  
31 11:10 Student Dismissal

OCTOBER 2023						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

### MARCH 2024

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

14 11:10 Delayed Start  
15 Staff Development Day  
29 Spring Break

8 11:10 Student Dismissal  
9 Staff Development Day  
10 Veterans Day observed  
20 11:10 Delayed Start  
21 11:10 Student Dismissal  
22-24 Thanksgiving Recess

NOVEMBER 2023						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

### APRIL 2024

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

1-5 Spring Break  
8 10:00 Delayed Start  
(with 4:15 dismissal)  
19 11:10 Student Dismissal

22-29 Holiday Break

DECEMBER 2023						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

### MAY 2024

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

17 11:10 Student Dismissal  
27 Memorial Day

1 Holiday Break  
15 Martin Luther King Day  
23-25 Regents Exams  
26 11:10 Student Dismissal

JANUARY 2024						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

### JUNE 2024

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

13 Last day for grades 7-12  
14-25 Regents Exams  
19 Juneteenth  
24-25 11:10 Student Dismissal  
26 Rating Day  
29 Graduation

## **Bell Schedule – Jr.-Sr. High School**

<u>Periods</u>	<u>Time</u>
	7:45 - 7:55 Buses Arrive/Breakfast
1.....	8:00 - 8:43
2.....	8:46 - 9:26
3.....	9:29 - 10:09
4.....	10:12 - 10:52
Lunch.....	10:55 - 11:25 (Grades 7-9 upstairs; grades 10-12 downstairs)
5.....	11:28 – 11:58
6.....	12:01 - 12:41
7.....	12:44 - 1:24
8.....	1:27 - 2:07
9.....	2:10 - 2:50
	2:55 (Buses Depart)

**No student should be in the building until 7:55 AM unless being supervised by a teacher or TA in the appropriate breakfast location.**

## **BOCES Southwest Technical Center Times**

AM bus departs	8:10 AM
AM bus returns	11:05
PM bus departs	11:10
PM bus returns	2:05 PM (All afternoon SWT students report to class or study hall)

## **2023-2024 CALENDAR OF EVENTS**

**\*\*ALL DATES ARE TENTATIVE AND SUBJECT TO CHANGE. \*\***

### **SEPTEMBER**

September 4	Labor Day – no school
September 5-6	Staff Development Days - No school for students
September 6	8:00-9:30 a.m. - 7th grade Orientation
September 7	First day of school; Registration deadline for October SAT
September 18	Last day to add/drop classes (7-12th grade); Fall Picture Day
September 20	12:30-1:30 - SUNY Roadshow @ E-K (11th & 12th grade)
September 22	Registration deadline for October ACT

### **OCTOBER**

October 3	9:30-11:30 College Fair at OFA Golden Dome (11th & 12th grade, tentative)
October 5	Registration deadline for November SAT
October 6	End of 5 week marking period
October 7	SAT Test Day
October 9	Columbus Day - No school
October 11	High School Progress Reports distributed 1st period
October 26	Fall Picture Retake Day
October 28	ACT Test Day
October 31	11:10 a.m. - students dismissed early

### **NOVEMBER**

November 2	Registration deadline for December SAT
November 3	Registration deadline for December ACT
November 4	SAT Test Day
November 8	11:10 a.m. - students dismissed early
November 9	Staff Development Day - No school for students
November 10	Veterans Day observed - No school; End of 10 week marking period
November 15	High School Report Cards distributed 1st period
November 20	11:10 a.m. - students late arrival; Fall Conferences
November 21	11:10 a.m. - students dismissed early; Fall Conferences
November 22-24	Thanksgiving recess - No school

### **DECEMBER**

TBA	SWT visit (10th grade)
TBA	College Spirit Day
December 2	SAT Test Day
December 7	6:00 p.m. - Winter Concert (snow date 12/14/23)
December 9	ACT Test Day
December 15	End of 15 week marking period
December 20	High School Progress Reports distributed 1st period
December 22-29	Holiday recess - No school

### **JANUARY**

January 1	Holiday recess - No school
January 5	Registration deadline for February ACT
January 15	Martin Luther King, Jr. Day - No school

January 23-26	Regents Exams
January 26	11:10 a.m. - students dismissed early; End of 20 week marking period
January 29-31	Student course scheduling appointments begin for 2024-2025
January 31	High School Report Cards distributed 1st period

## **FEBRUARY**

February 1-2	Student course scheduling appointments for 2024-2025
February 10	ACT Test Day
February 19-23	Mid-winter recess - No school
February 23	Registration deadline for March SAT

## **MARCH**

TBA	8 <sup>th</sup> grade visit to SWT
TBA	Gateways for Seniors
March 8	End of 25 week marking period; Registration deadline for April ACT
March 9	SAT Test Day
March 13	High School Progress Reports distributed 1st period
March 14	11:10 a.m. - students late arrival; Spring Conferences; 6:00 p.m. - 8th grade Planning Night
March 15	Staff Development Day - No school for students

## **APRIL**

April 1-5	Spring recess - No school
April 8	10:00 a.m. - students late arrival (with dismissal at 4:15) for Solar Eclipse
April 13	ACT Test Day
April 19	11:10 a.m. - students dismissed early; End of 30 week marking period; Registration deadline for May SAT
April 24	High School Report Cards distributed 1st period
April 29-30	NYS ELA CBT for 7th & 8th grade

## **MAY**

TBA	Career Jam
May 3	Registration deadline for June ACT
May 4	SAT Test Day
May 6-10	NYS Math CBT for 7th & 8th grade
May 9	12:00 p.m. - AP Psychology exam
May 10	8:00 a.m. - AP US History exam
May 13-16	NYS Science CBT for 7th & 8th grade
May 17	Registration deadline for June SAT
May 24	End of 35 week marking period
May 27	Memorial Day - No school
May 30	High School Progress Reports distributed 1st period

## **JUNE**

June 1	SAT Test Day
June 4	8:00 a.m. - Algebra I Regents exam (New Framework)
June 7	8:00 a.m. - High School Awards Assembly
June 8	ACT Test Day
June 12	8:00 a.m. - 7th & 8th grade Awards Assembly

June 13	Last day of school for grades 7-12; End of 40 week marking period; 11:00 a.m. - Senior luncheon; 12:00 p.m. - Graduation practice
June 14-25	Regents Exams
June 19	Juneteenth - No school
June 24-25	11:10 a.m. - students dismissed early
June 26	Last day of school
June 29	11:00 a.m. - High School Graduation

ACADEMIC

&

INSTRUCTIONAL

RESOURCES

The School Counselor and Guidance Office offer services to all students and teachers. These include: academic and personal counseling, testing, constructing schedules, supervising promotions and credits grades 7-12, and career counseling. In addition, the guidance office maintains student academic records. Access to the guidance office is via the pass system. Whenever you change your address, such change of address should be turned in to the guidance office as well as the high school office. If you are transferring to another school, report to the guidance office to request transfer credentials at least three days before leaving. Transfer papers will not be issued until all textbooks, library books and other school owned materials are returned and bills are paid.

### **Academic Course Load for Students in Grades 9-12**

- In grades 9-12, you must carry the equivalent of 7 periods of courses, which include labs.
- The parent of students enrolled in two or more college-level courses may request permission from the high school principal, to reduce their course load.

### **Academic Intervention Services (AIS)**

Academic Intervention Services (AIS) provide additional assistance to students help them achieve the NYS learning standards in English language arts, math, science and social studies, and be successful in the regular classroom. Students who are not making satisfactory academic progress will have AIS scheduled in to their day. This includes failing a course or a regents exam in the previous school year, and/or scoring lower than an established benchmark on a state assessment in 7<sup>th</sup> or 8<sup>th</sup> grade.

### **Academic Support List**

At the end of each five week marking period an “Academic Support List” is generated by the Guidance Office of those students who have incomplete and/or failing grades in one or more courses. **Students on the list will be assigned to the Guided Study Hall room during their study hall times.**

### **After School Academic Support**

Beginning the second week of school, students are invited to attend group or individual tutoring sessions with staff after school from 2:55 – 4:10 PM in the library. Staff will be available on Tuesday, Wednesday, and Thursdays to assist students with coursework and academic support. Transportation home will be offered at 4:10 pm. Students must remain under the supervision of the staff member until the 4:10 PM bus.

Students on the Academic Support list are strongly encouraged to attend these sessions on a regular basis.

### **Course Failure**

If a student fails a course in the fall semester a request in writing, to the principal may be made to determine the viability of repeating this course in the spring semester. If, based on the student’s schedule and the school course schedule this is an option, a meeting will be scheduled with the principal, teachers involved, guidance counselor, parent, and student, to discuss the impact of this decision on course work, graduation requirements, and graduation timetable.

## **Drop/Add Policy**

- Grades 7-8: No Drop/Add will be allowed after the first seven days of classes for the fall and spring semester. Students should look at their time management issues and address any changes within the first month of school. Little consideration will be given for dropping a class after the deadline because a student has loss interest in a class, is failing the class, or just doesn't care for the teacher or class any more.
- Grades 9-12: No Drop/Add will be allowed after the first seven days of classes for the fall and spring semester.
- Parental permission is required to drop or add classes.
- Students who add a course after the first day are responsible for making up the missed class time and assignments.
- If there are special circumstances for dropping or adding a class after the add/drop period parents must make this request in writing to the principal. A meeting will be scheduled with the principal, teachers involved, guidance counselor, parent, and student, to discuss the impact of this decision on course work, graduation requirements, and graduation timetable.
- Any drops, after the add/drop period will be indicated on a student's permanent record as a withdrawal.
- Administrative schedule changes due to class size, new faculty, incomplete schedules, AIS, and other supplemental classes will occur as needed.

## **Early Graduation**

A student may be eligible for early graduation in fewer than eight semesters if the student completes all requirements for graduation, excluding physical education. The District will consult with appropriate personnel, the student, and persons in parental relation, and consider factors such as the student's grades, performance in school, future plans, and benefits to graduation early in making its decision. Students that elect to graduate early will remain ranked with their 9<sup>th</sup> grade cohort class. Students interested in graduating early should review the Early Graduation Packet available in the Guidance Office.

