

Appendix C

SUMMARY CODE OF CONDUCT BILL OF RIGHTS AND RESPONSIBILITIES

Our school system exists for many reasons. Primarily, it provides students with the rights of access to the educational opportunities available in this community. The required courses for graduation are provided to every student and the elective courses are determined by availability, student desire, and ability. In addition, all extracurricular clubs, classes, events, and athletic teams are examples of the community's continuing commitment to provide a varied and enjoyable set of experiences for students.

Pursuant to Section 100.2(1)(i) of the Regulations of the Commissioner of Education a bill of student rights and responsibilities is established.

STUDENT BILL OF RIGHTS AND RESPONSIBILITIES

With every right comes a responsibility.

*It is the student's **right**: It is the student's **responsibility**:*

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| 1) | To attend school in the district in which one's parent or legal guardian resides. | → | To attend school daily, regularly and on time, perform assignments, and strive to do the highest quality work possible and be granted the opportunity to receive a good education. |
| 2) | To expect that school will be a safe, orderly and purposeful place for all students to gain an education and to be treated fairly. | → | To be aware of all rules and expectations regulating student's behavior and conduct oneself in accordance with these guidelines. |
| 3) | To be respected as an individual. | → | To respect one another and to treat others in the manner that one would want to be treated. |
| 4) | To express one's opinions verbally or in writing. | → | To express opinions and ideas in a respectful manner so as not to offend, slander, or restrict, the rights and privileges of others. |
| 5) | To dress in such a way as to express one's personality. | → | To dress appropriately in accordance with the dress code, so as not to endanger physical health, safety, limit participation in school activities or be unduly distracting. |
| 6) | To be afforded equal and appropriate educational opportunities. | → | To be aware of available educational programs in order to use and develop one's capabilities to their maximum. |

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| 7) | To take part in all school activities on an equal basis regardless of race, color creed, religion, religious practice, sex, sexual orientation, gender, national origin, ethnic group, political affiliation, age, marital status, or disability. | → | To work to the best of one's ability in all academic and extracurricular activities, as well as being fair and supportive of others. |
| 8) | To have access to relevant and objective information concerning drug and alcohol abuse, as well as access to individuals or agencies capable of providing direct assistance to students with serious personal problems. | → | To be aware of the information and services available and to seek assistance in dealing with personal problems, when appropriate. |
| 9) | 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. | → | 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 themselves in a manner that fosters an environment that is free from intimidation, harassment, or discrimination. To report, and encourage others to report, any incidents of intimidation, harassment or discrimination. |

ESSENTIAL PARTNERS

Expectations for Parents

- 1) Recognize that the education of their children is a joint responsibility of the parents or guardians and school community.
- 2) Send their children to school ready to participate and learn as required by New York State Education Law and in accordance with the District's Comprehensive Student Attendance Policy (#7110). Ensure that children attend school regularly and on time. Ensure absences are excused.
- 3) Insist their children be dressed and groomed in a manner consistent with the student dress code.
- 4) Help their children understand that in a democratic society appropriate rules are required to maintain a safe, orderly environment.
- 5) Know school rules and help their children understand them to maintain a safe, orderly environment in accordance with the District *Code of Conduct*.
- 6) Convey to their children a supportive attitude towards education and the District.

- 7) Build good relationships with teachers, other parents and their children's friends.
- 8) Work with our schools to maintain open and respectful communication.
- 9) Help their children deal effectively with peer pressure.
- 10) Inform school officials of changes in the home situation that may affect student conduct or performance.
- 11) Provide a place for study and ensure homework assignments are completed
- 12) Teach their children respect and dignity for themselves, and other students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender/gender identity, or sex, which will strengthen the child's confidence and promote learning in accordance with the Dignity for All Students Act.

