

High School  
Student  
Handbook

2017-2018

E-KCS



*Home of the Cougars*

# Table of Contents

Board of Education Philosophy Statement & Mission Statement.....	1
Welcome.....	2
Information Guide for Students.....	3
School Calendar.....	4
Bell Schedule.....	5
BOCES Southwest Technical Center Times.....	5
2017-18 Calendar of Events.....	6
Academic Course Load for Students.....	9
Academic Intervention Services (AIS).....	9
Downs List.....	9
Drop/Add Policy.....	9
Early Graduation.....	10
Grade Conversion Systems.....	10
Graduation Requirements.....	10
Honor Roll Criteria.....	10
National Honor Society.....	11
Promotion & Retention Procedures.....	11
Partaking in Graduation/Commencement Ceremony.....	12
Senior Class Rank.....	12
Southwest Technical Center.....	12
Working Papers.....	12
EKCS Attendance Regulations.....	13
Early Dismissal/Late Arrival Procedures.....	15
My Rights, My Responsibilities.....	16
After School Activities.....	16
Cafeteria.....	16
Dances.....	16
The Dignity for All Students Act.....	17
Detentions.....	18
Dress Code.....	18
Electronic Device Use.....	19
Fire Drill Procedures.....	20
Evacuation Procedures.....	20
Illegal Drugs and Tobacco.....	20
Library.....	21
Miscellaneous.....	22
Student Conduct.....	22
Student Removal from Class.....	23
Student Searches and Interrogations.....	24
Student Services.....	24
Student Suspension from School.....	24
Study Hall.....	25
Senior Class Privilege Guidelines.....	25
Bus Conduct.....	28
Student Parking Responsibilities.....	28
Parent's Right to Know.....	30
EKCS and Parent Compact.....	31

# **BOARD OF EDUCATION**

## **Philosophy Statement**

The philosophy of the Edwards-Knox Central School District is that every student can learn. We will strive to enable all students the opportunity to reach their greatest potential so they may become productive and successful citizens of this twenty-first century global community.

## **Mission Statement**

The mission of the Edwards-Knox Central School District is to provide positive learning experiences in order to maximize the growth and potential of each student and to serve as a learning resource for the entire district.

This mission will be achieved through teaching and learning in an environment which is safe and positive, which encourages students to become responsible and to respect themselves and others and which focuses on social, emotional, intellectual and physical dimensions.

This mission will be achieved through the cooperative efforts of students, parents, the community, the Board of Education, the professional staff and the support staff.

## **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 library and report the concern (562-8131, Ext. 15184)
I am sick in school	Report to the Nurse's office with a signed pass from a teacher. (562-8131, Ext. 25518)
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 home room. (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. 25518)
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 Guidance Office. (562-8131, Ext. 25520)
I have concerns with my schedule	Report to Guidance Office. (562-8131, Ext. 25520)
I need information on careers/college	Report to Guidance 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 Guidance Office. (562-8131, Ext. 25520)
I need driving permission	Report to the Main Office. (562-8131, Ext. 25534)
I forgot my field trip permission slip.	Call parent from Main Office. Have parent fax or e-mail permission to the Main Office. (562-8131, Ext. 25533)
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 Main Office. (562-8131, Ext. 25533)

# SCHOOL CALENDAR – 2017-2018

- 31** Staff Development Day  
**1** Staff Development Day  
**4** Labor Day  
**5** First Day of School  
**29** **11:10 Student Dismissal**

AUGUST/SEPTEMBER 2017						
S	M	T	W	Th	F	S
				31	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 2018						
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			

**19-23** Mid-Winter Break

- 9** Columbus Day

OCTOBER 2017						
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 2018						
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

- 8** **11:10 Delayed Start**  
**29** Staff Development Day  
**30** Holiday Break

- 3** **11:10 Student Dismissal**  
**9** Staff Development Day  
**10** Veteran's Day  
**16** **11:10 Delayed Start**  
**22-24** Thanksgiving Recess

NOVEMBER 2017						
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 2018						
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					

- 20** **11:10 Student Dismissal**  
**23-27** Spring Break

- 22-29** Holiday Break

DECEMBER 2017						
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 2018						
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		