## **Grade Conversion Systems**

From time to time it is necessary to transfer students' grades to our school that requires a conversion to our grading system. The following grade conversion systems have been adopted by our BOE for this purpose:

A+	=	98	4.0	=	95
A	=	95	3.5	=	90
A-	=	92	3.0	=	85
B+	=	88	2.5	=	80
B	=	85	2.0	=	75
B-	=	82	1.5	=	70
C+	=	78	1.0	=	65
C	=	75	0.5	=	60
C-	=	72	0.0	=	55
D+	=	69			
D	=	67			
D-	=	65			
F	=	55			



## **Graduation Requirements**

- 22 credits are required for graduation
- Required credits and courses:
  - English..... 4
  - Soc. St..... 4
  - Mathematics...3
  - Science..... 3
  - Art/Music.....1
  - Health..... ½
  - CFM.....½
  - Phys. Ed..... 2

\*\*An alternative to completing the Second Language requirement is to complete a 5-unit occupational sequence with an accompanying 3 unit regents' sequence in math or science.

## **Honor Roll Criteria**

95 – 100	Outstanding Performance
90 – 94.9	High Honor Roll
85 – 89.9	Honor Roll
65% and above	Passing
64% and below	Failing

## **National Honor Society**

Students are inducted into National Honor Society (NHS) if they meet criteria in the areas of scholarship, service, leadership and character. Once inducted, students must maintain the standards required for membership.

## **Promotion & Retention Procedures**

### **Grades 7 & 8**

- Students receiving a final grade of 63% or 64% for a course will be allowed the opportunity to do extra work for that course to raise that grade to a 65%, if that student has completed 80% of the coursework on time for that course.
- Students who fail one course (lower than a 65%) for the first time are encouraged to attend summer school.
- 8<sup>th</sup> grade students who have failed the same core course (lower than a 65%) two years in a row are expected to attend summer school. Students who are expected to attend summer school for failing classes and choose not to attend will be retained in their current grade.
- Students who have failed (lower than 65%) in two core subject areas (math, English Language Arts, science, and social studies) in grades 7 or 8 will be expected to attend summer school. Students who are expected to attend summer school for failing classes and choose not to attend will be retained in their current grade.
- Students who fail three or more core subject areas in grades 7 or 8 will be retained in their current grade. Summer school is not an option.

Students who have experienced extenuating circumstances can make an appeal to the Building Principal. An educational committee may be set up, comprised of the guidance counselor, two teachers, and two parents. The Education Committee will meet to make a recommendation to the Building Principal. The Building Principal will make the final decision.

## Grades 9-12

- In order to be promoted to the next higher grade, you must pass at least four courses, two of which must be English and Social Studies, and must also meet the minimum number of credits for one year.
- Students will not be allowed to double up on their English or social studies classes except in extenuating circumstances when approved by the high school principal. To remain on track to graduate in four years students who fail English or social studies will need to attend summer school and pass the course.
- Students receiving a final grade of 63% or 64% for a course will be allowed the opportunity to do extra work for that course to raise that grade to a 65%, if that student has completed 80% of the coursework on time for that course.
- If you fail a course and pass the regents exam for that course, you have still failed the course.

Grade	Minimum Number of Credits Required for Promotion	Successful Completion of These Required Courses
9	4 Credits	English, Soc. St.
10	9 Credits	English, Soc. St.
11	15 Credits	English, Soc. St.
12	22 Credits	English, Soc. St.

## **Partaking in Graduation/Commencement Ceremony**

Only students who have completed all graduation requirements can participate in the commencement ceremony. The District permits any student to participate in the graduation ceremony if the student has been awarded a GED certificate and certificate of completion from their CTE program or a Skills and Achievement Commencement Credential or a Career Development and Occupational Studies (CDOS) Commencement Credential, but has not otherwise qualified to receive a Regents or local diploma. A student who completes graduation requirements after commencement, during the summer or during the following year, will be eligible to participate in the next year's commencement. (Refer to District Policy #7221 for any clarification regarding graduation requirements.) A student is not allowed to participate in graduation prior to that student's cohort graduating unless all regular high school diploma requirements have been met.

## **Senior Class Rank**

- Students that have successfully completed: 3 credits of ELA, 3 credits of social studies and scheduled for all other required courses for graduation in June are eligible to be included in senior class ranking.
- All credit bearing courses will count toward the grade point average (GPA) and all courses are weighted according to the credit they offer. Grades 9, 10, 11 and the first semester of the 12th grade constitute the 7 semesters upon which class rank is based. High School (credit bearing) courses taught at the junior high level will also be included in the 7 semester cumulative average.

- When transfer students enroll with non-numerical grades a standard Grade Conversions System is used. (See grade conversion systems)
- A tentative class rank is generated after six semesters, the end of the junior year. Students have the opportunity to learn how they rank in relation to their peers. The final class rank is completed after seven semesters.
- To be eligible to be named valedictorian or salutatorian, a student must attend E-KCS for three of four years of high school.
- Only students entering in the class's 9<sup>th</sup> grade cohort are included in the senior class ranking.

### **Southwest Technical Center**

Students planning to attend SWT Center are required to successfully complete English 9, English 10, Social Studies 9, and Social Studies 10. Only students with two credits of English and two credits of social studies will be allowed to enroll in a course at Southwest Technical Center.

### **Summer School**

Students who fail high school courses may be eligible to earn credit(s) by repeating the course(s) in a local summer school program. Students who have missed no more than thirty school days may be eligible to enroll in up to two courses offered at summer school. Students interested in taking ½ credit accrual courses at summer school (Economics or Participation in Government) must receive administrative approval.

### **Working Papers**

Any student between the ages of 14-17 must obtain working papers to begin employment. Information regarding the requirements for working papers can be obtained from the High School Office during the school year.

# ATTENDANCE GUIDELINES

## **EKCS Attendance Regulations**

An amendment of section 104.1 of the Regulations of the Commissioner of Education concerning pupil attendance allows school districts to develop a comprehensive attendance policy that will establish and manage student attendance in relation to receiving course credit. These attendance regulations will make it clear to students and their families that the Edwards-Knox Jr. / Sr. High School now has a zero tolerance for truancy. Attendance in school is the responsibility of the students and their parents.

All students must bring a written note indicating the reason for the absence. Students who are out for more than three days must have a doctor's note. Students who leave early or arrive late due to a medical reason must bring verification from the medical office confirming their appointment. All absences will remain recorded as illegal absences if the student has not brought a written excuse in within 48 hours of returning to school. Except for illegal absences, students should be provided one day per legal absence to make up work unless the teacher has specifically stated in their grading policies a different expectation, i.e., three days legally absent means three days to make up work.

### **Letters to Students and Parents**

The electronic student management database will alert the appropriate school officials when students reach various attendance warning levels. Letters will be mailed to parents reiterating the importance of attendance and listing the specific number of absences for the particular course that is in question. Copies of these letters will be provided to the student's teacher and guidance counselor. The parent will be notified by regular mail at these same intervals, with the opportunity for a conference being offered at any point in the process. Attendance warning letters will be sent to parents/guardians when students have accumulated absences that meet various thresholds:

Stage one - 4 accumulated absences for full credit class, 2 accumulated absences for half credit courses.

Stage two - 9 accumulated absences for full credit class, 4 accumulated absences for half credit courses.

Stage three - 13 accumulated absences for full credit class, 6 accumulated absences for half credit courses.

Stage four - 18 accumulated absences for full credit class, 9 accumulated absences for half credit courses.

### **Determination for Class Credit**

In order to be eligible to take tests, submit assignments, or to take the local final assessment to receive credit for a course, a students must be in attendance a minimum of 90% of the total umber of classes that the course is in session.

Half credit classes – credit will be denied if a student misses nine classes (10%) or higher.

Full credit classes – credit will be denied if a student misses eighteen classes (10%) or higher.

### **Excused or Legal Absences**

The Edwards-Knox School District has defined the following reasons to be legal absences:

- A. school sponsored activities,
- B. illness of pupil or attendance at health clinics,
- C. severe storm or impassable roads,
- D. sickness or death in the family, requiring student's presence at home (this does not provide for continual absences),
- E. religious observance,
- F. quarantine,
- G. required presence in court,
- H. music lessons,
- I. medical or dental appointments,
- J. college visits or military appointments,
- K. approved cooperative work programs,
- L. road test.

### **Unexcused Absences**

Unexcused absences include, but are not limited to, vacations, working, oversleeping, issues associated with private transportation, personal prom preparations, etc.

Absences that occur as a result of a family vacation or trip during the school year are not excused. Parents of students taking such trips are required to notify the administration in writing at least four weeks prior to departure to determine the After School Academic Support sessions required upon the student's return. If the Main Office is not notified of the student's absence, he or she will be considered truant and those absences will count against the student.

### **Make-up Work After Absence**

Following each absence, all students are expected to obtain class notes, materials etc., for classes missed. Students will be required to make up missed work and time. It is the student's responsibility to obtain all make-up work from their teachers immediately upon returning to school.

If the student has exceeded the number of allowed absences per marking period they may request to reduce the impact of class absences, and thereby avoid loss of credit, via the following option: Students may make up time and work for an absence by staying after school, within a week of the absence. A request must be made to the principal. Each half-day absence requires one seventy-minute session of After School Academic Support. Students are eligible to make up two full day make-ups per marking period by staying in After School Academic Support.

### **Attendance Appeal**

Any student absent from a class more than 10% of the time, for any reason (including legal and illegal absences), with extenuating circumstances is encouraged to request an appeal to the Building Principal for a meeting with the Attendance Review Committee. An Attendance Review Committee may be set up, made up of respective attendance officer, a school counselor, the Student Support Coordinator, two teachers, and two parents to review extenuating circumstances related to a student's absence from school. The Attendance Review Committee will meet to make a recommendation to the Building Principal. The Building Principal will make the final decision. Illegal absences may not be turned into legal absences when a parent asks for their child's records to be reviewed. Legal documentation must have been supplied throughout the year.

### **Habitual Truancy**

In cases of habitual truancy, the Building Principal is mandated by law to hotline the parent to New York State for Educational Neglect. To assure due process, the implementation of this general attendance policy will be in accordance with rules and regulations as developed by the administration. Further, the District shall vigorously publicize and disseminate this policy in order to ensure faculty, student and parental awareness.