Expectations for Teachers

- 1) Maintain a climate of mutual respect and dignity for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender/gender identity, or sex, with an understanding of appropriate appearance, language, and behavior in a school setting, which will strengthen students' self-image and promote confidence to learn.
- 2) Be prepared to teach.
- 3) Demonstrate interest in teaching and concern for student achievement.
- 4) Know school policies and rules, and enforce them in a fair and consistent manner.
- 5) Communicate to students and parents:
 - a. Course objectives and requirements.
 - b. Marking/grading procedures.
 - c. Assignment deadlines.
 - d. Expectations for students.
 - e. Classroom discipline plan.
- 6) Communicate regularly with students, parents and other teachers concerning growth and achievement.
- 7) Confront issues of discrimination and harassment in any situation that threatens the emotional or physical health or safety of any students, school employee or any person who is lawfully on school property or at a school function.

- 8) Address personal biases that may prevent equal treatment of all students in the school or classroom setting.
- 9) Report incidents of discrimination and harassment that are witnessed or otherwise brought to a teacher's attention to the building administrator and/or Dignity Act Coordinator (DAC) in a timely manner.

Expectations for School Counselors

- 1) Assist students in coping with peer pressure and emerging personal, social and emotional problems.
- 2) Initiate and appropriately document teacher/student/counselor conferences and parent/ teacher/ student/counselor conferences, as necessary, as a way to resolve problems.
- 3) Regularly review with the students their educational progress, career plans and graduation requirements.
- 4) Provide information to assist students with career planning.
- 5) Encourage students to benefit from the curriculum and extracurricular programs.
- 6) Coordinate Intervention Support Services, as needed, with student, parent, Building Principal and teachers.
- 7) Maintain and encourage a climate of mutual respect and dignity for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender/gender identity, or sex, with an understanding of appropriate appearance, language, and behavior in a school setting, which will strengthen students' self-image and promote confidence to learn.
- 8) Report incidents of discrimination and harassment that are witnessed or otherwise brought to the counselor's attention to the building administrator and/or Dignity Act Coordinator (DAC) in a timely manner.

Expectations for Student Support Service Personnel

- 1) Support educational and academic goals.
- 2) Know school rules, abide by them and enforce them in a fair and consistent manner.
- 3) Assist students in coping with peer pressure and emerging personal, social and emotional problems.
- 4) Set a good example for students and colleagues by demonstrating dependability, integrity and other standards of ethical conduct.
- 5) Maintain confidentiality about all personal information and educational records concerning students and their families.

- 6) Initiate teacher/student/counselor conferences and parent/teacher/student/counselor conferences, as necessary or requested, as a way to resolve problems and communicate as necessary in any other manner with parents and other staff regarding student progress and needs.
- 7) Regularly review with students their educational progress and career plan.
- 8) Provide information to assist students with career planning.
- 9) Encourage students to benefit from the curriculum and extra-curricular programs.
- 10) Maintain and encourage a climate of mutual respect and dignity for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender/gender identity, or sex, with an understanding of appropriate appearance, language, and behavior in a school setting, which will strengthen students' self-image and promote confidence to learn.
- 11) Report incidents of discrimination and harassment that are witnessed or otherwise brought to the staff member's attention to the building administrator and/or Dignity Act Coordinator (DAC) in a timely manner.

Expectations for Other School Staff

- 1) Follow the Code of Conduct; know, abide by and enforce school rules in a fair and consistent manner.
- 2) Set a good example for students and other staff by demonstrating dependability, integrity and other standards of ethical conduct.
- 3) Assist in promoting a safe, orderly and stimulating school environment.
- 4) Maintain confidentiality about all personal information and educational records concerning students and their families.
- 5) Maintain and encourage a climate of mutual respect and dignity for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender/gender identity, or sex, with an understanding of appropriate appearance, language, and behavior in a school setting, which will strengthen students' self-image and promote confidence to learn.
- 6) Report incidents of discrimination and harassment that are witnessed or otherwise brought to a staff member's attention to the building administrator and/or Dignity Act Coordinator (DAC) in a timely manner.

Expectations for Principals

- 1) Promote a safe, orderly and stimulating school environment, supporting active teaching and learning.

