PENFIELD CENTRAL SCHOOL DISTRICT BOARD OF EDUCATION CODE OF CONDUCT

STATEMENT OF PHILOSOPHY
The Penfield Central School District Board of Education is committed to providing a safe and orderly school environment where students may receive and District personnel may deliver quality educational services without disruption or interference. Responsible behavior by students, teachers, other District personnel, parents and other visitors is essential to achieving this goal.

The District has a long-standing set of expectations for conduct on school property and at school functions. These expectations are based on the principles of civility, mutual respect, citizenship, character, tolerance, honesty and integrity. The Board recognizes the need to clearly define these expectations for acceptable conduct on school property, to identify the possible consequences of unacceptable conduct, and to ensure that discipline when necessary is administered promptly and fairly. It is also our right according to New York State Education Law to impose disciplinary sanctions for incidents occurring off school property that substantially disrupt the educational process or that constitute threats of violence. To this end, the Board has adopted this Code of Conduct. Unless otherwise indicated, this code applies to all students, school personnel, parents and other visitors when on school property or attending a school function.

DIGNITY ACT COORDINATORS – 2016-17 SCHOOL YEAR
Prevention is the cornerstone of the District’s effort to address bullying and harassment. In order to implement this anti-bullying prevention program, the Board will designate, at its annual organizational meeting, individuals at each school to act as the Dignity for All Students Act Coordinator (DASA Coordinator). These individuals shall 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, sex or any other legally protected status.

The DASA Coordinators will be responsible for assisting in coordinating and enforcing the requirements of the Dignity for All Students Act and its related policies and regulations at each school building, including but not limited to:

- Professional development for staff members;
- The complaint process; and
- Management of the Dignity Act’s civility curriculum components.

The District’s designated Dignity Act Coordinators are:

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<thead>
<tr>
<th>School</th>
<th>Name</th>
<th>Phone</th>
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</tr>
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SEXUAL HARASSMENT OF STUDENTS
The Board of Education affirms its commitment to non-discrimination and recognizes its responsibility to provide an environment that is free of sexual harassment and intimidation.

Sexual harassment, including acts of sexual violence such as rape, sexual assault, sexual battery, and sexual coercion are acts of discrimination and as such are a violation of law and stand in direct opposition to District policy. Therefore, the Board prohibits and condemns all forms of sexual harassment by employees, school volunteers, students, and non-employees such as contractors and vendors which occur on school grounds and at all school-sponsored events, programs and activities including those that take place at locations off school premises. Generally, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct or communication of a sexual nature which creates an intimidating, hostile or offensive educational environment.

SEXUAL HARASSMENT COMPLAINT PROCEDURES
Students who believe they are victims of sexual harassment by an employee of the District, school volunteer, fellow student or non-employee on school grounds, should report their beliefs to the principal, assistant principal or district administrator. The complaining student should notify the administration of his or her concerns by first meeting with the principal or school administrator. Following his or her meeting with the principal or administrator, the student will be asked to summarize his or her sexual harassment complaints in writing on the appropriate reporting form.

STUDENT BILL OF RIGHTS AND RESPONSIBILITIES
Every student has the right to attend a safe, healthy, orderly and civil school environment safeguarding the rights given all students under state and federal law.
With every right comes a responsibility.

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

1) To attend school in the District in which one's parent or legal guardian resides. To 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.

3) To be respected as an individual.

4) To express one's opinions verbally or in writing.

5) To dress in such a way as to express one's personality.

6) To be afforded equal and appropriate educational opportunities.

7) To take part in all school activities on an equal basis regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, sex or any other legally protected status.

8) To have access to relevant and objective information concerning drug and alcohol abuse, and resources for victims of sexual violence as well as access to individuals or agencies capable of providing direct assistance to students with serious personal problems.

9) To be protected from intimidation, harassment, or discrimination based on actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex, disability or any other legally protected status, by employees or students on school property or at a school-sponsored event, function or activity.

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

1) To attend school daily, regularly and on time, perform assignments, and strive to do the highest quality work possible.

2) To be aware of all rules and expectations regulating student's behavior and conduct oneself in accordance with these guidelines.

3) To respect one another and to treat others in the manner that one would want to be treated.

4) 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 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 aware of available educational programs in order to use and develop one's capabilities to their maximum.