### **Tardiness**

Lateness to class of twenty (20) minutes or more will be considered a full period absence. Also, out of class for (20) minutes or more will be considered a full absence. Students who are tardy to school or class may be given an afterschool detention unless an approved excuse is given (a hall pass signed by another teacher or staff member). Students who are tardy and miss 100% of class for unexcused reasons shall be marked absent for that class.

## **Early Dismissal/Late Arrival Procedures**

All students, including seniors, who leave early or arrive late to school are expected to present a note from their parent or guardian verifying the reason for their dismissal or arrival. If the student is a member of a sports team, the dismissal/late arrival procedures are listed in the athletic contract.

### **To obtain an early dismissal:**

- If a student knows in advance they need to leave school during the day, they should bring a note from their parent/guardian with the following information:
  - date
  - student name
  - time for the student to be released
  - reason for checking out
  - parent /guardian signature
- The student will deliver the note to the Main Office by 8:00 am to be listed on the daily attendance report as dismissed at the stated time.
- At the appointed time the student will report to the Main Office to wait for the parent/guardian or representative\* to sign the student out of the building. A government issued picture ID must be presented prior to signing out your student.
- If the student returns to school, he/she is expected to be signed back in at the Main Office by the parent/guardian or representative\*.

### **To obtain a late arrival:**

- When the student arrives at school, the parent/guardian or representative\* is expected to sign the student in at the Main Office and provide a note that states the reason for late arrival.

### **To leave school due to illness during the school day:**

- The student obtains a pass from a teacher to report to the nurse's office.
- The nurse's office contacts the student's parent/guardian or other contact representative listed on the student/parent contact form to obtain permission for the student to leave or to arrange for a student to be picked up.
- A parent/guardian or representative must sign the student out of the building. If a student has a completed parking contract they are still required to obtain written permission to leave the building from a parent/guardian or representative.

*\*Representative - only people listed on the student/parent (emergency) contact form will be allowed to sign the student in or out of the school.*

# BUILDING GUIDELINES



## **My Rights, My Responsibilities**

With every right comes a responsibility. By taking responsibility we make our world a better place.

I have a right to excel and a responsibility to be a good sport.

I have a right to feel safe and a responsibility to look out for others.

I have a right to be heard and a responsibility to listen to others.

I have a right to be myself and a responsibility to accept others' differences.

I have a right to learn and a responsibility to do my best.

I have a right to get help and a responsibility to ask for it.

I have a right to use school property and a responsibility to respect it.

## **After School Activities**

We will have late buses on most Mondays, Tuesdays, Wednesdays, and Thursdays for this school year.

- Students are only allowed to remain after school if they are directly supervised by a teacher, advisor, coach or administrator.
- Bus transportation at 4:10 PM is intended for supervised activities or if a teacher/administrator requests that you remain after school for either academic, athletic or disciplinary reasons.

## **Backpacks**

Backpacks are not permitted during the school day. Students may bring backpacks to school and store them in their lockers during the time of 7:51 a.m. to 2:50 p.m. Any bag in which books or school supplies are carried will be considered a backpack.

## **Cafeteria**

Students are required to sign themselves in to the cafeteria at the beginning of the period. Trips to the restroom are permitted during the first 25 minutes of lunch with a limit of no more than four students at a time. Trips to lockers are not permitted during lunch time.

Food is not to be carried out of the cafeteria unless a senior has privileges or by permission of a teacher or administrator.

## **Dances**

Listed below are rules of particular importance for members of the student body.

- Dances are Friday or Saturday evenings, 7-10 pm, except for the Prom. All students are to be at the dance one hour after the beginning time of the dance. If they cannot be, a request for permission to arrive late must be made to the Principal, giving their anticipated time of arrival and reason for late arrival. The request must be approved by the Principal or an administration member.
- Attendance at school dances is restricted to enrolled students in grades 7-12.

- Prior to a dance, the Principal will provide the advisor with a list of all students on social suspension or school suspension who cannot attend the dance.
- Anyone who acts in a manner not consistent with their normal behavior and/or may be under the influence of alcohol/drugs will be detained for a parent/guardian to pick up.
- Anyone who leaves the building without authorization will not be allowed to reenter, except with special permission from the advisor or Principal present at the dance.
- Travel to lockers is off limits.
- Displays of affection (PDA) are not appropriate. Examples include any displays of affection that make others uncomfortable such as embracing, kissing, sitting on laps, inappropriate touching (dancing or not), or excessive closeness.
- Students must be enrolled at least two weeks before attending a dance.
- Students must attend school on the day of the dance or day before in the event of a Saturday night dance.
- Students who have reached stage 3 or 4 of the attendance policy are NOT allowed to attend dances without prior approval from the Principal.
- Only Edwards-Knox Central students and approved guests will be admitted to dances. Guest forms for dances are available in the High School Office and must be submitted to the High School Office on the Friday preceding the dance by 8:00 AM. It is the student's responsibility to complete the Guest Form process. Prom guests can be students who have graduated from school, but they must be under 21 years of age. Guests' behavior will be the responsibility of the host student.

## **DASA - The Dignity for All Students Act**

The Dignity Act (DASA) prohibits the harassment and discrimination of students by students and school personnel. The students have the right to be protected from intimidation, harassment, or discrimination based on actual or perceived race, color, weight, national origin, ethnic group, religion, or religious practice, sex, gender/gender identity, sexual orientation, or disability, by employees or students on school property or at a school-sponsored event function or activity. The students have the responsibility to respect one another and treat others fairly in accordance with the District Code of Conduct and the provisions of the Dignity Act, to conduct them in a manner that fosters an environment that is free from intimidation, harassment, or discrimination, and to report any incidents of intimidation, harassment, or discrimination.

Bullying and hazing are forms of discrimination and harassment.

### **TYPES OF HARASSMENT BEHAVIORS**

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#### **Physical:**

- \*Hitting, punching, tripping
- \*Kicking, pushing, scratching
- \*Damaging, stealing property

#### **Verbal:**

- \*Name calling, teasing, taunting
- \*Making offensive/discriminating remarks
- \*Verbally threatening/intimidating

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#### **Social/Emotional/Relational:**

- \*Excluding or threatening to exclude
- \*Spreading rumors, gossiping
- \*Ostracizing, alienating
- \*Using threatening looks or gestures
- \*Extortion

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#### **Cyberbullying:**

- \*Use of internet, cell phone, or other technology to harass and intimidate

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The Dignity Act applies to behavior on school property (including athletic fields, playgrounds, and parking lots), in school buildings, on a school bus/vehicle, as well as at school-sponsored events or activities.

The Dignity for All Students Act requires each Board of Education appoint district personnel to fill the role of Dignity Act Coordinators. In our district Mrs. S. White, serves in this capacity. It is the responsibility of the coordinator to make sure any harassment complaints regarding DASA are followed up on and handled properly. She has been trained to recognize and respond effectively to harassment and bullying, and implement strategies to prevent it. Forms for reporting harassment cases can be found on the school website, [www.ekcsk12.org](http://www.ekcsk12.org). Parents and students may contact the Coordinators in their office or via phone at 562-8130, ext. 25519; Mrs. Sykes 562-8131, ext. 25510; or Ms. Hughes 562-8130, ext. 25525.

## **Detentions**

Teachers and the Building Principal may assign a lunch detention to a student at any time. The student must serve the lunch detention at a time selected by the teacher either with the teacher, or in the lunch detention classroom.

The Building Principal is the only person who can assign an after-school detention to a student. Teachers may suggest an after school detention is in order. After school detention is from 2:55 to 4:10 in room 707/detention teacher's classroom. Students who are late or misbehave while in detention will be assigned additional detentions. Students who cut detention will be assigned two detentions for cutting a detention. Detentions will take place on Tuesdays or Thursdays as scheduled. Students may ride the 4:10 bus home or be picked up. After school detentions will not be rescheduled so that an athlete may attend a game. Detentions will always be scheduled a day in advance and students are required to bring homework, projects, or a book to read to detention.

## **Dress Code**

SAVE legislation requires that a student dress code be adopted regarding dress while on school property and the code may not be vague, subjective or overly broad. This section of the code provides students with guidelines about acceptable and unacceptable appearance standards. Each building principal shall be responsible for informing all students and their parents of the student dress code at the beginning of the school year. Students who violate the dress code shall be required to modify their appearance by covering, removing, or replacing the offending item, as appropriate.

In our code a student's dress, grooming/appearance, jewelry, make-up and nails, shall:

- Be safe, appropriate and not disrupt or interfere with the educational process.
- Recognize that extremely brief garments such as tube tops, net tops, plunging necklines (front and/or back), tops that expose the midriff, see-through garments, as well as short shorts and short skirts may not be appropriate for school during regular school hours. In addition, no cleavage or genitalia should be observed and skirts and dresses cannot be shorter than fingertip length when a person's arms are relaxed at their sides. (Exceptions to this rule could include special designated events). The Principal will make decisions when questions or concerns arise regarding the appropriateness of an individual student's dress.
- Include clothing that covers all private parts at all times and is a top and pants/short/skirt or dress. In addition, to ensure that all underwear is completely covered with outer clothing.
- Include footwear at all times. Footwear that is a safety hazard will not be allowed.
- For students grades 7-12 hats, hoods, visors and some types of head coverings will not be permitted in offices, auditorium, classrooms, in the cafeteria, during assemblies, at banquets, or programs.
- Not include items that are vulgar, obscene, and libelous or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation or disability. Not promote,

depict, and/or endorse the use of weapons, alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities.

- Require any apparel changes to occur in a restroom or locker room.
- Limit the use of blankets to only students with permission from the Principal.