- 28** Memorial Day

- 1** Holiday Break  
**15** Martin Luther King Day  
**22-25** Regents Exams  
**26** **11:10 Student Dismissal**

JANUARY 2018						
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 2018						
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

- 5** Regents Exams  
**11** Last day for grades 7-12  
**12-21** Regents Exams  
**15** Rating Day  
**21** **11:40 Student Dismissal**  
**22** **11:40 Student Dismissal**  
**22** Rating Day  
**23** Graduation

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

<u>Periods</u>	<u>Time</u>
	7:45 - 7:55 Buses Arrive/Breakfast
1.....	8:00 - 8:45
2.....	8:48 - 9:28
3.....	9:31 - 10:11
4.....	10:14 - 10:54
Lunch.....	10:57 - 11:27 (Grades 7-9 upstairs; grades 10-12 downstairs)
5.....	11:30 - 11:59
6.....	12:02 - 12:42
7.....	12:45 - 1:25
8.....	1:28 - 2:08
9.....	2:11 - 2:51
	2:55 (Buses Depart)

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

## **BOCES Southwest Technical Center Times**

AM bus departs	8:05 AM
AM bus returns	11:20
PM bus departs	11:20
PM bus returns	2:25 PM (All afternoon SWT students report to class or study hall)

## **2017-2018 CALENDAR OF EVENTS**

### **AUGUST**

August 26

SAT test

August 31

STAFF DEVELOPMENT DAY – NO SCHOOL FOR STUDENTS

### **SEPTEMBER**

September 1

STAFF DEVELOPMENT DAY – NO SCHOOL FOR STUDENTS

September 4

NO SCHOOL – LABOR DAY

September 5

1<sup>st</sup> day of school

September 9

ACT test

September 13

Sign-up deadline for PSAT-Juniors

6:00 p.m. – Parents' Association meeting

September 20

12:00-2:10 p.m. - SUNY Roadshow at Clifton-Fine for Juniors & Seniors

September 29

11:10 a.m.: students dismissed early

### **OCTOBER**

October 3

College Fair for Juniors & Seniors in AM (TENTATIVE)

October 4

6:00 p.m. – Parents' Association meeting

October 6

End of 5-week progress reporting period (24 days)

October 7

SAT test

October 9

NO SCHOOL – Columbus Day

October 11

8:00-11:30 a.m. – PSAT for Juniors

October 12

Progress reports go home

October 25

ACT test

October 31

1:15 p.m. – Elementary Halloween Parade in big gym

### **NOVEMBER**

November 1

6:00 p.m. – Parents' Association meeting

November 3

11:10 a.m.: students dismissed early

November 4

SAT test

November 8

End of 1<sup>st</sup> marking period (46 days)

November 9

STAFF DEVELOPMENT DAY – NO SCHOOL FOR STUDENTS

November 10

NO SCHOOL – Veteran's Day

November 16

11:10 a.m. – delayed start for students

3:30-7:30 p.m. – Fall Conferences

High school report cards go home

November 17

Elementary report cards go home

NYSSMA Area All-State at Indian River

November 18

NYSSMA Area All-State at Indian River

November 22-24

NO SCHOOL – Thanksgiving Recess

November 29

College Spirit Day for grades 9-12

### **DECEMBER**

December 2

SAT test

December 5

8:10-11:15 a.m. – 10<sup>th</sup> graders visit to SWT

11:30-2:45 – ASVAB for 10<sup>th</sup> graders



December 6	6:00 p.m. – Parents’ Association meeting 7:00 p.m. – Winter Concert – grades 5-8, 5/6 chorus, 6 <sup>th</sup> band, JH (snow date 12/7)
December 9	ACT test
December 13	7:00 p.m. – Winter Concert – grades 9-12 (snow date 12/14)
December 15	End of 15-week progress reporting period (22 days)
December 19	1:15 & 6:00 p.m. – Elementary Holiday Program
December 20	Progress reports go home
December 22- January 1	NO SCHOOL – HOLIDAY BREAK

## **JANUARY**

January 5	SLCMEA All-County Concert A at Crane School of Music
January 6	SLCMEA All-County Concert A at Crane School of Music
January 15	NO SCHOOL – MARTIN LUTHER KING, JR., DAY
January 16	5 <sup>th</sup> period – Allied Health Presentation for Juniors
January 22-25	Regents Exams
January 26	End of 2 <sup>nd</sup> marking period (44 days) 11:10 a.m.: students dismissed early
January 31	High school report cards go home