- 2) Ensure that students and staff have the opportunity to communicate regularly with the Principal and approach the Principal for redress of grievances.
- 3) Evaluate on a regular basis the effective safety, behavioral and school management issues related to all instructional programs.
- 4) Support the development of and student participation in appropriate extracurricular activities.
- 5) Be responsible for enforcing the Code of Conduct, ensuring that all cases are resolved promptly and fairly and, when necessary, appropriately documenting actions.
- 6) Maintain and encourage a climate of mutual respect and dignity for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender/gender identity, or sex, with an understanding of appropriate appearance, language, and behavior in a school setting, which will strengthen students' self-image and promote confidence to learn.
- 7) Follow up on any incidents of discrimination and harassment that are witnessed or otherwise brought to the Principal's attention in a timely manner in collaboration with the Dignity Act Coordinator (DAC).

Expectations for the Superintendent

- 1) Promote a safe, orderly, respectful and stimulating school environment, free from intimidation, discrimination and harassment, supporting active teaching and learning.
- 2) Review with District administrators the policies of the Board of Education and state and federal laws relating to school operations and management.
- 3) Inform the School Board about educational trends, including student discipline.
- 4) Work to create instructional programs that minimize problems of misconduct and are sensitive to student and teacher needs.
- 5) Work with District administrators in enforcing the Code of Conduct and ensuring that all cases are resolved promptly and fairly.
- 6) Address all areas of school-related safety concerns.

Expectations for the Board of Education

- 1) Collaborate with students, teachers, administrators and parent organizations, school safety personnel and other school personnel to develop a Code of Conduct that clearly defines expectations for the conduct of students, District personnel and visitors on school property and at school functions.

- 2) Approve and review at least annually the District's Code of Conduct to evaluate the code's effectiveness and the fairness and consistency of its implementation.
- 3) Appoint a Dignity Act Coordinator in each school building. The Dignity Act Coordinator will be thoroughly trained to handle human relations in the areas of race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender/gender identity, and sex. The Dignity Act Coordinator will be accessible to students and other staff members for consultation and advice as needed on the Dignity Act.
- 4) Lead by example by conducting Board meetings in a professional, respectful and courteous manner.

Student Dress Code

Reference: Board Policy 7312, Student Handbook

All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. Students and their parents have the primary responsibility for acceptable student dress and appearance. Teachers and all other district personnel should exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting.

Guidelines regarding student dress:

- A. Student dress must be appropriate for a PreK-12 environment. It must be safe, and not disrupt or interfere with the educational process.
- B. Items that are vulgar, obscene, libelous, or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation or disability are not appropriate. This includes suggestive messages with double meanings.
- C. Extremely brief garments such as tube tops, net tops, halter tops, spaghetti straps, plunging necklines (front and/or back) or see through garments are not appropriate. Also inappropriate are extremely short skirts or short-shorts as determined by the administration.
- D. Underwear must be completely covered by outer clothing.
- E. Footwear must be worn at all times. Footwear that is a safety hazard is not permitted. This includes extremely high heels.

- . Wearing of hats/head coverings, such as visors/bandanas in the building during regular school hours, except for medical or religious purposes is not permitted.
- G. Dress will not promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities.
- H. Winter coats and jackets will not be worn in the building unless inside temperatures warrant the wearing of such garments.
- I. To ensure safety and full participation in certain classes such as PE and Technology, teachers may require specific footwear and clothing. Students will comply with all expectations of the teacher in charge.

The principal, or his or her designee, shall be responsible for informing all students and their parents of the student dress code at the beginning of the school year and any revisions to the dress code made during the school year. Students who violate the student dress code shall be required to modify their appearance by covering or removing the offending item and, if necessary or practical, replace it with an acceptable item. Any student who refuses to do so shall be subject to discipline, up to and including in-school suspension for the day. Any student who repeatedly fails to comply with the dress code shall be subject to further discipline, up to and including out of school suspension.

Prohibited Student Conduct

The Board of Education expects all students to conduct themselves in an appropriate and civil manner, with proper regard for 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.