## **Electronic Device Use**

This policy is meant to help maintain an educational focus in classrooms and other study areas and respect the needs of our students to have reasonable access to their phones and other electronic devices. We acknowledge that this is the age of instant communication as well as the need to maintain a proper environment for students, staff, and the educational process. While the focus of this section is mostly on cell phones, all electronic devices and accessories not issued by E-KCS are prohibited in classrooms during the school day. It is up to the discretion of the bus driver, coach, chaperone, or staff member if electronic devices are to be used during school-sponsored events, including bus transportation

### **Electronic Device Usage Guidelines**

- Students may use cell phones/electronic devices *before* 8:00 a.m. and *after* 2:50 p.m. during the school day. From 8:00 a.m. to 2:50 p.m. student cell phones/electronic devices not issued by E-KCS must be in their lockers unless indicated below.
  - 10th-12th grade students may use their cell phones in the downstairs cafeteria during lunch.
  - Seniors with privileges may carry their cell phones/electronic device during the school day.
- Cell phones may only be used in the hallway at the student's locker between class periods. Students are not permitted to leave a classroom and use their cell phone/electronic device during any class period, this includes study halls, etc.
- At no time will cell phones or cameras be allowed in bathrooms or locker rooms at E-KCS. Violating a person's privacy by taking pictures within a bathroom or locker room setting may lead to charges being brought against an individual by the local enforcement agencies.
- Students are not permitted to use their cell phone/electronic device to record video, audio, or take pictures during school hours unless supervised by a staff member as part of an educational project/assignment.
- If a student's cell phone/electronic device is visible in the classroom the staff member will ask the student for the device or request they deliver it to the High School Office.
- If the student refuses to surrender the cell phone/electronic device as directed, the staff member will notify the High School Office. Consequences will be applied in accordance with the policies below. Students who do not comply with staff directives the first time given, will (at a minimum) serve a full day in the ISS room. Standard disciplinary consequences will still apply.
- Consequences
  - First Offense: Device will be confiscated, parent/guardian will be notified, and the student can pick up the device at the end of the school day.
  - Second Offense: Device will be confiscated, parent/guardian will be notified, and the device will only be returned to the parent/guardian at the end of the school day by 4:00 p.m.
  - Third Offense: Device will be confiscated, a parent/guardian conference will be necessary for the electronic device to be returned to the parent/guardian, and the student will serve ten days of lunch detention.
  - Fourth Offense: Device will be confiscated, a parent/guardian conference will be necessary for the electronic device to be returned to the parent/guardian. Every day of school the device will be turned into the High School Office each morning by 8:00 a.m., and then picked up at the end of the school day for five weeks.
  - Additional violations will result in more severe consequences.

**At no time is E-KCS responsible for broken, lost, traded, stolen, or usage of any of the above-mentioned electronic devices while on school property or at school-sanctioned events.**

### **Emergency Procedures**

Emergency drills will be held during the first week of school and periodically thereafter.

- All teachers will explain the emergency procedures, talk each class through the procedures during the first week of school.
- Classes will leave the building according to the emergency procedures in an orderly fashion.

### **Field Trips**

On all field trips, school rules, whether or not the trip occurs during school hours, remain in effect. Violations of school rules on a field trip may result in the revocation of a student's privilege of participating in future field trips or other school activities. Students may also be subject to discipline as outlined in the Code of Conduct.

- Student eligibility for attending field trips is based on attendance, academics and behavior.

### **Fitness Center**

Students in grades 8-12 are encouraged to use the Fitness Center during the school day when open. The guidelines for use are as follows:

- Seniors with privileges & juniors with privileges are allowed to be in the Fitness Center unsupervised during any study hall period.
- Teachers are asked to send students down to the Fitness Center from study hall with a list of all students reporting. The Fitness Center monitor may need to send some students back if too many students report. The maximum number of students permitted in the Fitness Center at one time is 20 students during each period.
- Students from Guided Study Hall or on the Academic Support List are not eligible to use the Fitness Center during the school day or after school.

### **Illegal Drugs and Tobacco**

The Board of Education, recognizing health hazards associated with smoking, prohibits possession of tobacco products, smoking, electronic cigarettes, or any other use of other tobacco products on school premises and school sponsored activities.

The use of tobacco products in the building or on school property is strictly prohibited by law. The possession and/or use of a controlled substance in the building or on school property is prohibited. If any person is involved in the sale of an illegal substance or is found to be under the influence of an illegal substance, parents and the local authorities will be notified. Prescription drugs and over-the-counter drugs cannot be in the possession of any student. Students requiring medication will have that medication stored in the nurse's office and dispensed by the nurse. Possessing, consuming, selling, attempting to sell, distributing, or exchanging alcoholic beverages, tobacco, tobacco products, bath salts, synthetic drugs, or illegal and/or controlled substances, counterfeit and designer drugs, or paraphernalia for use of such drugs or be under the influence of any such substances on school property or at a school function are illegal. "Illegal substances" include, but are not limited to, inhalants, marijuana, synthetic cannabinoids, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alike drugs, drug paraphernalia, bath salts, synthetic marijuana, and any substances commonly referred to as "designer drugs."

## **Library**

We welcome library users to come and learn how to access information. Your needs will determine how often you visit and what facilities you use on those visits. The library is a working place. In order to respect others' rights, you will be asked to tend to business or to return to study hall.

### **Student Responsibilities:**

- You should come to the library with a properly signed pass and only essential materials.
- You may sign out up to four books and return the books at the end of the two week loan period.

### **Research Use:**

- You must come prepared to work and do the work stated on your pass.

### **General Rules:**

- You must sign out library material before removing it from the library. Magazines and other reference materials are not to be signed out of the library.

## **Miscellaneous**

**Closed Campus:** The E-KCS District operates under a closed campus. No student will be allowed to leave the campus during the school day unless they are a junior or senior and meet the criteria listed under Study Halls on page 27. Exceptions to this include students that have an excused dismissal note from a parent or guardian per the Attendance Regulations section of this handbook. Students are not allowed to leave the campus for lunch.

**Medication:** ALL medications, including non-prescription drugs, given in school must be prescribed by a doctor. The physician's statement must detail the method, amount and time schedule by which the medication is to be taken. A doctor's order and parent/guardian written permission are required by law. Medications are to be transported by parent or other adult to the school and not with the student.

**Student lockers:** All students will be issued a locker at the beginning of the year. The locker is school property and should not be misused or damaged. The locker is subject to search by school officials at any time without warning if it is suspected that it contains illegal or prohibited items. Lockers should be kept locked and shut at all times. Students are not allowed to adjust lockers or jam them to remain unlocked. Any jamming of the lockers will be considered destruction of school property.

**Telephones:** The office phone is available for limited student use as approved by the office.

**Textbooks, musical instruments, Chromebooks and calculators:** All items loaned to a student are school property and should not be misused or damaged. In the case of lost or damaged items, the student will be required to pay for replacement.

### **Restrooms:**

Only one student is permitted in a restroom stall at a time. Students are not to loiter in bathrooms.

## **Student Conduct**

Students are expected to conduct themselves in an appropriate and civil manner, with proper regard to the rights and welfare of other students, district personnel and other members of the school community, and for the care of school facilities and equipment and follow the Code of Conduct. Students must learn to assume and accept responsibility for their own behavior, as well as the consequences of their misbehavior. Students may be subject to disciplinary action, ranging from lunch detention to after school detention, social restriction, zero grade, reimbursement, and/or suspension from school and a superintendent's hearing, when they engage in: conduct that is disorderly, insubordinate, disruptive, violent, or that endangers the safety, morals, health or welfare of others. Inappropriate behavior also includes misconduct on a school bus or any form of academic misconduct such as plagiarism, cheating, copying, or altering records. Students may face detention, removal from the privilege of attending field trips or assemblies, suspension, social restriction, and/or reimbursement as possible consequences for the actions.

The following rules of behavior apply to all students while they are on school grounds, in school buildings, and/or participating in school sponsored activities. Serious violations of the Code of Conduct may result in an immediate hearing with the superintendent.

A student may be suspended from school or be subjected to another form of disciplinary action when he or she behaves in a manner which is:

1. Disorderly, that is:
  - a. Fighting or violent behavior
  - b. Threatening another with bodily harm
  - c. Intimidating students or school personnel
  - d. Making unreasonable noises
  - e. Using abusive language or gestures, including racial or ethnic
  - f. Inappropriate displays of affection - Excessive Public Display of Affection (Casual display of affection is permissible, such as holding hands. Anything beyond holding hands would be inappropriate at school or school functions.)
2. All students are expected to use appropriate and acceptable language in their relationships with other members of the school community. Unacceptable and inappropriate language would include but not be limited to:
  - a. Abusive language
  - b. Sexually suggestive or indecent language
  - c. Harassment (sex, race, religion, body size, etc.)
  - d. Cursing
  - e. Excessive arguing with any school personnel
  - f. Threats of violence
  - g. Hate speech
  - h. Cyberbullying (Whether in school or out of school)
3. Insubordinate, that is, failing to comply with the lawful directions of teachers, school administrators, or other school employees
4. Engages in any of the following forms of academic misconduct:
  - a. Plagiarism
  - b. Cheating
5. Engages in conduct which violates Board of Education rules and regulations for the maintenance of public order on school property, including but not limited to:

- a. Vandalism or any destruction of real and/or personal property (including graffiti or arson)
- b. Theft
- c. Tardiness
- d. Missing or leaving school without permission
- e. Truancy
- f. Possession/use/sale of drugs or alcohol
- g. Possession of weapons or fireworks
- h. Gambling
- i. Hazing

Students will refrain from having any item which presents a threat to the safety of others or that could cause a distraction to anyone's learning (ex: weapons, knives, air pellet guns, fireworks, noisemakers, etc.).

### **Student Removal from Class**

A student's behavior can affect a teacher's ability to teach and can make it difficult for other students in the classroom to learn. A teacher may direct a student to briefly leave the room to give him/her an opportunity to regain his or her composure and self-control in an alternative setting. This may include but not be limited to:

- Sending a student into the hallway, visibly in the sight of the teacher. or into an adjacent supervised classroom.
- Sending a student into a different supervised classroom.
- Sending a student to the High School Office to see the Principal or Counselor, if deemed appropriate and agreed to by the Counselor.

The teacher will then make contact with the student's parent or guardian after removal from the class. The teacher will also follow up with a referral to the Building Principal if they feel further consequence may be required.

### **Student Searches and Interrogations**

The administration of E-KCS is committed to ensuring an atmosphere on school property and at school functions that is safe and orderly. To achieve this type of environment, the principal may question a student about an alleged violation of the law or the school Code of Conduct. Students will be told why they are being questioned. In addition, the Building Principal has the authority to conduct searches of students and their belongings if she has reason to believe that the search will result in evidence that the student violated the law or the school Code of Conduct. Before searching a student or his or her belongings, the Principal will attempt to get the student to admit that he or she possesses physical evidence that are in violation of the law or the school code. Student lockers, Chromebooks, e-mail accounts, and other storage spaces may be subject to search at any time by the Principal without prior notice to the students and without their consent.