## **FEBRUARY**

February 1	8:00-11:15 a.m. – SWT visit for Juniors interested in Allied Health
February 2	Elementary report cards go home SLCMEA All-County Concert B at OFA
February 3	SLCMEA All-County Concert B at OFA
February 7	6:00 p.m. – Parents’ Association meeting
February 19-23	NO SCHOOL – MID-WINTER BREAK

## **MARCH**

March 2	End of 25-week progress reporting period (20 days)
March 7	8:10-11:15 a.m. – 8 <sup>th</sup> grade visit to SWT 6:00 p.m. – Parents’ Association meeting
March 8	11:10 a.m.: delayed start for students 3:30-7:30 p.m. – Spring Conferences 6:30 p.m. – 8 <sup>th</sup> grade Orientation Progress reports go home
March 10	SAT test
March 21	9:00-2:00 – Gateways for Seniors
March 23	7:00 p.m. – Musical
March 24	7:00 p.m. – Musical
March 29	STAFF DEVELOPMENT DAY – NO SCHOOL FOR STUDENTS
March 30	NO SCHOOL – GOOD FRIDAY

## **APRIL**

April 4	6:00 p.m. – Parents’ Association meeting
April 6	End of 3 <sup>rd</sup> marking period (43 days)

April 10	NYS ELA test for grades 3-8
April 11	NYS ELA test for grades 3-8
	High school report cards go home
April 12	NYS ELA test for grades 3-8
April 13	Elementary report cards go home
April 14	ACT test
April 20	11:10 a.m.: students dismissed early
April 23-27	NO SCHOOL – SPRING BREAK

## **MAY**

May 1	NYS Math test for grades 3-8
May 2	NYS Math test for grades 3-8
	6:00 p.m. – Parents’ Association meeting
May 3	NYS Math test for grades 3-8
May 5	SAT test
May 7	AP Psychology in PM
May 9	7:00 p.m. – Spring Concert for junior high
May 11	AP US History in AM
	End of 35-week progress reporting period (20 days)
	NYSSMA Solo Festival at Crane School of Music
May 12	NYSSMA Solo Festival at Crane School of Music
May 14	AP Biology in AM
May 15	7:00 p.m. – Spring Concert for high school
May 16	AP Language in AM
	Progress reports go home
May 17	AP Statistics-PM
May 21	8:00-3:00 – Tentative Kindergarten Screening in Media Center
May 22	8:00-11:00 – Tentative Kindergarten Screening in Media Center
May 23	NYS Science Performance test for grade 8
May 28	NO SCHOOL – MEMORIAL DAY
May 30	NYS Science Performance test for grade 4
May 31	7:00 p.m. – Elementary Concert for grades 4-6

## **JUNE**

June 2	SAT test
June 4	NYS Science Written test for grades 4 & 8
June 5	Regents exams
June 6	6:00 p.m. – Parents’ Association meeting
June 9	ACT test
June 11	12:00 p.m. – Awards for grades 9-12
	2:00 p.m. – Awards for grades 7-8
	LAST DAY FOR GRADES 7-12
June 12	Regents exams
June 13	Regents exams
	6:00 p.m. – Kindergarten Ceremony
June 14	Regents exams
June 15	Regents Rating Day
June 18	Regents exams
June 19	Regents exams
June 20	Regents exams

June 21	9:00 a.m. – 1-6 Awards Assembly Regents exams 12:00 p.m. – grades due for grade 9-12 11:40 a.m.: students dismissed early
June 22	Regents Rating Day K-6 Meet & Greet Report cards go home Last day of school 11:40 a.m.: students dismissed early
June 23	11:00 a.m. – High School Graduation

**\*DATES SUBJECT TO CHANGE.**

ACADEMIC

&

INSTRUCTIONAL

RESOURCES

The Guidance 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 6.5 periods of courses, which include labs.
- The parent of students enrolled in three 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 Down's List**

At the end of each five week marking period an “Academic Support Down's 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 not be permitted to use the library during study hall without written permission from a teacher.