The best discipline is self-imposed, and students must learn to assume and accept responsibility for their own behavior, as well as the consequences of their misbehavior. District personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on the students' ability to grow in self-discipline.

The Board recognizes the need to make its expectations for student conduct while on school property or engaged in a school function specific and clear. The rules of conduct listed below are intended to do that and focus on safety and respect for the rights and property of others. Students who will not accept responsibility for their own

behavior, and who violate these school rules will be required to accept the penalties for their conduct. Students may be subject to disciplinary action ranging from administrative warning to suspension from school when they:

Engage in conduct that is disorderly, disruptive, or not conducive to a learning environment

Engage in conduct that is insubordinate.

Engage in conduct that is violent.

Engage in any conduct that endangers the safety, morals, health, or welfare of others

Engage in misconduct while on a school bus.

Engage in any form of academic misconduct

Reporting Violations

All students are expected to promptly report violations of the Code of Conduct to a teacher, guidance counselor, the building principal, or his or her designee. Any student who observes a student in possession of a weapon, alcohol, or illegal substance on school property or at a school function shall report this information immediately to a teacher, the building principal, the principal's designee, or the superintendent.

All violations of the school's Dignity for all Students policy are expected to be reported to the building principal, the principal's designee, or the superintendent. This includes instances of bullying, cyberbullying, or harassment.

All district staff authorized to impose disciplinary sanctions are expected to do so in a prompt, fair, and lawful manner. District staff who are not authorized to impose disciplinary sanctions are expected to promptly report violations of the Code of Conduct to their supervisor, who shall in turn impose an appropriate disciplinary sanction, if so authorized, or refer the matter to a staff member who is authorized to impose an appropriate sanction.

Cell phones or other electronic devices that are deemed to be used inappropriately, or in violation of the school's electronic device policy or acceptable use policy, will be confiscated.

Any weapon, alcohol, or illegal substance found shall be confiscated immediately, if possible. Parents of the student involved will be notified and the appropriate disciplinary sanction imposed, if warranted, which may include permanent suspension and referral for prosecution.

The building principal or his or her designee must notify the appropriate local law enforcement agency of those code violations that

constitute a crime and substantially affect the order or security of a school as soon as practical, but no later than the close of business the day the principal or his or her designee learns of the violation. The notification may be made by telephone, followed by a letter mailed on same day as the telephone call is made. The notification must identify the student and explain the conduct that violated the Code of Conduct and constituted a crime.

Student Searches and Interrogations

Reference: Board Policy 7330

Student Lockers, Desks and other School Storage Places

The rules in this Code of Conduct regarding searches of students and their belongings do not apply to student lockers, desks, and other school storage places. Students have no reasonable expectation of privacy with respect to these places, and school officials retain complete control over them. This means that student lockers, desks, and other school storage places may be subject to search at any time by school officials without prior notice to students and without their consent.

Police Involvement in Searches and Interrogations of Students

Reference: Board Policy 7330

District officials are committed to cooperating with police officials and other law enforcement authorities to maintain a safe school environment. Police officials, however, have limited authority to interview or search students in schools or at school functions or to use school facilities in connection with police work. Police officials may enter school property or a school function to question or search a student or to conduct a formal investigation involving students only if they have:

- A search or an arrest warrant; or
- Probable cause to believe a crime has been committed on school property or at a school function; or
- Been invited by school officials.

Before police officials are permitted to question or search any student, the building principal or his or her designee shall first try to notify the student's parent to give the parent the opportunity to be present during the police questioning or search. If the student's parent cannot be contacted prior to the police questioning or search, the questioning or search shall not be conducted. The principal or designee will also be

present during any police questioning or search of a student on school property or at a school function.

Students who are questioned by police officials on school property or at a school function will be afforded the same rights they have outside the school. This means:

- a. They must be informed of their legal rights.
- b. They may remain silent if they so desire.
- c. They may request the presence of an attorney.