### **Student Services**

Counseling Services: Students wishing to meet with the school counselor can make an appointment in the High School Office.



**Health Services:** A school nurse is available throughout the school day. The school nurse is here to provide emergency medical assistance and to assist students who require medication. A teacher signed pass is required.

**Library-Media Center:** The library has an extensive collection of books, periodicals, and the latest technology available for students and staff use. Students will be expected to follow the established rules or privileges will be suspended.

**Cafeteria:** Breakfast and lunch will be available in the cafeteria. Students will not be allowed to have food or beverages outside of the cafeteria unless they are a senior with privileges or have a pre-signed pass to eat with a staff member.

## **Student Suspension from School**

Suspension from school is a severe penalty which may be imposed upon students who consistently and/or blatantly break rules contained in the Code of Conduct. Staff members can suggest suspension, but only the Principal and Superintendent are authorized by the Board of Education to suspend students from school [pursuant to Education Law 3214(3)]. If the Principal proposes to suspend a student for five or less days, she must immediately notify the student verbally. If the student denies the allegations, the Principal must provide an explanation of the basis for the proposed suspension. If it is necessary to suspend a student, the parent and/or guardian will be contacted by the Principal. The Principal will also notify the parent and/or guardian in writing and reasonably assure receipt of the notice within 24 hours. The notice shall provide a description of the charges and inform the parents/guardian of the right to request an immediate informal conference with the Principal.

The opportunity for the informal conference shall take place prior to the suspension. The parent or guardian has the right to discuss the fact-finding information gathered by the principal and if needed, the complaining witness(es) may be called in. If the student's presence in school poses a continuing danger to persons or property or an ongoing threat of disruption, then the notice and opportunity for the conference shall take place as soon as possible after the suspension. Following the conference, the Principal shall promptly advise the parents and student of the decision in writing. Parents may request tutoring for their child during the suspension period. The parents shall also be advised that if they are not satisfied with the decision they must file a written appeal to the Superintendent within five days. If it is determined that a long term suspension of more than five days may be warranted, the Superintendent will notify the parents of the student that they have the right to a fair hearing, and that they have the right to be represented by counsel if they choose.

**In-School Suspension (ISS):** is a form of discipline that is intended to be an alternative to Out-of-School Suspension. It provides an educational setting in a restricted environment. Students assigned to ISS will be required to complete assignments sent by their classroom teachers. All student electronic devices, with the exception of the Chromebook, will be stored in the Front Office for the duration of the ISS. Students are not allowed to participate in any extracurricular activities during the suspension period. Athletes have specific consequences per the athletic contract when placed in ISS.

**Out-of-School Suspension (OSS):** may be assigned from one to five days by the Principal. The length of the suspension depends on the severity of the infraction. Students are not allowed on school property or permitted to participate in any athletic or extracurricular activities during the suspension. Students will receive assignments by their classroom teachers to be completed at home and are expected to maintain contact with the Front Office to ensure the collection of these items. The assignments provided by their classroom teacher will be due upon return to school.

**Superintendent's Hearing:** Any student that continually refuses to adhere to school policies may be involved in a Superintendent's hearing. If it is determined that a long-term suspension of more than five days may be warranted, the Superintendent will notify the parents and the student that they have a right to a fair hearing, and that they have the right to be represented by counsel if they choose.

## **Study Hall**

During Study Hall students should contribute to an environment conducive to study. Students will utilize a sign-in/out sheet that all study hall teachers will maintain. Students must include their name, destination, and time of departure and/or arrival. Students should arrive to study hall with materials needed to complete assignments or a book to read. **NO SLEEPING WILL BE PERMITTED IN STUDY HALLS.** If a student needs to meet with another teacher they should secure a pre-signed pass from that teacher prior to study hall. It is the discretion of the staff to allow students permission to leave. All students on the Academic Support List, including seniors with privileges will be required to attend the Guided Study Hall class during each study hall.

Seniors with Senior Privileges are allowed, after a completed Senior Privilege Contract is received in the High School Office, to arrive late in the morning if they have study halls, and be dismissed early from school if they have study halls at the end of the school day.

Juniors with a 90% overall average, as calculated using the same guidelines for Senior Privileges, are allowed, after a completed Junior Privilege Contract is received in the High School Office, to arrive late in the morning if they have study halls, and be dismissed early from school if they have study halls at the end of the school day.

Juniors and Seniors are NOT allowed to leave the building between classes or in the middle of day, unless they meet the criteria on page 16 for I, J, K or L under legal absences. This will require verification from the medical/dental office, college/military visit, school approved cooperative worksite program or road test license examiner confirming the appointment.

## **Senior Class Privilege Guidelines**

All seniors may get off school buses and go into the school lobby area as soon as school buses arrive at school in the morning.

### **Academic and Attendance Eligibility Standards**

- For the purpose of senior privileges, a student is classified as a senior if that student is scheduled in all required courses for graduation in June of that school year and eligible for senior class ranking.
- A senior is eligible for senior privileges on the first day of school in his/her senior year if he/she has an overall academic average of 80% for his/her junior year (list provided by the High School Office) AND he/she has signed and returned a senior privilege contract. Students that fail to submit this contract by the first Monday of the new school year will not gain privileges until the next list is generated at the 5 week marking period.
- Seniors academic averages will be surveyed every five weeks. Seniors with overall academic averages of 80% or greater and who have a passing grade of 65 in all classes will be eligible for senior privileges. Any classes with incompletes will suspend privileges until the incompletes are resolved.
- For the purpose of verifying that seniors' academic average and passing grade meet the criteria listed in #3 above, the High School Office will provide a complete listing of seniors' averages to the staff.

- Seniors that have reached stage 4 of the Attendance Guidelines in any class are not eligible for senior privileges.
- Seniors may not earn back their privileges until the next report card or progress report is distributed (approximately five weeks.)

### **Privilege Guidelines**

- Students will be responsible for keeping the commons areas orderly, clean and neat.
- There should be no hanging out of windows, sitting on window ledges, radiators, or tables. In addition, classes in session should not be disturbed by seniors in the commons areas.
- It is important that seniors report to study hall and sign out on the sheet provided. It is not permissible for someone else to sign you out. Students must go to the commons at the beginning of the period and remain until the end of the period.
- Only students from study halls are allowed access to the commons. No student should be excused from classes to go to the commons. No students other than seniors should be present in the commons area.
- Each senior must return the senior privileges contract to the High School Office, signed and dated appropriately, before he/she is eligible for senior privileges.
- Seniors may choose to eat their lunch on the picnic tables in the courtyard, in the lounge or at the café tables outside the library. Those who buy the school lunch may report to the commons areas or outside the building, but are responsible for proper disposal of garbage and returning of trays, dishes and utensils to the cafeteria each day. Only disposable trays and plastic silverware may be taken out of the cafeteria.
- Seniors with privileges could leave, with teacher approval, 4<sup>th</sup> period 2-3 minutes early so they may be in front of the lunch line.
- The designated senior commons areas are:
  - Senior lounge room
  - The café area outside the library.
  - The café area outside the main gym.
  - The courtyard between the buildings for quiet study.
  - The area near the elementary gym/softball field.
- There should be no sleeping, horseplay, PDA, or disruption to indoor activities in the senior commons areas.
- The library is not considered a senior commons area. Seniors with privileges may go to the library, complete their work, and then leave to the senior commons areas after notifying the library staff.
- Seniors with privileges may walk for exercise in the hallways surrounding the auditorium. Idle wandering in the rest of the school is not allowed.
- Senior athletes that meet the study hall criteria to arrive late or leave early are provided that privilege as part of Senior Privileges.

### **Consequences for Violations**

- Any senior assigned a school suspension, either in-school or out-of-school, will have his/her senior privileges revoked for three weeks following the suspension.
- Seniors may lose privileges for up to one week if they have been assigned after-school detention, are late to school illegally, or if they are found wandering in the halls rather than being in the commons area when signed out for the commons area.
- Should a situation arise whereby a teacher feels that a senior's privileges should be revoked, the high school principal will review this situation with the senior class advisors and their decision will be final.
- Violations of these guidelines, or the discipline code outlined in the student handbook, may result in a revocation of senior privileges.



# Computer/Device & Technology Guidelines

# Chromebook/Device Procedures and Information

## Edwards-Knox Central School Chromebook/Device Program

Students live in an on-demand, technology-dependent world. As we enter the twenty-first century, excellence in education requires that technology is seamlessly integrated throughout the educational program. Research indicates that students who have access to technology on a regular basis show a significant improvement in their learning skills over those who do not have this opportunity. Increasing access to technology is essential for that future, and the learning tool of twenty-first century students is the laptop computer.

Students learn differently and approach school work differently than students did even a few years ago. The use of laptop computers is a way to empower students to learn at their full potential and to prepare them for the world of college and the workplace. Laptop computers encourage students to solve problems and think critically by stimulating analytical thinking. Learning comes about through the continuous dynamic interaction among students, educators, parents and the extended community.

Technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning. The laptop program integrates technology into the curriculum anytime, anyplace.

Establishing this new environment for learning takes careful planning and consideration. With the issuance of each laptop also comes the need to establish rules, policies, and regulations that will govern the use of the equipment. These issues range from the need to protect student access to care and maintenance of the laptop. Each student will be issued a laptop computer for his/her use at registration.

We hope the information in this guidebook provides you with useful information, advice, best practices, and practical solutions. This guidebook is not meant to be “all inclusive” and will remain a work in progress as the laptop program develops over the years. The policies, procedures, and information within this document apply to all laptops used at Edwards-Knox Central School, and any device considered by the Principal to come under this policy. Teachers may set additional requirements for computer use in their classrooms.

Technology and technology-empowered students are here to stay. Edwards-Knox Central School wants to capitalize on young people’s affinity for technology and engage those students to learn in a more relevant way for a world that is becoming increasingly technology driven.