### **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.

### **Drop/Add Policy**

- Grades 7-8: No Drop/Add will be allowed after the first full month of school. 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 second full week of school for the 1<sup>st</sup> semester. For courses starting the 2<sup>nd</sup> semester no drop/add will be allowed after the first week. Courses dropped after the two week period will be indicated with a W on the transcript.

- 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 first 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, due to special circumstances, after the ~~first marking period~~ 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 shall be eligible for early graduation in fewer than eight semesters upon completion of all requirements for graduation, excluding physical education, as mandated by Commissioner's Regulations. A student shall not be required to continue enrollment for the sole purpose of completing physical education requirement. The District, upon request from the student's parent or legal guardian, may chooses to grant the student a high school diploma prior to his/her completion of the eighth semester. Students that elect to graduate early will remain ranked with their 9<sup>th</sup> grade cohort class.

## **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

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 average of 63% or 64% for a course will be allowed the opportunity to complete extra course work to raise that grade to a 65%. There are two criteria that must be met to be afforded this opportunity: a) the student must have completed 80% of the course work and b) the extra work/assignment must be mutually agreed upon by the teacher, student, and administrator, including guidelines and due date.
- 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 at their own expense and pass the 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. A student who completes graduation requirements after commencement, during the summer or during the following year, will be able to participate in the next year's commencement. (Refer to District Policy #7220 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**

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. 9th grade (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.

## **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.



## **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 guidance office during the school year.

# ATTENDANCE GUIDELINES

## **EKCS Attendance Regulations**

Every student has a right to educational opportunities that will enable the student to develop his or her full potential. Attendance regulations are based on the principle that regular school attendance maximizes the student's interaction with his or her teachers and is a major component of academic success. Improved school attendance generally increases student achievement. Therefore, attendance regulations that provide for early identification of attendance problems and effective methods to address them will allow students to be more successful. Implementation of attendance regulations requires cooperation among all members of the educational community, including parents, students, teachers, administrators, and support staff.

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. Any student absent from a class more than 15% of the time, for any reason (including legal and illegal absences), ~~will not receive credit for the course~~ with extenuating circumstances is encouraged to request an appeal to the Building Principal for a meeting with the Attendance Review Committee.

The objectives of the regulations are to:

- A. Keep records for the use of verification and compliance with compulsory education.
- B. Know the whereabouts of every student for safety and other reasons.
- C. Identify attendance patterns to design improvement efforts.
- D. Close gaps in student performance.
- E. Stress the importance of the interaction that occurs in the classroom between students and teachers.

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

Attendance warning letters will be sent to parents/guardians when students have accumulated absences that meet various thresholds:

Stage one - 7 accumulated absences for full credit class, 4 accumulated absences for half credit courses.

Stage two - 14 accumulated absences for full credit class, 7 accumulated absences for half credit courses.

Stage three - 21 accumulated absences for full credit class, 11 accumulated absences for half credit courses.

Stage four - 28 accumulated absences for full credit class, 14 accumulated absences for half credit courses.

### **Determination for Class Credit**

I. Half credit classes – credit will be denied if a student misses fourteen classes (15%) or higher.

II. Full credit classes – credit will be denied if a student misses twenty-eight classes (15%) or higher.

III. ~~If a student is legally absent, teachers at their design and discretion may allow students to make up the class.~~

IV. Students with properly excused absences, tardiness, and early departures for which the student has performed any assigned make-up work, assignments, and/or tests will not be counted as an absence for the purpose of determining the student's eligibility for course credit and the opportunity to complete the final examination.

V. ~~Students who make up the actual class at another time will be credited with attending and will not be charged with an absence.~~ The 85% attendance requirement must be achieved one week prior to the first date of that courses final examination. Transfers and students re-enrolling after having dropped out

will be expected to attend 85% of the scheduled class meetings during their time of enrollment. The procedures followed will be prorated according to their possible number of class meetings.

### **Legal Absences**

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

- A. school sponsored activities,
- B. illness of pupil,
- 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. road test.
- K. ~~collegiate visits must be pre-approved through the Guidance Department.~~

Students are responsible to make up any course work that has been missed immediately upon their return. Students must bring a written excuse explaining the reason for their absence signed by a parent and/or guardian upon their return to school when a student has been absent for less than four days. 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.