7) To work to the best of one's ability in all academic and extracurricular activities, as well as being fair and supportive of others. To report incidents of discrimination, harassment and bullying that are experienced or witnessed to the Building Administrator and Dignity Act Coordinator in a timely manner.

8) To be aware of the information and services available and to seek assistance in dealing with personal problems, when appropriate.

9) 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.

**STUDENT DRESS CODE**

The responsibility for student dress and general appearance rests with individual students and parents. However, the Board of Education requires students to attend school in appropriate dress that meets health and safety standards and does not interfere with the learning process. The Board of Education also requires students to wear appropriate protective gear in certain classes (e.g., home and careers, science and/or
technology labs, physical education).

The Board of Education prohibits attire or appearance bearing an expression or insignia which is obscene or libelous, or which advocates discrimination and harassment including, but not limited to, an individual’s actual or perceived race, color, weight, religion, religious practice, national origin, ethnic group, disability, sexual orientation, gender identity, sex or any other legally protected status. In addition, clothing that suggests profanity, is sexually explicit, or promotes the use of drugs, alcohol or tobacco will not be permitted. Accessories or items that may cause a distraction or danger are also prohibited.

The Superintendent of Schools and other administrative personnel shall have the authority to require a student to change his or her attire should it be deemed inappropriate according to the above guidelines.

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 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, replacing 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.

A student’s dress, grooming and appearance shall:

- Be safe, appropriate and not disrupt or interfere with the educational process.
- Not include extremely brief garments and/or see-through garments. (Extremely brief garments may include, but are not limited to, the following: spaghetti straps, tube tops, halter tops, and corsets. Not include garments that expose the midriff or back.
- Not include low riding pants or other attire that exposes undergarments.
- Include appropriate footwear at all times.
- Not include items that are vulgar, obscene, libelous or that denigrate others’ race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, sex or any other legally protected status.
- Not promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities.

The following further delineates what is considered inappropriate clothing for school:

- Tops that expose the shoulders or back without a sleeved shirt underneath.
- Spaghetti strap or backless tops.
- Scoop neck or V-neck clothing that reveal the bust.
- Skin-tight or spandex-type sports clothing during the school day.
- Bare feet.

In addition:

- Shirts and blouses should be buttoned so as not to be revealing or show the midriff.
- The hem of shorts, skorts, culottes, skirts and dresses should extend to the finger tips when the student is standing.

**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.

Students may be subject to disciplinary action, up to and including suspension from school when rules of the Code of Conduct are broken. The rules of conduct below are intended to provide examples of behaviors that jeopardize the District’s focus on safety and respect for the rights and property of others. Individuals or groups who will not accept responsibility for their own behavior and who violate these school rules will be required to accept the consequences for their conduct.

A. **Engage in conduct that is disorderly and disruptive.** Examples of disorderly conduct include:

1. Using language or gestures that are profane, lewd, vulgar or abusive.
2. Engaging in any willful act that disrupts the normal operation of the school community.
3. Trespassing. Students are not permitted in any school building, other than the one they regularly attend, without permission from the administrator in charge of the building. In addition, students who are suspended from school are not permitted to be on school grounds or at school related activities during the period of suspension.
4. Entering any portion of the school premises without authorization or remaining in the building after it is normally closed.
5. Computer/electronic communications misuse, including any unauthorized use of computers, software, or internet/intranet account; accessing inappropriate websites; or any other violation of the District’s acceptable use policy. (Policy # 7314)
6. Failing to comply with the reasonable directions of teachers, school administrators or other school personnel in charge of students.

B. **Engage in conduct that is insubordinate.** Examples of insubordinate conduct include:

1. Failing to comply with the reasonable behavior management directions of teachers, school administrators or other school employees in charge of students.
2. Demonstrating disrespectful behavior toward school employees in charge of students.
3. Lateness for, missing or leaving school without permission.
4. Not serving an assigned consequence.