C. Child Protective Services Investigations

Consistent with the District's commitment to keep students safe from harm and the obligation of school officials to report to child protective services when they have reasonable cause to suspect that a student has been abused or maltreated, the District will cooperate with local child protective services workers who wish to conduct interviews of students on school property relating to allegations of suspected child abuse, and/or neglect, or custody investigations.

All requests by child protective services to interview a student on school property shall be made directly to building principal or his or her designee. The principal or his or her designee shall set the time and place of the interview. The principal or designee shall decide if it is necessary and appropriate for a school official to be present during the interview, depending on the age of the student being interviewed and the nature of the allegations. If the nature of the allegations is such that it may be necessary for the student to remove any of his or her clothing in order for the child protective services worker to verify the allegations, the District medical personnel must be present during that portion of the interview.

No student may be required to remove his or her clothing in front of a child protective services worker or school District official of the opposite sex.

A child protective services worker may not remove a student from school property without a court order, unless the worker reasonably believes that the student would be in danger of abuse if he or she were not removed from school before a court order can reasonably be obtained. If the worker believes the student would be in danger of abuse, the worker may remove the student without a court order and without the parent's consent.

Visitors to the Schools

The Board encourages parents and other district citizens to visit the district's schools and classrooms to observe the work of students, teachers, and other staff. However, since schools are a place of work and learning, certain limits must be set for such visits. The building principal or his or her designee is responsible for all persons in the building and on the grounds. For these reasons, the following rules apply to visitors to the schools:

- A. Anyone who is not a regular staff member or student of the school will be considered a visitor.
- B. All visitors to the school must report to the main office upon arrival at the school. There they will be required to sign the visitor's register and will be issued a visitor's identification badge, which must be worn at all times while in the school or on school grounds. The visitor must return the identification badge to the main office before leaving the building.
- C. Visitors attending school functions that are open to the public, such as parent-teacher organization meetings or public gatherings are not required to register.
- D. Parents or citizens who wish to observe a classroom while school is in session are required to arrange such visits in advance with the classroom teacher(s) and administration so that class disruption is kept to a minimum.
- E. Teachers will not take class time to discuss individual matters with visitors.
- F. Any unauthorized person on school property will be reported to the principal or his or her designee. Unauthorized persons will be asked to leave. The police may be called if the situation warrants.
- G. All visitors are expected to abide by the rules for public conduct on school property contained in this Code of Conduct.

Public Conduct on School Property

The District is committed to providing an orderly, respectful environment that is conducive to learning. To create and maintain this kind of an environment, it is necessary to regulate public conduct

on school property and at school functions. For purposes of this section of the code, “public” shall mean all persons on school property or attending a school function including students, teachers, and District personnel. The restrictions on public conduct on school property and at school functions contained in this code are not intended to limit freedom of speech or peaceful assembly. The District recognizes that free inquiry and free expression are indispensable to the objectives of the District. The purpose of this code is to maintain public order and prevent abuse of the rights of others. All persons on school property or attending a school function shall conduct themselves in a respectful and orderly manner. In addition, all persons on school property or attending a school function are expected to be properly attired.

A. Prohibited Conduct

No person, either alone or with others, shall:

Intentionally injure any person or threaten to do so.

Intentionally damage or destroy school district property or the personal property of a teacher, administrator, other district employee, or any person lawfully on school property.

Disrupt the orderly conduct of classes, school programs, or other school activities

Distribute or wear materials on school grounds or at school

functions that are obscene, advocate illegal action, appear libelous, obstruct the rights of others, or are disruptive to the school program.

Intimidate, harass or discriminate against any person on the

basis of race, color, creed, national origin, religion, age, gender, sexual orientation, or disability.

6. Enter any portion of the school premises without authorization or remain in any building or facility after it is normally closed.
7. Obstruct the free movement of any person in any place to which this code applies.
8. Violate the traffic laws, parking regulations, or other restrictions on vehicles.
9. Consume tobacco products, (including vaping) or possess, consume, sell, distribute or exchange alcoholic beverages, controlled

substances, or be under the influence of either on school property or at a school function.

10. Possess or use weapons in or on school property or at a school function, except in the case of law enforcement officers or as specifically authorized by the school District.