### **Tardiness**

Students who are tardy to school or class three times will 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 50% of class for unexcused reasons shall be marked absent for that class.

### **Illegal Absences**

All illegal absences from class will be reported to the Main Office. A notice will be sent home notifying parents of absences. A letter will be sent to the parents explaining the number of days and the school policy regarding attendance. For full credit courses, parents will be notified in writing at the 7<sup>th</sup>, 14<sup>th</sup>, and 21<sup>st</sup> absence. For half credit courses, parents will be notified in writing at the 4<sup>th</sup>, 7<sup>th</sup>, and 11<sup>th</sup> absence.

If a student and/or parent feel that there are extenuating circumstances regarding an absence(s), an appeal can be made to the Building Principal. An Attendance Review Committee may be set up, made up of respective attendance officer, a guidance counselor, the student support coordinator, two teachers, two parents and two students 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.

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.

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

Students who leave early or arrive late to school are expected to present a note 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 the 2017-2018 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 or disciplinary reasons.

## **Cafeteria**

Students are required to sign themselves in to the cafeteria at the beginning of the period. Trips to student lockers and/or the restroom are permitted during the first 20 minutes of lunch.

Food is not to be carried out of the cafeteria unless a senior has privileges.

Charging meals is not permissible. However, you may incur a maximum of three unpaid charges. Once you incur 3 unpaid charges, you will not be allowed to charge a lunch or "extras". Instead, *if you ask*, you will be provided with a lunch consisting of a bowl of soup, a peanut butter and jelly sandwich, a fruit and a carton of milk. This same provision applies to breakfast.

## **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, they are to sign up before noon on Friday in the Main Office, giving their anticipated time of arrival and reason for late arrival. The office must approve this.
- Attendance at school dances is restricted to students in grades 7-12 (including guests).



- 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 obviously has been drinking will not be admitted to, or allowed to remain at the activity. A student who attends an activity under the influence of alcohol/drugs will be detained for a parent 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 Building Principal.
- Only Edwards-Knox Central students and approved guests will be admitted to dances. Guest forms for dances are available in the Main Office and must be submitted to the Main Office on the ~~Wednesday~~ **Friday** preceding the dance by **8:00 AM**. Prom guests can be students who have graduated from school, but they must be under 21 years of age. Guest forms for the Prom are also available in the Main Office. Guest's 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. A. Heller** and Mrs. S. White, ~~Mrs. A. Sykes, and Ms. L. Hughes~~ serve 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 562-8132, ext. 1519; Mrs. Sykes 562-8131, ext. 1510; or Ms. Hughes 562-8131, ext. 1525.

## **Detentions**

Teachers 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 teacher is then responsible for contacting the parent regarding the lunch detention and submitting an electronic discipline referral to the Building Principal.

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 410/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 and appearance, including hair style/color, 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, spaghetti straps, 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, tops cannot be lower than 4" from the base of the neck in the back, no cleavage should be observed and shorts, 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, such as wearing a dress with spaghetti straps to the prom or to music concerts.) The principal will make decisions when questions or concerns arise regarding the appropriateness of an individual student's dress.

- Ensure that underwear is completely covered with outer clothing.
- Include footwear at all times. Footwear that is a safety hazard will not be allowed. At the elementary level sneakers are required on gym days and on the playground.
- For students grades 7-12 hats, hoods or visors will not be permitted in offices, 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 and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities.

## **Electronic Device Use**

Students in **grades 8-12** may possess and carry electronic devices such as cellular telephones, iPod's, MP3, iPad's, notebooks, electronic games, cameras, etc. that are not harmful to the well-being of any other person. Laser pointers or laser pens may not be carried by students in school. **Students in grade 7 must leave their electronic devices in their locker during the school day, with the exception of lunch time and between classes.**

Students in grades 8-12 are free to use their electronic devices during the following times: before and after school, in between classes, and during lunch. When a student enters a classroom, library and/or auditorium the use of all electronic devices is prohibited without the permission of the teacher or teacher assistant responsible for the supervision of that room. Students are not allowed to use their phone in the hallway during class time. Permission may be granted by a teacher or teacher assistant for academic purposes or for the purpose of playing leisure music when appropriate. At no time should the use of a personal electronic device interfere with the rights of other individuals to work silently. The use of earpieces and/or headphones will be expected by students asking to use their electronic devices when sound is played.