C. Engage in conduct that is violent. Examples of violent conduct include:
   1. Committing an act of violence, including sexual violence, or attempting to do so (including but not limited to hitting, kicking, punching, and scratching) upon a teacher, administrator, other school employee, student or other person lawfully on school property.
   2. Possessing a weapon*. Authorized law enforcement officials are the only persons permitted to have a weapon* in their possession while on school property or at a school function.
   3. Displaying a weapon*.
   4. Threatening to use any weapon*.
   5. Possessing any instrument that has the potential for causing harm to others.
   6. Intentionally damaging or destroying the personal property of a student, teacher, administrator, other District employee or any person lawfully on school property, including graffiti or arson.
   7. Intentionally damaging or destroying School District property.
   8. "Weapons, as defined by the New York State Education Department in the Glossary of Terms Used in Reporting Violent and Disruptive Incidents, include the following:
      a. a firearm, including, but not limited to, a rifle, shotgun, pistol, handgun, silencer, electronic dart gun, stun gun, machine gun, air gun, or spring gun;
      b. a switchblade knife, gravity knife, pilum ballistic knife, cane sword, dagger, stiletto, dirk, razor, box cutter, metal knuckle knife, utility knife, or any other dangerous knife;
      c. a billy club, blackjack, bludgeon, chukka stick, or metal knuckles;
      d. a sandbag or sandclub;
      e. a sling shot or slingshot;
      f. a martial arts instrument, including, but not limited to, a kung fu star, ninja star, nunchuck, or shiriken;
      g. an explosive, including, but not limited to, a firecracker or other fireworks;
      h. a deadly or dangerous chemical, including, but not limited to, a strong acid or base, mace, or pepper spray;
      i. an imitation gun;
      j. loaded or blank cartridges or other ammunition; or
      k. any other deadly or dangerous instrument.

D. Engage in or prepare to engage in any conduct that endangers the safety, morals, health or welfare of others. Examples of such conduct include:
   1. Engaging in misconduct while on a school bus. Students are required to conduct themselves on the bus in a manner consistent with established standards for classroom behavior.
   2. Stealing the property of the Penfield Central School District, other students, school personnel or any other person lawfully on school property or attending a school function.
   3. Accessing, without permission, the property of the Penfield Central School District, other students, school personnel or any other person lawfully on school property or attending a school function.
   4. Defamation, which includes, but is not limited to, making false or unprivileged defamatory statements or representations about an individual or identifiable group of individuals that harms the reputation of the person or the identifiable group by demeaning them.
   5. Discrimination, which includes the use of age, sex, race, color, creed, national origin, religion, gender, sexual orientation or disability as a basis for treating another in a negative manner.
   6. Harassment or bullying, as defined above. Panhandling is also considered to be a form of harassment.
   7. Cyber-bullying, as defined above, which includes, but is not limited to, inflicting willful and or repeated harm through the use of electronic media.
   8. Intimidation, which includes, but is not limited to, engaging in actions or statements that put an individual in fear of harm.
   9. Hazing as defined above.
   10. Selling, using or possessing obscene material.
   11. Using vulgar or abusive language, cursing or swearing.
   12. Possessing or smoking a cigarette, cigar, pipe, electronic cigarette, personal vaporizer, or electronic nicotine delivery system, including the liquid, or using chewing or smokeless tobacco.
   13. Possessing a fire starting device such as matches or a lighter or incendiary or explosive devices.
   14. Possessing or being in the presence of, consuming, selling, distributing or exchanging alcoholic beverages or illegal substances, or being under the influence of either. "Being in the presence of" is defined as: having the knowledge that alcohol or other drugs are
present, having the means/opportunity to remove themselves, and choosing not to leave. “Illegal substances” include, but are not limited to, inhalants, marijuana, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-a-like drugs, synthetic cannabinoids and any substances commonly referred to as “designer drugs.”

15. Possessing drug-related paraphernalia.
16. Inappropriately possessing, using, or sharing prescription and/or over-the-counter drugs.
17. Initiating a report warning of fire or other catastrophe without valid cause, misuse of 911, or discharging a fire extinguisher, or tampering with fire alarms, security cameras, light switches or other electronic and/or security systems of the school.
18. Dishonesty – including intentionally misrepresenting or omitting facts when questioned.
19. Engaging in any form of academic misconduct. Examples of academic misconduct include: plagiarism, cheating, copying, altering records or documents, and/or assisting another in any of the above actions.
20. Violating the traffic laws, parking regulations or other restrictions on motor vehicles.
22. Inciting others to commit any of the acts prohibited by the Code of Conduct.

CHEATING AND PLAGIARISM

Intention:
At Penfield High School, we believe strongly in the importance of academic integrity. It is expected that all school work submitted for the purpose of student assessment represents the original efforts of the individual student. Penfield High School is a community focused on academic excellence and therefore, all stakeholders play a role in ensuring students meet this expectation. The purpose of this statement is to stimulate intellectual development among the community and its members.