Loiter on or about school property.

Gamble on school property or at school functions.

13. Refuse to comply with any reasonable order of identifiable school district officials performing their duties.
14. Willfully incite others to commit any of the acts prohibited by this code.
15. Violate any federal or state statute, local ordinance, or board policy while on school property or while at a school function.

Penalties

Persons who violate this code shall be subject to penalties as outlined in the Minerva Central Code of Conduct (p. 38-41)

Enforcement

The building principal or his or her designee shall be responsible for enforcing the conduct required by this code.

Summary of Penalties for Student Misconduct

| LEVEL 1 MISCONDUCT | RANGE OF PENALTIES FOR FIRST OCCURRENCE | RANGE OF PENALTIES FOR REPEATED OCCURRENCES |
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| <p>DISORDERLY/DISRUPTIVE BEHAVIOR Running in hallways Making unreasonable noise Profane/lewd language or gestures Public displays of affection, intimate in nature Obstructing vehicular or pedestrian traffic Motorized vehicle offenses Tardiness Disruption of the normal operation of the school Misuse of listening devices, mobile phones Computer misuse Cafeteria misbehavior Roaming or in unauthorized areas Failure to report to an assigned class/SA</p> | <p>(minimum)</p> <p>Oral Warning Teacher conference Administrator conference Written warning Written notification to parent Detention Parent Conference</p> <p>(maximum)</p> | <p>(minimum)</p> <p>Written notification to parent Detention Parent Conference Suspension from extra-curricular participation Suspension of other privileges Core classes only Suspension from transportation In-school suspension</p> <p>(maximum)</p> |
| <p>CONDUCT THAT ENDANGERS THE SAFETY, MORALS, HEALTH, OR WELFARE OF OTHERS Lying to school personnel Bus misconduct (depending on the severity) Inappropriate use of over the counter drugs</p> | | |

Summary of Penalties for Student Misconduct

| LEVEL 2 MISCONDUCT | RANGE OF PENALTIES FOR FIRST OCCURRENCE | RANGE OF PENALTIES FOR REPEATED OCCURRENCES |
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| <p>INSUBORDINATION Refusing to comply with directions or otherwise demonstrating disrespect Skipping detention Leaving class/school without permission</p> | <p>(minimum) Detention Parent conference Removal from classroom by teacher Core classes only In-school suspension</p> | <p>(minimum) Removal from classroom by teacher Core classes only In-school suspension Short-term suspension - out of school up to five days Long-term suspension</p> |
| <p>CONDUCT THAT ENDANGERS THE SAFETY, MORALS, HEALTH, OR WELFARE OF OTHERS Stealing property belonging to others Intentional defamation Discrimination Harassment, intimidation Bullying, cyberbullying, hazing Retaliation for making a report of bullying Selling, using or possessing obscene material Use of vulgar or abusive language Gambling Bus Misconduct (depending on the severity) Possession of tobacco products/e-cigarettes / vaping</p> | <p>(maximum)</p> | <p>(maximum)</p> |
| <p>ACADEMIC MISCONDUCT Copying Assisting another student in copying</p> | | |

Summary of Penalties for Student Misconduct

| LEVEL 3 MISCONDUCT | RANGE OF PENALTIES FOR FIRST OCCURRENCE | RANGE OF PENALTIES FOR REPEATED OCCURRENCES |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>VIOLENT CONDUCT Hitting, kicking, punching any school employee, student, or other person Possessing a weapon Displaying what appears to be a weapon Threatening to use a weapon Intentionally damaging / destroying property of another person Intentionally damaging / destroying school property</p> | <p>(minimum)</p> | <p>(minimum)</p> |
| <p>CONDUCT THAT ENDANGERS THE SAFETY, MORALS, HEALTH, OR WELFARE OF OTHERS Smoking or using chewing, smokeless tobacco, e-cigarettes/vaping Possessing, consuming, selling, distributing, or exchanging alcoholic beverages or illegal substances, or being under the influence of either Inappropriately using/sharing prescription drugs Indecent exposure Initiating a false report Sexting</p> | <p>Core classes only In-school suspension Short-term suspension - out of school up to five days Police involvement Long-term suspension (maximum)</p> | <p>In-School suspension Short-term suspension - out of school up to five days Police involvement Long-term suspension (maximum)</p> |
| <p>ACADEMIC MISCONDUCT Plagiarism Cheating Altering records Assisting another person in the above actions</p> | | |