***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.***

- At no time during a testing environment should students have possession of their cell phones. Teachers should have a standard practice of students placing their cell phones at the front of the room on the teacher's desk or a designated table away from any student contact.
- Students may not use their electronic devices during emergency procedures. Communication is imperative during these incidents and only administration may grant permission for their use.
- Students will be required to set their cell phones on their student desk, in a container at the front of the classroom or leave on their person based on teacher preference. They must be in off mode.
- Students are prohibited from using electronic devices in any educational process which invades the privacy of student, employees, volunteers, or visitors. If a student violates this prohibition, then he/she is subject to discipline under this provision and/or any provision in the School District Code of Conduct that may be applicable to the circumstances involved.
- It is up to the discretion of the bus driver, coach, chaperone, or teacher if electronic devices are to be used during school-sponsored events, including riding the bus.
- 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 with the local enforcement agencies.
- 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.

- With the rights of the student to use electronic devices while on school property or at school-sanctioned activities comes the responsibility of using the devices properly. If an electronic device is being used inappropriately and/or the behavior while using the electronic device violates the Code of Conduct the device will be confiscated by the teacher or adult in charge and given to the principal. After the first offense, a warning will be issued and the device will be kept by the principal until the end of the day. If the misbehavior warrants further consequences due to the nature of the offense, further action may be in order. After the second consequence, an afterschool detention will be assigned and the phone will be returned to the student at the end of detention. On the third offense, a parent conference will be necessary for the electronic device to be returned to the parent and two afterschool detentions will be assigned to the student. Additional violations will result in more severe consequences.
- At any time a student may lose their privileges to have electronic devices due to their actions.
- The school is not responsible for the loss, trade or damages to any electronic device. If an electronic device does not have a camera it is highly suggested during physical education these items should be locked up in a gym locker due to their cost. Locks are available from the PE staff and are highly recommended. Cameras or electronic devices with cameras should be locked up in the student's hall locker.
- All electronic devices, with the exception of the school provided Chromebook will be left in the Main Office.

## **Fire Drill Emergency Procedures**

Fire **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. ~~and will remain together until the all clear signal has been given. Each teacher will take a roll call and remain with his/her own group.~~
- ~~Students will observe the following rules during a fire drill:~~
  - ~~Do not take time to put on coats nor pick up personal belongings.~~
  - ~~Walk in an orderly manner directly to the appointed station.~~
  - ~~Loud talking is not permitted.~~
  - ~~Wait for signal to return, and then return directly to the classroom.~~
- ~~Be sure you know an alternative evacuation plan in the event your fire exit should be blocked.~~
- ~~Know the location of fire alarm pull stations and fire extinguishers.~~

## **Evacuation Procedures**

~~In the event an evacuation is necessary, the school must be completely emptied and occupants removed from the building for a period of time until deemed safe. To be prepared for an evacuation, it is essential to follow and know the emergency procedures reviewed with by your teacher.~~

## **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.
- Sign your own name in full, legibly, on the sign in sheet when entering the library.
- Conduct yourself in a quiet, polite working manner.
- You may sign out with the hall pass to the bathroom, one at a time.
- You are expected to come to the library prepared to work. Infractions may result in the loss of library privileges.
- If you are asked to return to study hall, library privileges will be revoked for one week.
- If library privileges are revoked several times, a referral will be written to the high school principal.

### **Research Use:**

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

### **Academic Purpose:**

The library is a learning center and an extension of the classroom.

Note taking is a component of the research process and a crucial learning tool.

- Students will be instructed to take notes before requesting a photocopy.
- Students will be asked to preview for selection before printing material from computers.
- Students will type reports from their own notes not from books or printed material.

### **Leisure Use:**

- You must come on a group pass must be signed by a study hall teacher.

### **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.

- In general, students doing research should have priority in the use of the computers.

## **Miscellaneous**

**Closed Campus:** The EKCS District operates under a closed campus. No student will be allowed to leave the campus during lunchtime.

**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. Valuables should not be kept in the lockers and students should not tell others their combination. Lockers should be kept locked at all times.