What Does Academic Integrity Mean?
From Charles Lipson, Doing Honest Work in College (Chicago, 2004), p. 3:
- “When you say you did the work itself, you actually did it.”
- “When you rely on someone else’s work, you cite it. When you use their words, you quote them openly and accurately, and you cite them too.”
- “When you present research materials, you present them fairly and truthfully. That’s true whether the research involves data, documents, or the writings of other scholars.”

Two Types of Plagiarism:
1. Intentional Plagiarism is defined as, but not limited to:
   a. Obvious copying and/or reproduction of information/homework/assignments.
   b. Submission of others’ work as the students’ own.
2. Technical Plagiarism is defined as, but not limited to:
   a. Poor paraphrasing of researched sources.
   b. Improper citations and/or failure to document works cited.
   c. Insufficient citation of factual information not held to be common knowledge.
   d. Poor integration of direct quotations with the student’s own writing.

Impact of Academic Dishonesty:
** Be aware that cheating is often a joint undertaking. Cheating is always harmful to all parties involved. It sacrifices the integrity of the person who provides the materials and denies the copier of the opportunity to learn. When cheating is not an individual activity, all parties involved are equally guilty and will be subject to consequences. Academic honesty on the part of all students is fundamental to their ethical development.

Academic Integrity is a Partnership:
We believe that all stakeholders play a role in educating and maintaining academic integrity at Penfield High School. Specifically:

Students Should:
- Be prepared. Try to be realistic and manage time effectively to complete all assignments on time;
- Make sure you understand the assignment and ask for assistance if needed;
- Seek help from your teacher when you have questions;
- Keep current with long-term assignments. Do not save everything for the last minute;
- Accept the fact that some learning requires serious effort, and even time consuming effort; and
- Understand that assignments should be considered individual unless the instructor states otherwise.

PHS Staff Should:
- Educate students and offer continued guidance regarding acceptable and unacceptable behavior in areas that include, but are not limited to, homework completion, test taking, lab write-ups, research strategies, and documentation of sources;
- Provide clear directions and expectations for all assignments;
- Provide an atmosphere that promotes academic integrity during assessments;
- Be aware and responsible of cheating/copying homework during class, administrative duties, and before or after school;
- Consider the purpose of assignments and how they will be assessed;
- Encourage integrity and lead by example; and
- PHS Staff is highly encouraged to utilize tools such as Noodle Tools and plagiarism software such as turnitin.com. These resources should be used as an instructional tool for students and never as a “gotcha”. For example, students should be able to resubmit their rough draft through turnitin.com after receiving feedback from the site, such as the % found to be “plagiarized”.

Parents/Guardians Should:
- Assess child’s abilities realistically. Assist him/her to choose courses in which he/she will be successful and challenged without undue stress;
- Encourage child to seek extra help from the teacher when necessary;
- Discuss the importance of academic integrity with child;
- Work in a partnership with the school to educate students on the importance of making positive choices in regard to submitting their own work; and
- Understand that if their child is caught cheating, it should be viewed as a learning experience with accountable consequences.

Students Should Not Plagiarize the Work of Others. This Includes, But is Not Limited to:
- Submitting work that is not original;
- Copying from another source or person is not appropriate;
- Giving or receiving unauthorized assistance on exams;
- Submitting identical work in more than one course without the prior approval of the teacher; and
- Copying homework from another student or providing your own work to be copied.

Determination of Academic Dishonesty:
Parents should be informed immediately when a student is suspected of intentional plagiarism/cheating. Through the use of turnitin.com and other search engines, teachers will, in most cases, be able to provide documented evidence of plagiarism.

Consequences for Academic Dishonesty:

**Intentional Plagiarism (as defined on page 1)**
1. Classroom teacher will address concern with student, call parents, and generate a disciplinary referral for documentation purposes.
2. A grade of zero will be entered for the assignment. Classroom teacher has the discretion to assign additional steps such as redoing the assignment.
3. Repeat offenses will result in additional administrative consequences.
4. Documented evidence of intentional plagiarism may impact future opportunities such as induction into National Honor Society.

**Technical Plagiarism (as defined on page 1)**
1. Classroom teacher will address concern with student and call home if necessary.
2. Deduction of points may be applied to the assignment. The number of points deducted will be determined by the teacher based on the severity, number of occurrences, specific assignment directions, and other factors. The teacher has the discretion to require the student to redo the assignment.