Minerva Central School's Student Acceptable Use Policy (Appendix E)

Minerva Central School offers Local Area Network and Wide Area Network access for student use. This document contains the Acceptable Use Policy for student use of The Minerva Central School computer network.

Minerva Central School is committed to preparing its students to be effective citizens and workers by helping them to develop strong electronic information research skills. Access to the Internet enables students to explore thousand of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The District expects that faculty shall blend thoughtful use of the Internet throughout the curriculum and shall provide guidance and instruction to students in its use. As much as possible, access from school to Internet resources should be structured in ways, which point students to those resources, which have been evaluated prior to use.

While students will be able to move beyond those resources to others that have not been previewed by staff, they shall be provided with guidelines and lists of resources particularly suited to learning objectives.

Students utilizing District-provided Internet access must first have the permission of and must be supervised by the Minerva Central School staff. Students utilizing school-provided Internet access are responsible for good behavior on-line just as they are in a classroom or other area of the school. The same general rules for behavior and communications apply

The purpose of District-provided Internet access is to facilitate communications in support of research and education. To remain eligible as users, students' use must be in support of and consistent with the educational objectives of the district. Access is a privilege, not a right. Access entails responsibility.

District Responsibilities:

The District's responsibilities include: establishing reasonable boundaries of what is considered acceptable use of the District system, education students about acceptable uses, providing general supervision, and enforcing the policies for acceptable use. The District cannot be responsible for direct supervision of every student, at all times, while they are using the Internet and this fact must be made clear to parents. The District shall also provide and maintain filtering software in an attempt to limit student access to information deemed inappropriate by the district. It should be noted however that even with the use of filtering software the risk of exposure to inappropriate material on the Internet is still a risk.

A. Education Purpose

1. The Minerva Central School computer network has been established for a limited educational purpose. The term “education purpose” includes classroom activities, career development, and limited high-quality self-discover activities.
2. The Minerva Central School computer network has to been established as a public access service or a public forum. The district has the right to place reasonable restrictions on the material you access or post through the system
3. You are also expected to follow the rules set forth in the student handbook and the language of this agreement.

You may not use the Minerva Central School commuter network for political lobbying, but you may use the system to communicate with elected representatives and to express your opinion on political issues.

B. Student Internet Access

1. Students will have access to Internet World Wide Web information resources through their classroom, library, or our school’s computer lab only after proper permissions have been granted and accounts have been established.
2. Elementary students will have e-mail access only under their teacher’s direct supervision using a classroom account.
3. Secondary students may obtain an individual e-mail account with the approval of their parent. Network use for e-mail service is restricted to those accounts issued and maintained by Minerva Central School. Use of other e-mail services, such as hot mail, yahoo mail and etc. is strictly prohibited.
4. You and your parent must sign an Account Agreement to be granted an individual e-mail account on the Minerva Central School computer network. This agreement must be renewed on an annual basis. Your parent can withdraw their approval at any time.
5. If approved by the technology coordinator or the principal, you may create a personal Web page on the Minerva Central School computer network which may be posted on our Intranet site or our Internet web address. All material placed on your Web page must be pre-approved in a manner specified by the school. Material placed on your Web page must relate to your school and career preparations activities.

C. Unacceptable Uses

The following uses of the Minerva Central School computer network are considered unacceptable:

1. Personal Safety

- a. You shall not post personal contact information about yourself or other people. Personal contact information includes your address, telephone numbers, school address, work address, etc.
- b. You shall promptly disclose to your teacher or other school employees any messages you receive that are inappropriate or make you feel uncomfortable.