*The policies, procedures and information within this document apply to all Chromebook/devices used at Edwards-Knox Central School, and any other device considered by the principal to come under this policy. Teachers may set additional requirements for computer use in their classroom.*

***Failure to return the school-issued computer upon termination of enrollment at E-KCS may result in criminal prosecution or civil liability. The student will also pay the replacement cost of the computer. Failure to return the computer will result in a grand theft report being filed with the local police department. Furthermore, the student will be responsible for any damage to the computer and must return the computer and accessories to the Technology E-KCS Help Desk in satisfactory condition. The student/family may be charged a fee for any needed repairs not to exceed the replacement cost of the computer.***

## **1. RECEIVING YOUR CHROMEBOOK/DEVICE**

New students are able to pick up their Chromebook starting on the first day of school, if they have turned in their Student Pledge Sheet. **Parents & students must sign and return the Student Pledge document by the end of the first week of school.**

## **2. TAKING CARE OF YOUR CHROMEBOOK/DEVICE**

Students are responsible for the general care of the Chromebook/device they have been issued by the school. Chromebook/devices that are broken or fail to work properly must be taken to the Library Help Desk.

### 2.1 General Precautions

- No food or drink is allowed next to your Chromebook/device while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the laptop.
- Students should never carry their laptop while the screen is open, unless directed to do so by a teacher.
- Chromebook/devices must remain free of any writing, drawing, etching, etc.
- Chromebook/devices must never be left in a car or any unsupervised area.
- Students are responsible for keeping their Chromebook/device's battery charged for school each day.
- No stickers may be placed on your computer.

### 2.2 Carrying Chromebook/devices

The protective cases provided with Chromebook/device have sufficient padding to protect the Chromebook/device from normal treatment and provide a suitable means for carrying the device within and outside the school. The guidelines below should be followed:

- Chromebook/devices should always be within the protective case when carried.
- Ensure that the device is inserted correctly into the case at all times.

### 2.3 Screen Care

The screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on the top of the Chromebook/device when it is closed.
- Do not place anything near the Chromebook/devices that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Clean the screen with a soft, dry cloth or anti-static cloth. (NO CHEMICALS)

### 3. USING YOUR CHROMEBOOK/DEVICE AT SCHOOL

Chromebook/device are intended for use at school each day. In addition to teacher expectations for Chromebook/device use, school messages, announcements, calendars, and schedules will be accessed using the device. Students must be responsible to bring their device to all classes, unless specifically advised not to do so by their teacher.

#### 3.1 Chromebook/device Left at Home /Grades 7-12

If students leave their laptop at home, they must immediately phone parents to bring them to school. Repeat violations of this policy will result in disciplinary action.

#### 3.2 Chromebook/device Undergoing Repair

Loaner devices may be issued to students when they leave their Chromebook for repair with the IT staff pending availability of a “warranty pool”.

#### 3.3 Charging Your Chromebook/device Computer’s Battery

Chromebook/devices must be brought to school each day in a fully charged condition. Students need to charge their devices each evening. Repeat violations of this policy will result in disciplinary action. In cases where use of the device has caused batteries to become discharged, students may be able to connect their computers to a power outlet in class, if the teacher allows it.

#### 3.4 Screensavers

- Inappropriate media may **not** be used as a screensaver.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang-related symbols or pictures will result in disciplinary actions.
- Passwords on screensavers are **not** to be used.

#### 3.5 Sound

Sound must be muted at all times in the classroom unless permission is obtained from the teacher for instructional purposes.

#### 3.6 Printing

Students may use the printers located in the library, and other areas around the building with teachers’ permission during class or breaks. Students will be monitored for the number of pages they will be allowed to print during the course of the school year. Students will be warned if he/she engages in excessive printing. If excessive printing continues after a warning, it may result in usage fees for the student. Students who want to print on a home printer may ask the IT staff to help add their printer to the laptop computer.

#### 3.7 Music & Games

Music and games are not allowed to be downloaded. Music and games are not allowed to be played online, unless they are used for an educational purpose and permission is granted by a teacher. Students who engage in game play on electronic devices may only use games that have been rated developmentally appropriate for their age by the Entertainment Software Rating Board (ESRB). Students may not share or exchange these games with other students who are not within the developmentally appropriate age range. Doing so will result in disciplinary action and possible loss of privileges.

### 4. MANAGING YOUR FILES & SAVING YOUR WORK

#### 4.1 Saving to E-KCS System Network

All student work will be saved on the E-KCS assigned account. The student is responsible for managing



and not sharing usernames and passwords for any school related accounts. The student is responsible for **ALL** actions that occur on his/her account.

#### 4.2 Saving Data to Removable Storage Devices

Students may also backup all of their work using removable file storage. Removable USB devices may be purchased at a local retailer. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Computer malfunctions are not an acceptable excuse for not submitting work.

### **5. COMPUTER INSPECTION AND CONFISCATION**

Students may be selected at random or upon suspicion to provide their laptop for inspection. The inspection may be completed by IT Department Personnel, Administration, or a faculty member.

### **6. ACCEPTABLE USE**

#### 6.1 General Guidelines

- Students will have access to all available forms of electronic media and communication which is in support of education and research and in support of the educational goals and objectives of the Edwards-Knox Central School District.
- Students are responsible for their ethical and educational use of the technology resources of the Edwards-Knox Central School District.
- Access to the Edwards-Knox Central School District technology resources is a privilege and not a right. Each employee, student and/or parent will be required to follow the Acceptable Use Policy.
- Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and computer viruses.
- Any attempt to alter data, the configuration of a computer, or the files of another user, without the consent of the technology coordinator will be considered an act of vandalism and subject to disciplinary action in accordance with the discipline procedures. This action may also result in a fine for any damage caused to the computer.

#### 6.2 Privacy and Safety

- Do not go into chat rooms, send group emails or send chain letters without permission.
- Do not open, use, or change computer files that do not belong to you.
- Do not reveal your name, phone number, address, social security number, password or passwords of other people.
- Remember that storage is not guaranteed to be private or confidential.
- If you inadvertently access a web site that contains obscene, pornographic or otherwise offensive material notify a teacher or principal immediately so that such sites can be blocked from further access. This is not merely a request; it is a responsibility.

#### 6.3 Legal Propriety

- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
- Plagiarism is a violation of the E-KCS disciplinary procedures. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Use or possession of hacking software is strictly prohibited and violators will be subject to disciplinary procedures. Violation of applicable state or federal law, including the New York State Penal Code, Computer Crimes, will result in criminal prosecution or disciplinary action by the District.

#### 6.4 Email

- Always use appropriate language.
- Do not transmit language/ material that is profane, obscene, abusive, or offensive to others.
- Do not send mass emails, chain letters or spam
- Students should maintain high integrity with regard to email content.
- No private chatting during class.
- E-KCS email is subject to inspection by the school staff and administration.

#### 6.5 Consequences

The student(s) in whose name a system account and/or computer hardware is issued will be responsible at all times for its appropriate use. Non-compliance with the policies of the Laptop Computer Handbook or Acceptable Use Policy will result in disciplinary action. Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by designated District staff to ensure appropriate use. The District cooperates fully with local, state or federal officials in any investigation concerning or relating to violations of computer crime laws. Contents of e-mail and network communications are governed by the New York State Open Records Act; proper authorities will be given access to their content.

#### 6.6 Student Responsibilities

- Students are responsible at all times for their Chromebook/device, whether at home or school.
- Students must log in under their own username.
- Students may not share their password with other students.
- Students may not share their laptop with other students.
- All Chromebook/device components are to be carried in the laptop case ***at all times***.
- Students may not loan laptop components to other student ***for any reason***.
- Students may not load or download any software on the Chromebook/device.
- Students are responsible for charging and maintaining battery units in the laptop daily.
- Chromebook/devices come with a standardized image already loaded. These images may not be altered or changed in any way. ***There will be a \$25 Re-Image fee to correct these problems. (Does not refer to desktop screensaver/wallpaper.)***
- ***It is the responsibility of the student to see to it that critical files are backed up regularly.***
- All use of the Internet must comply with district guidelines. Log files are maintained on each laptop with a detailed history of all sites accessed. These files will be reviewed periodically.

#### 6.7 Parental Responsibility

- Parents will be responsible for monitoring student's use of the laptop at home and away from school.
- Parents will be responsible for reviewing the Acceptable Use Policy with their child(ren)/student(s).
- Parents are asked to monitor their student's activities on the Internet on a regular basis. Remember, parents are responsible for overseeing their child's use of the Internet while at home. Please note that student computer online activity is only monitored during the instructional part of the school day.

## **7. PROTECTING & STORING YOUR CHROMEBOOK/DEVICE**

#### 7.1 Laptop Computer Identification

Student laptop will be labeled in the manner specified by the school. Laptop computers can be identified in the following ways:

- Record of serial number.
- Individual user account name and password.

### 7.2 Password Protection

Students will be given a password to the local machine, the network and the email system. Students are expected to keep the passwords confidential.

### 7.3 Storing Your Chromebook/device

When students (7-12) are not using their Chromebook/device for class, they should be stored in their lockers with the lock securely fastened. Nothing should be placed on top of the Chromebook/device, when stored in the locker. Students in grades 9-12 are encouraged to take their Chromebook/device home every day after school, regardless of whether or not they are needed. Chromebook/device should not be stored in a student's vehicle at school or at home.

### 7.4 Chromebook/devices Left in Unsupervised Areas

Under no circumstances should Chromebook/device be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the cafeteria, computer lab, locker rooms, library, lobbies, senior area, unlocked classrooms and hallways. Any computer left in these areas is in danger of being stolen. Unsupervised laptop will be confiscated by staff and taken to the office. Disciplinary action may be taken for leaving your laptop in an unsupervised location.

## **8. REPAIRING OR REPLACING YOUR CHROMEBOOK/DEVICE**

### 8.1 Accidental, Malicious, and Warranty

The student is responsible for any accidental or malicious damage to the machine. The student is also responsible for the full replacement value of any loss of theft of the machine. Any warranty work will be covered by the school district.