Works Referenced: Portions of this policy are based on the academic integrity policies of Arroyo High School (CA), Cedarburg School District (WI), Ledyard High School (CT), North Hunterdon High School (NJ), The School for Ethical Education, Syracuse University, and York High School (WA).

**EXPECTATIONS FOR STUDENT BEHAVIOR**
The Board of Education is committed to maintaining a School District that provides students and staff with productive, satisfying, and wholesome learning environments.
The Board of Education is also committed to protecting First Amendment freedoms within the School District; however, lawlessness in any form will not be tolerated.
The District will not permit students to engage in any conduct intended to destroy personal or school property, disrupt or interfere with teaching, research, service, administrative or disciplinary functions, or any District-sponsored or approved activity.
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.

It is understood that the expectation for student behavior while in attendance at school as well as school functions, needs to be clearly stated and modeled.
As a general rule, discipline will be progressive. This means that a student’s first violation may merit a lighter consequence than subsequent violations.

It is important to note that there are some differences in the Code of Conduct for each particular level. These differences are due to the unique nature of the development of the students at each level as well as the dynamics within specific buildings. Individual Building Principals will publish, age-appropriate, plain language Codes of Conduct for their schools in their student handbooks.

Any student observing 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 or the Superintendent of Schools.

Any weapons, alcohol, or illegal substances found shall be confiscated immediately by a District employee, followed by notification to the parent of the student involved. Appropriate disciplinary action will be taken, up to and including permanent suspension and referral for prosecution.

The Building Principal must notify the appropriate local law enforcement agency of those violations of this Code of Conduct that constitute a crime and substantially affect the order or security of a school as soon as practical, but in no event later than the close of business, the day the Building Principal learns of the violation.

The notification may be made by telephone, followed by a letter mailed on the same day as the telephone call is made.

The notification must identify the student(s) and explain the conduct that violated the Code of Conduct and constituted a crime.

I. Violations of the Criminal Code

This school is a place where other students, District personnel and other members of the school community have a right to feel safe from verbal or physical attack, and acts of prejudice and discrimination. Any violation of criminal code including, but not limited to, the following will result in referral to the appropriate law enforcement agency.

- Threat to, or intimidation of, any staff members or students
- Sexual misconduct
- Gambling
- Extortion
- Forgery
- Arson
- Bomb Threat
- False reporting to 911
- Possession, sale or use of a weapon
- Possession, sale, manufacture or use of drugs or alcohol
- Possession, sale or use of fireworks or other substance that endangers the health and safety of students and/or staff
- Assault on a staff member or student
- Vandalism (District may seek restitution)
- Cyberbullying
- Hate crimes

DISCIPLINARY PROCEDURES AND PENALTIES

Discipline is most effective when it deals directly with the problem at the time and place it occurs and in a way that students view as fair and impartial. School personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on the student’s ability to grow in self-discipline. Disciplinary action, when necessary, will be firm, fair and consistent so as to be the most effective in changing student behavior. In determining the appropriate disciplinary action, school personnel authorized to impose disciplinary penalties will consider the following when making the determination:

- The student’s age.
- The nature of the offense and the circumstances that led to the offense
- The student’s prior disciplinary record.
- The effectiveness of other forms of discipline
- Information from parents, teachers and/or others, as appropriate.
- Other extenuating circumstances.

In order to ensure the effectiveness of this student discipline Code, the Board of Education requests the continuing assistance of parent(s) or guardian(s) in explaining and enforcing the Code.

DISCIPLINARY AND REMEDIAL CONSEQUENCES

A range of consequences may be imposed for violations of the student disciplinary Code. The following list of possible consequences are advisory and, as a general rule, discipline will be progressive. This means that a student’s first violation will usually merit a lighter penalty than subsequent violations; however, the District may impose any level of discipline, even for a first violation, that is proportionate to the misconduct at issue.
Violations may subject the student to one or more of the following:

1. Verbal warning;
2. Written warning;
3. Written notification to parent(s) or guardian(s);
4. Conference;
5. Probation;
6. Closely monitored behavioral management plans with benchmarks;
7. Detention;
8. Suspension from transportation;
9. Suspension from athletic participation;
10. Suspension from social or extracurricular activities;
11. Suspension of other privileges;
12. Exclusion from a particular class or area;
13. In-School Suspension;
14. Involuntary Transfer;
15. Restricted Study Hall;
16. Saturday School;
17. Suspension not in excess of 5 days;
18. Suspension in excess of 5 days pending Superintendent’s Hearing; Permanent Suspension;
19. Peer support groups; corrective instruction or other relevant learning or service experience;
20. Supportive intervention;
21. Behavioral assessment or evaluation;
22. Counseling and parent conferences.