2. Illegal Activities

- a. You shall not attempt to gain unauthorized access to the Minerva Central School computer network or to any other computer system through the Minerva Central School computer network or go beyond your authorized access. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purposes of "browsing".
- b. You shall not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal.
- c. You shall not use the Minerva central School computer network to engage in any other illegal act, which violates any local, state, or federal statutes.

3. **System Security**

- a. You are responsible for your individual account and should take all reasonable precautions to prevent others from being able to use your account. Under no conditions should you provide your password to another person.
- b. You shall immediately notify a teacher or the system administrator if you have identified a possible security problem. Do not go looking for security problems, because this may be construed as an illegal attempt to gain access.

4. **Inappropriate Language**

- a. Restrictions against Inappropriate Language apply to public messages, private messages, and material posted on Web pages.
- b. You shall not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
- c. You shall not post information that could cause damage or a danger of disruption to the Minerva Central School computer network.

5. **Respect for Privacy**

- a. You shall not re-post a message that was sent to you privately without permission of the person who sent you the message.
- b. You shall not post private information about another person.

6. **Respecting Resource Limits.**

- a. You shall use the system only for educational and career development activities and limited, high-quality, self-discovery activities. There is no limit on use for education and career development activities. Self-discovery activities are permitted during hours outside of the regular school day.
- b. You shall not download large files.

7. **Plagiarism and Copyright Infringement**

- a. You shall not plagiarize works that you find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours.
- b. You shall respect the right of copyright owners. Copyright infringement occurs when you inappropriately reproduce a work that protected by a copyright. If a work contains language that specifies appropriate use of the work, you should follow the expressed requirements. If you are unsure whether or not you can use a work, you should request permission from the copyright owner. Copyright law can be very confusing. If you have questions ask a teacher.

8. **Inappropriate Access to Material**

You shall not use the Minerva Central School computer network to access material that is profane or obscene (pornography), that advocates violence or discrimination towards

- a. other people. A special exception may be made for literature used to conduct pre-approved research that both your teacher and parent have approved.
- b. If you mistakenly access inappropriate information, you must immediately tell your teacher or another district employee. This will protect you against a claim that you have intentionally violated the Acceptable Use Policy.

Your Parents should instruct you if there is additional material that they think it would be inappropriate for you to access. The district fully expects that you will follow your parent's instructions in the matter.

D. Your Rights

1. Free Speech

Your right to free speech applies to your communication on the Internet. The Minerva Central School computer network is considered a limited forum, Similar to the school newspaper, and therefore the district may restrict your speech for valid educational reason. The district shall not restrict your speech on the basis of a disagreement with the opinions you are expressing.

2. Search and Seizure.

- a. You should expect only limited privacy in the contents of your personal files on the district system. The situation is similar to the rights you have in the privacy of our locker. The district owns the system just as it owns the lockers.
- b. Routine maintenance and monitoring of the Minerva Central School computer network may lead to discovery that you have violated this Policy, the student handbook, or the law. An individual search shall be conducted if there is reasonable suspicion. The investigation shall be reasonable and related to the suspected violation.
- d. Your parents have the right at any time to request to see the contents of your e-mail files.

3. Due Process

- a. The district shall cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the Minerva Central School computer network.
- b. In the event there is a claim that you have violated the Acceptable Use Policy in your use of the Minerva Central School computer network, you shall be provided with a written notice of the suspected violation and an opportunity to present an explanation before the administration
- c. If the violation also involves a violation of other provisions of the student handbook it shall be handled in a manner described in the disciplinary code.
- d. Any violation of the district's policy and rules shall result in a loss of district access to the Minerva Central School computer network or Internet privileges.

E. Limitation of Liability

The district makes no guarantee that the functions or the services provided by or through the district system shall be error-free or without defect. The district shall not be responsible for any damage you may suffer, including but not limited to, loss of data or interruptions of service. The district is not responsible for the accuracy or quality of the information obtained through or stored on the system. The District shall not be responsible for financial obligations arising through the unauthorized use of the system.