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

**Textbooks, musical instruments, Kindles, 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.

**Water:** Students are allowed to carry clear bottled water throughout the school. All other drinks are restricted from consumption once in the building and must be placed in the student locker until after school. All food and drink is to be consumed in the cafeteria only. All drinks in the building must meet the Wellness Policy criteria identified on page 4. In the Wellness Policy soft drinks and energy drinks are not permitted beverages during the school day.

## **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, 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 to the Principal's Office.
- Sending a student to the Guidance 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 EKCS 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, ~~desks,~~ 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**

Counselling Services: Students wishing to meet with the school counselor can make an appointment in the Guidance 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.

Student Support Coordinator: The purpose of this program is to assist students and their families in obtaining needed services and supports in efforts of improving their health and well-being.

## **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 Main 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 Main Office to ensure the collection of these items.

**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 full 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 Downs' Academic Support List, including seniors with privileges are restricted to study

hall unless granted written permission from the Principal, or a teacher provides them with a pre-signed research pass to use the library for academic purposes.

## **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. Seniors are encouraged to mentor younger students in the school system who could benefit from a “Big Buddy” or a “Teacher Apprentice” (works with students in grades 7-12 who need tutoring). This looks great on college applications to see students tutoring their peers.

### **Academic Eligibility Standards**

- For the purpose of senior privileges, a student is classified as a senior if that student is able to complete all requirements for graduation in June of that school year.
- 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 guidance office) and if 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 Guidance Office will provide a complete listing of seniors’ averages to the staff.
- 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 principal, 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 or in the lounge. 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:
  - Room 301
  - The café area outside the library.
  - The courtyard between the buildings near the Technology and Agriculture rooms.

- 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.

### **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 officers 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 & Technology Guidelines

# Laptop Computer Procedures and Information

Edwards-Knox Central School  
Hermon, New York

## Edwards-Knox Central School Laptop Computer 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.

Thank You

Ronald Burke - Superintendent

Amy Sykes – Principal

Technology Committee: Stephanie Cummings, Tracey Burke, Mike Gault, Jon Hogle, Kelly Cusano, and Sean McGrath

*The policies, procedures and information within this document apply to all laptops 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 at the end of the school year or upon termination of enrollment at EKCS 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 EKCS 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 LAPTOP COMPUTER

Laptop computers will be distributed each fall during “*Student Laptop Computer Orientation*.” **Parents & students must sign and return the Student Pledge document by the end of the first week of school.** Laptop computers will be collected at the end of each school year for maintenance, cleaning and software installations. Students will be issued a laptop each fall while enrolled at EKCS.

## 2. TAKING CARE OF YOUR LAPTOP COMPUTER

Students are responsible for the general care of the laptop they have been issued by the school. Laptop computers 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 laptop 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.
- Laptop computers must remain free of any writing, drawing, etching, etc.
- Laptop computers must never be left in a car or any unsupervised area.
- Students are responsible for keeping their laptop’s battery charged for school each day.
- No stickers may be placed on your computer.

### 2.2 Carrying Laptop Computers

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

- Laptop computers should always be within the protective case when carried.
- Ensure that the device and cord are inserted correctly into the case at all times.

### 2.3 Screen Care

The laptop 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 laptop when it is closed.
- Do not place anything near the laptop 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 LAPTOP COMPUTER AT SCHOOL

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

#### 3.1 Laptop Computers Left at Home /Grades 9-12

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 Laptop Computer Undergoing Repair

Loaner laptops may be issued to students when they leave their laptops for repair at the Library Help Desk pending availability of “warranty pool” laptops.

#### 3.3 Charging Your Laptop Computer's Battery

Laptop computers must be brought to school each day in a fully charged condition. Students need to charge their laptop each evening. Repeat violations of this policy will result in disciplinary action. In cases where use of the laptop 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, the ISS room, or room 410 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 Technology Help Desk 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.

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

### 4.1 Saving to EKCS System Network

All student work will be saved on the EKCS 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 Tech 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 EKCS 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 E-mail

- Always use appropriate language.



- Do not transmit language/ material that is profane, obscene, abusive, or offensive to others.
- Do not send mass e-mails, chain letters or spam. Group emails may be sent only with permission from the principal's office.
- Students should maintain high integrity with regard to email content.
- No private chatting during class.
- EKCS e-mail 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 laptop, 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 laptop 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 laptop.
- Students are responsible for charging and maintaining battery units in the laptop daily.
- Laptop computers 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.