## **9. CHROMEBOOK/DEVICE TECHNICAL SUPPORT**

The IT Department coordinates the repair work for all laptops. Services provided include the following:

- Hardware maintenance and repairs
- Password identification
- User account support
- Operating system or software configuration support
- Application information
- Updates and software installations
- Coordination of warranty repairs
- Distribution of loaner laptop and batteries

## **10. CHROMEBOOK/DEVICE FAQ'S**

### **1. Can I use my Chromebook/device throughout my career at EKCS?**

Yes. While the rapid pace of computer technology guarantees that more advanced units may be available before you graduate, your unit will be powerful enough for your classroom work throughout your career at EKCS.

### **2. Can I have my laptop Chromebook/device during the summer?**

Yes. Students will be allowed to keep their Chromebooks during the summer. Graduating students will be expected to return their Chromebooks to the IT Office in June.

### **3. Does EKCS provide maintenance on my Chromebook/device computer?**

Yes. The IT staff will coordinate maintenance for students.

**4. What will I do without a computer in my classes if my device is being repaired/replaced or is lost/stolen?**

Loaner Chromebooks are available in the IT office.

**5. If I purchase software in addition to the available software provided through EKCS, will the Technical Help Desk staff load it for me?**

No. Additional software is not allowed on the Chromebook.

**6. Do I need a printer?**

You need not own one since printers are located in the library, and other areas around the High School. If you want to connect to a printer at home with the school laptop, you will need to visit the IT Department and ask what your options are.

**7. How do I connect to the Internet at home?**

You may connect to the Internet using a wireless connection. If you maintain a wireless home network, you must set the laptop to connect to your wireless connection. Dial-up Internet connections will not work on the school device.

**8. What has the school done to help prevent students from going to inappropriate sites?**

We have a software product which is designed to help monitor all Internet sites that students attempt to access during the hours of 8:00 a.m. to 3:00 p.m. This software blocks inappropriate sites and also logs a history of every site that each user opens. All students who attempt to find inappropriate sites may be directed to the Principal's Office.

**9. Are student devices subject to school "snooping"; what if they bring their device in for repairs and "objectionable data" is detected?**

Yes. Inappropriate material on the device should be reported to the classroom teacher, Principal, or IT Department immediately upon identification. Students who have "objectionable data" on their laptop, but have failed or chosen not to report it, will be referred to the Principal's Office.

**10. If the accessories to my device are lost or stolen, how much will it cost to replace them?**

In the event that accessories are stolen, you should report the lost items to the IT Department or principal's office. The cost to replace specific accessories is listed below:

- a) AC adapter & power cord: \$10.00 - \$25.00
- b) Laptop computer case: \$25.00

**11. What is unacceptable behavior?**

Unacceptable conduct includes, but is not limited to the following:

- Using the network for illegal activities, including copyright, license or contract violations, downloading inappropriate materials, viruses, and/or software, such as but not limited to hacking and host file sharing software.
- Using the network for financial or commercial gain, advertising, or political lobbying.
- Accessing or exploring on-line locations or materials that do not support the curriculum and/or are inappropriate for school assignments, such as but not limited to pornographic sites.
- Vandalizing and/or tampering with equipment, programs, files, software, system performance or other components of the network. Use or possession of hacking software is strictly prohibited.
- Causing congestion on the network or interfering with the work of others, e.g., chain letters or broadcast messages to lists or individuals.
- Intentionally wasting finite resources, i.e., on-line time, real-time music.
- Gaining unauthorized access anywhere on the network.
- Revealing the home address or phone number of one's self, or another person.

- Invading the privacy of other individuals.
- Using another user's account or allowing another user to access your account or password.
- Coaching, helping, observing, or joining any unauthorized activity on the network.
- Forwarding/distributing email messages without permission from the author.
- Posting anonymous messages or unlawful information on the system.
- Engaging in sexual harassment or using objectionable language in public or private messages, e.g., racist, terroristic, abusive, sexually explicit, threatening, stalking, demeaning or slanderous.
- Falsifying permission, authorization, or identification documents.
- Obtain copies of, or modify files, data or passwords belonging to other users on the network.
- Knowingly placing a computer virus on a computer or network.

## **12. What are some general guidelines?**

- Students will have access to all available forms of electronic media and communication which is in support of education and research and in support of the educational goals and objectives of the Edwards-Knox Central School District.
- Students are responsible for their ethical and educational use of the Chromebook/device on-line services at the Edwards-Knox Central School District.
- All policies and restrictions of computer on-line services must be followed.
- Transmission of any material which is in violation of any federal or state law is prohibited. This includes, but is not limited to: confidential information, copyrighted material, threatening or obscene material, and computer viruses.
- Any attempt to alter data, the configuration of the device, or the files of another user, without the consent of the individual, campus administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with the Edwards-Knox Central School student disciplinary procedures.

## **13. What is Network Etiquette?**

- Be polite; messages typed in capital letters are the computer equivalent of shouting and are considered rude.
- Use appropriate language; swearing, vulgarity, ethnic or racial slurs, and any other inflammatory language are prohibited.
- Pretending to be someone else when sending/receiving messages is considered inappropriate.
- Transmitting obscene messages or pictures is prohibited.
- Revealing personal addresses or phone numbers of the user or others is prohibited.
- Using the network in such a way that would disrupt the use of the network by other users is prohibited.

## **11. CHROMEBOOK/DEVICE PRIVILEGES**

All students will begin the school year with the following privileges: Home and/or school use of a Chromebook and access to student accounts, unless this privilege is revoked due to disciplinary actions during the previous school year(s). Student records will be reviewed quarterly to determine whether they have earned the opportunity to keep all privileges.

Student privileges will be suspended if they have...

- Two or more incidents of accidental damage
- Two or more incidents of Computer Laptop Violations
- One or more incidents of Computer Network Violation

Loss of privileges could include:

- Home use of computer
- School use of computer
- Student accounts

## **12. USE OF TECHNOLOGY RESOURCES POLICY**

### **Purpose**

The Edwards-Knox Central School District is pleased to offer students, faculty, and staff access to technology resources for schoolwork and enrichment activities. The purpose of the Edwards-Knox Central School District's technology resources is to provide additional educational resources and communication tools for students and teachers. These resources will help teachers to facilitate education and research consistent with the objectives of the Edwards-Knox Central School District.

### **Definition – Technology Resources**

The Edwards-Knox Central School District's technology resources include but are not limited to the following resources: network, Internet, computer hardware, software, printers, servers, stored text, data files, electronic mail, optical media, digital images, and new technologies as they become available.

### **Regulations**

The use of the Edwards-Knox Central School District's technology resources is a privilege, not a right. The privilege of using the technology resources provided by the school district is not transferable or extendible by students to people or groups outside the district and terminates when a student is no longer enrolled in the Edwards-Knox Central School District. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action shall be applied. The Edwards-Knox Central School District's Uniform Code of Behavior shall be applied to student infractions.

### **User Terms and Conditions**

Use of Edwards-Knox Central School District's technology is subject to the following terms and conditions:

1. The use of technology resources must be for educational and/or research purposes consistent with the mission, goals, and objectives of the Edwards-Knox Central School District along with State & Federal regulations. In compliance with federal law, the school district shall make reasonable efforts to restrict access to inappropriate materials and shall monitor the on-line activities of the users in the school environment.
2. User accounts are considered the property of the school district. Network administrators may review school computers to maintain system integrity and to insure that users are using the system responsibly. While user files will not be examined without reasonable cause, users should not expect that anything stored on school computers or networks will be private.
3. Prohibited technology resources activities include, but are not limited to, the following:

#### **Chromebook/Computer Violations:**

- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Downloading or transmitting multi-player game, music, or video files using the school network.
- Vandalizing, damaging, or disabling property of the school or another individual or organization.
- Accessing another individual's materials, information, or files without permission.
- Using the network or Internet for commercial, political campaign, or financial gain purposes.

- Releasing files, home address, personal phone numbers, passwords, or other vital information to others.
- Promoting or soliciting for illegal activities.
- Attempting to repair, remove or install hardware components reserved for an authorized service technician.
- Violating copyright or other protected material laws.
- Subscribing to mailing lists, mass e-mail messages, games, or other services that generate several messages that can slow the system and waste other users' time and access.
- Intentionally wasting school resources.

Consequences: see loss of privileges above

Network Violations:

- Attempting to log on to the Internet or network (servers, routers, switches, printers, firewall) as a system administrator.
- Sending, accessing, uploading, downloading, or distributing pornographic or sexually explicit materials.
- Installing, enabling, launching, or creating programs that interfere with the performance of the network, internet, or hardware technology resources.
- Creating, uploading, or transmitting computer viruses.
- Attempting to defeat computer or network security.

Consequences:

- Suspension of use of the laptop computer, referral to law enforcement authorities, and possible long term suspension or recommended expulsion from school.

4. Edwards-Knox Central School District does not guarantee that its technology resources will be uninterrupted or error-free; nor does it make any warranty as to the results to be obtained from use of the service or the accuracy or quality of the information obtained on or by the network. Access to the network is provided on an "as is" basis without warranties of any kind. Neither the school district nor any of its agents or employees shall be liable for any direct, indirect, incidental, special, or consequential damages arising out of the use of or inability to use the network or Internet.

5. Users shall be responsible for any costs, fees, charges, or expenses incurred under the person's account in connection with the use of the network or Internet except such costs, fees, charges, and expenses as the school district explicitly agrees to pay.

6. Any security or equipment problems arising from the use of technology resources must be reported to the Computer Help Desk or Principal's Office.

7. Students will be held responsible for maintaining their individual school Chromebook and keeping them in good working order.

- Computer batteries must be charged and ready for school each day.
- Only labels/stickers approved by EKCS may be applied to the computer.
- Computer cases furnished by the school district must be returned with only normal wear and no alterations to avoid paying a case replacement fee.
- Computers that malfunction or are damaged must first be reported to the Library Help Desk. The school district will be responsible for repairing computers that malfunction. Computers that have been damaged from normal use will be repaired with no cost or minimal cost to the student. Students will be entirely responsible for the cost of repairs to school devices that are damaged intentionally.

- Accidental Chromebook damage: Students who have recorded two or more instances of accidental Chromebook damage may be asked to check their laptop into the Library Help Desk. Laptop computers may be checked out again before classes begin the next day. Special permission to take a laptop home for class work may be permitted by the principal.
- Devices that are stolen must be reported immediately to the Principal's Office and the police department.
- Individual school Chromebooks and accessories must be returned to the 1<sup>st</sup> period teacher at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at EKCS for any other reason must return their individual school laptop computer to the principal on the date of termination.