Beyond these responses, school-wide or environmental remediation may also be utilized. These strategies may include, but are not limited to:

- school and community surveys or other strategies for determining the conditions contributing to the relevant behavior;
- adoption of research-based prevention programs;
- modification of schedules;
- adjustment in hallway traffic and other student routes of travel;
- targeted use of monitors;
- staff professional development;
- parent conferences;
- involvement of parent-teacher organizations; and/or
- peer support groups.

**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, electronic files and other school storage. 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, computer files and other school storage may be subject to search at any time by school officials, without prior notice to students and without their consent.

**VISITORS TO SCHOOLS AND PUBLIC CONDUCT**

The Building Administrator or his or her designee is responsible for all persons visiting the building and on the grounds. For these reasons, the following rules apply to visitors to the schools:

1. Any person who is not a staff member or student of the school will be considered a visitor.
2. All visitors to the school must report to the office of the Building Administrator or the security station upon arrival at the school. There they will be required to complete the visitor registration protocol 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 Building Administrator’s office or the security station before leaving the building.
3. Visitors attending after school hours functions that are open to the public, such as parent-teacher organization meetings or public gatherings, are not required to register.
4. Parents who wish to observe a classroom while school is in session are required to arrange such visits in advance and with the approval of the Building Administrator.
5. Teachers are expected not to take class time to discuss individual matters with visitors.
6. Any unauthorized person on school property will be reported to the Building Administrator or his or her designee. Unauthorized persons will be asked to leave. The police may be called if the situation warrants.

7. All visitors are expected to abide by the rules for public conduct on school property contained in the Code of Conduct and these accompanying rules and regulations.

USE GUIDELINES FOR ELECTRONIC DEVICES

The following regulations have been developed to guide the use of electronic devices at all District schools:

- **USE IN THE LIBRARY, STUDY HALLS OR CLASSROOMS IS NOT ALLOWED UNLESS IT IS APPROPRIATE AND PERMISSION IS GRANTED BY THE TEACHER/SUPERVISOR.**
- **FREE USE ZONES ARE DESIGNATED WITHIN THE SCHOOL CAFETERIA, COMMONS, OFFICES AND COMMON AREAS OF THE BUILDING.**
- **STUDENTS MUST FOLLOW THE ELECTRONIC ETIQUETTE GUIDELINES AND ALWAYS USE ELECTRONICS IN A SAFE MANNER.**

Electronic devices (audio and visual) may not be used in a manner that will jeopardize the privacy or safety of either staff or students. The use of audio or video recording devices in restrooms and locker rooms is strictly forbidden. Students who use electronic devices in an inappropriate manner will be subject to disciplinary action, up to and including suspension from school. Electronic devices may also be confiscated and require parent pickup.

Additionally, electronic devices (audio and visual) are not to be used in any manner that will jeopardize the integrity of any assignment, assessment or testing situation. Any violation of this provision will be subject to appropriate disciplinary action. Students should also reference the “Academic Integrity” policy.

The safe keeping of all electronic devices is the sole responsibility of the student. The District will assume no responsibility for their loss, damage or theft.

During an emergency situation, electronic devices are not to be used unless otherwise directed by the administration.

**ELECTRONIC COMMUNICATION DEVICES ETIQUETTE**

Be respectful of staff members and peers while using electronic communication devices.

Make sure it is an appropriate time to answer or view a call or a text message. Appropriate examples would include:

- **After Class**
- **Café and Commons**
- **Common Areas in the Building**

Be sure to use your electronic device in a safe manner: Walking or driving while texting is not safe.

Be sure your electronic communication device is on silent mode during class time.

Don’t allow your electronic communications device to interfere with active listening.

Make sure you have a person’s permission prior to taking a picture/video of them.

The use of audio or video recording devices in restrooms and locker rooms is strictly forbidden.

Students must have teacher/supervisor permission prior to using an electronic communication device in the library, study hall or classroom.