## **7. PROTECTING & STORING YOUR LAPTOP COMPUTER**

### 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 Laptop Computer

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

### 7.4 Laptop Computers Left in Unsupervised Areas

Under no circumstances should laptop 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 LAPTOP COMPUTER**

### 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. LAPTOP COMPUTER TECHNICAL SUPPORT**

The Help Desk is located in the Library and coordinates the repair work for laptop. 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. LAPTOP COMPUTER FAQ'S

### 1. Can I use my laptop 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 computer during the summer?

No. All laptop will be collected at the end of the school year for general maintenance, cleaning, and software installation purposes. Students will receive a laptop again at their orientation session in the fall to ensure that everyone receives complete information about the computer, software usage and EKCS's policy regarding the ethical use of computers.

### 3. Does EKCS provide maintenance on my laptop computer?

Yes. The Help Desk staff in the Library will coordinate maintenance for students.

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

Loaner computers are available in the library.

### 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 laptop.

### 6. Do I need a printer?

You need not own one since printers are located in the library, ISS room or 410. If you want to connect to a printer at home with the school laptop, you will need to visit the technology office 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 laptop.

### 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. 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 laptop computers subject to school "snooping"; what if they bring their laptop in for repairs and "objectionable data" is detected?

Yes. Inappropriate material on laptop should be reported to the classroom teacher, Principal, or help desk 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 laptop are lost or stolen, how much will it cost to replace them?

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

- a) AC adapter & power cord: \$40.00
- b) Laptop computer case: \$40.00

### 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 E-mail 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 computers 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 a computer, 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. LAPTOP COMPUTER PRIVILEGES**

All students will begin the school year with the following privileges: Home and/or school use of laptop computer and access to student accounts. 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:

- Home use of computer (first stage)
- School use of computer (second stage)
- Student accounts (third stage)

## 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:  
**Computer Laptop 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

Computer 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 computers 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 computers that are damaged intentionally.
- Accidental laptop damage: Students who have recorded two or more instances of accidental laptop 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.
- Computers that are stolen must be reported immediately to the Principal's Office and the police department.
- Individual school laptop computers 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 Laptop Computer Use

1. I will take good care of my laptop and know that I will be issued a laptop each year.
2. I will never leave the laptop unattended.
3. I will never loan out my laptop to other individuals.
4. I will know where my laptop is at all times.
5. I will charge my laptop's battery daily.
6. I will keep food and beverages away from my laptop as they may cause damage to the computer.
7. I will not disassemble any part of my laptop or attempt any repairs.
8. I will protect my laptop by only carrying it while in the case provided or another approved case.
9. I will use my laptop computer in ways that are appropriate and educational.
10. I will not write, carve, or put stickers on the laptop computer.
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 *Laptop Computer Privileges*.
13. I will follow the policies outlined in the *Laptop Computer Handbook* and the *Use of Technology Resources Policy* while at school, as well as outside the school day.
14. I will file a police report in case of theft, vandalism, and other acts covered by insurance.
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 District laptop, 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 EK 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

## **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.
- If you wish to make special arrangements for alternate transportation in the afternoon, you must present a WRITTEN, parental approved note to the Main Office before 8:00 AM. The bus number of your regular bus and the bus you will be riding on must be on the written note. The Bus Permit pass will be available for pick up at the Main Office after 10 AM. Bus passes will not be taken over the phone unless there is an emergency.
- If you plan to attend field trips of a special nature, during and outside of regular school hours, you must submit a signed permission slip from a parent or guardian.
- Electronic devices may only be used on the school bus with the permission of the driver. 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.
- Do not promote and/or endorse the use of alcohol, tobacco, illegal drugs and/or encourage other illegal, violent, or sexual activities on the bus.
- 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.

### **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**

- Student must complete the Edwards-Knox Student Parking Registration & Contract form and turn in to the Main Office for approval.
- Student **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).
- Student is **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 rule #3 will result in a 10 week suspension of parking privileges.
- Student must adhere to safe driving procedures. (Observing speed limits, no screeching tires, etc.)
- ~~Student must not leave parking lot while buses are loading (red lights on) unless directed to do so by an adult staff member.~~
- 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.***