### **13. Student Pledge for Technology Use**

1. I will take good care of my Chromebook/device and know that I will be issued a device each year.
2. I will never leave my Chromebook/device unattended.
3. I will never loan out my Chromebook/device to other individuals.
4. I will know where my Chromebook/device is at all times.
5. I will charge my Chromebook/device's battery daily.
6. I will keep food and beverages away from my Chromebook/device as they may cause damage to the computer.
7. I will not disassemble any part of my Chromebook/device or attempt any repairs.
8. I will protect my Chromebook/device by only carrying it while in the case provided or another approved case.
9. I will use my Chromebook/device in ways that are appropriate and educational.
10. I will not write, carve, or put stickers on the Chromebook/device.
11. I understand that my laptop and accounts are subject to inspection at any time without notice and remains the property of the Edwards-Knox Central School District.
12. I understand and agree to follow the criteria described in the *Chromebook/Device & Technology Guidelines* while at school, as well as outside the school day.
15. I will be responsible for all damage or loss caused by neglect or abuse and will pay for such repairs.
16. I agree to pay for the replacement of my power cords, battery, or laptop case in the event any of these items are lost or stolen.
17. I agree to return the Chromebook/device, power cords, and case in good working condition.
18. I will not reveal my own or anyone else's personal address or phone number
19. I agree to abide by all copyright and license agreements.
20. I agree that no financial transactions of any kind will be allowed using the school account.
21. I understand that access to the Internet will be allowed, as well as, the possibility of student work and photos being published on the Internet.



# EDWARDS-KNOX CENTRAL SCHOOL

## **TECHNOLOGY GUIDELINES FOR ACCEPTABLE STUDENT USE**

We are pleased to offer the students of Edwards-Knox Central School access to the district computer network for Internet access. To gain independent access (the use of the Internet during a student's free time) all students must obtain parental permission and must sign and return this form to the school.

Access to the Internet will enable students to explore thousands of libraries, databases, and bulletin boards throughout the world. Families should be warned that some material accessible via the Internet may contain items that are illegal, defamatory, and inaccurate or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. Edwards-Knox Central School teachers who utilize the Internet for instruction will review the guidelines for its use. Parents and guardians should help set and convey the standards that their children should follow when using media and information sources. To that end, Edwards-Knox Central School supports and respects each family's rights to decide whether or not to apply for independent access. However, by not approving Internet access a student's ability to research information will be limited.

**Guidelines for Acceptable Use** - Users are expected to follow these rules of network etiquette:

1. Users are to be polite and use appropriate language. Abusive and/or vulgar messages are not allowed.
2. Users are not to engage in illegal activities including sexually explicit material, gambling, and hate websites.
3. Users are not to reveal anyone else's address, phone number or personal information out over the Internet.
4. Users cannot hold the district responsible for materials that he/she acquires on the network.
5. Users files are NOT private. The District has access to all files and can monitor computer activity at all times.
  - Any messages relating to or in support of illegal activities may be reported to the authorities.
6. Users are not to use the network in any way that will be disruptive to other users.
7. Users are not to access, alter, or destroy any files.
8. Users may access the network ONLY for educational intent.
9. Users are not to investigate, download or play Internet games that are not approved by a teacher, use chat rooms (ICRs) or use Multi-Dimensions (MUDS).
10. Users are not to download or install any software to the computers.
11. Users are not to give out their username and password to anyone, nor are they to use another person's username and password to access the network.
12. Users will credit all materials in their work in keeping with copyright laws.
13. Users are not to employ the network for commercial purposes.
14. Users are to report any misuse of the system according to these rules to the administration.
15. Users are to treat the equipment with care and not abuse it.
16. Users are to follow printing guidelines and ARE NOT allowed to print in color unless given permission by an E-K staff member and should only be done for academic purposes.
17. Users are not to use Proxy servers to access the Internet.
18. Users in grades 7-12 will have access to a school provided e-mail account and are expected to use this account within the intent of these guidelines. Grades K-6 will not have permission to access or use any e-mail accounts.
19. If you have any questions about using a computer not consistent with these guidelines, please ask a staff member.

**The following are possible consequences depending on the severity of the offense and the impact it may have on others:**

- Loss of privileges for 30 days.
- Loss of privileges for remainder of semester or 60 days.
- Loss of privileges for remainder of the year or 90 days.
- Students may be removed from the Network by the Network Administrator for inappropriate use of the network/Internet.
- A discipline referral needs to be filled out by faculty/staff to report violations.

**Additional disciplinary action may be determined at the building level for infractions that may violate existing practices  
(i.e. inappropriate language.) When applicable, law enforcement agencies may be involved.**

TRANSPORTATION

## **After School Bussing**

- Bussing at 4:10 p.m. will be provided on Monday through Thursday to all students participating in school sponsored supervised after school activities.

## **Bus Conduct**

**Any actions that violate these rules will result in the appropriate disciplinary procedures and restitution of damages. All school rules are in effect on school provided transportation as well. Dangerous or continual misbehavior will result in loss of bus riding privileges.**

- Obey the driver's directives. After dismounting from the bus stop, watch for the driver to point to the student and signal, then cross the road. Students are to then move away from the bus. They should not go to the mailbox or anywhere else by the side of the bus.
- Be on time for the bus. The driver cannot wait if you are late.
- Go to your seat and remain there until your stop without disturbing other riders or driver. Bus drivers have the option to assign seats. Loud talking or laughing and other unnecessary confusion can divert the bus driver's attention and may result in an accident.
- Keep head, hands, feet and other objects inside the bus at all times and keep aisles free.
- Use an inside voice tone. There will not be any foul language, rude gestures and/or rude comments on the bus.
- Keep the bus clean.
- No food or drink is allowed to be consumed on the bus.
- In order for a child to be considered for an alternate bus arrangement, a note should be sent to school with your child or an email sent to [buspasses@ekcsk12.org](mailto:buspasses@ekcsk12.org). The note should include the name of the child and the name and address of the alternate drop-off location. Bus passes may also be requested by calling the Bus Garage at (315) 562-8133. Establishing transportation cut-off times for schedule changes helps to ensure that all of our students are bussed to their correct locations.
- All requests must be submitted by 1:30 p.m. Parents can submit permanent bus pass requests on a daily, weekly, or monthly basis.
- All changes after 1:30 p.m. are for EMERGENCY changes ONLY. A change that would require a child to be taken off the bus and placed on another bus, or to be held back at school for pick up, would be considered emergent. These changes will require a phone call to the Main Office at (315) 562-8130, Ext. 25534.
- Requests for students to be picked up or dropped off at an address different from their primary residence may be refused for lack of physical space or other bus safety considerations. Please note that this is especially true when children invite others for parties.
- Edwards-Knox Central School is not responsible for the loss of, stolen, or broken electronic devices that students bring on the bus. Students who misuse the electronic device will be written up and dealt with by the school administrators.
- Students who miss their bus at their designated spot will be allowed to board at future designated stops on the route as long as they are standing with the students upon arrival of the bus. Students should not get out of their personal car behind the bus when the bus is stopped.
- Obey the rules posted on the bus and follow the same rules from the High School Student Handbook.

### **NOTE:**

Any student violating these rules will be warned and/or disciplined by the principal or supervisor of transportation. Discipline may include the suspension of bus privileges for an indefinite period of time.

## **Student Parking Responsibilities**

Driving to high school is a privilege granted to those students who obey school parking and driving regulations. Permission to drive to school may be revoked if students fail to adhere to school rules. Students are not permitted to go to vehicles during the day without permission of the Building Principal or his/her designee.

### **Parking Rules**

- Students must complete the Edwards-Knox Student Parking Registration & Contract form and turn in to the High School Office for approval.
- Students **MUST** ride alone. Exceptions to this rule require written permission from parent(s) or guardian(s) from both the driver's parent(s) and the rider's parent(s).
- Students are **REQUIRED TO BE ON TIME** for all classes, including homeroom. If a student with parking privileges has three unexcused tardies to school, he/she will lose parking privileges for two weeks. A second violation of this rule will result in a 10 week suspension of parking privileges.
- Students must adhere to safe driving procedures. (Observing speed limits, no screeching tires, etc.)
- Students who fail to follow parking/driving regulations (i.e. speed limit) may have their driving privilege taken away.

# **Edwards-Knox High School Parent and Student Compact**

## **IN ORDER TO PROMOTE STUDENT'S ACHIEVEMENT:**

### **SCHOOL WILL:**

- Communicate with parents regularly to keep them informed of the student's progress
- Prepare a challenging and interactive program of instruction
- Respect the student's opinion each day and try to listen carefully to him/her
- Utilize necessary support staff and services to meet your student's needs
- Notify parents of special circumstances within the school environment that are affecting the student's learning/behavior
- Encourage parents to participate in organizations such as Shared Decision Making, Parent/Teacher/Student's Organizations, Title I/AIS and Special Education Planning Committees
- Notify parents of training opportunities that will enable them to improve the student's achievement
- Provide an environment that is safe, healthy, orderly, and drug free
- Enforce school rules fairly and consistently

### **PARENTS WILL:**

- Expect the students to be respectful, work hard, and follow school rules
- Make an effort to attend activities that focus on parent involvement and attend parent/teacher conferences
- Get to know the student's teacher(s) early in the year and communicate regularly
- Keep school informed of unusual circumstances that may affect the student's learning/behavior in school
- Monitor attendance at school, homework, and free-time activities
- Be supportive of the school in their efforts to uphold high standards of conduct and achievement
- Read and review the pertinent course outline and grading policies for each of your child's classes
- Read and review the High School Student Handbook and the Code of Conduct with my child

### **STUDENTS WILL:**

- Be responsible for his/her actions
- Work hard, listen carefully, and do his/her best
- Follow directions and school rules in the High School Student Handbook and the Code of Conduct
- Respect others' feelings, property, and opinions
- Understand he/she may seek the help of others

***The E-K High School Handbook & Code of Conduct documents are available at [ekcsk12.org](http://ekcsk12.org) or by request at (315) 562-8131.***