

# Canadian High School



## Student Code of Conduct & Technology-Related Documents

**2010-2011**

# **Canadian High School**

**Student Code of Conduct**

**Acceptable Use Policy (electronic network)**

**Internet Safety Policy**

**Electronic Network Agreement Form (must be signed by parent and student and returned)**

**Distance Learning Agreement Form (must be signed by parent and returned)**

**World Wide Web Publishing Agreement Form (must be signed by parent and returned)**

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# Canadian Independent School District

## Student Code of Conduct

### Preamble

The Student Code of Conduct for the Canadian Independent School District has been developed by administrators, teachers, parents, and community members of the district. It is based on the premise that one's education begins with discipline and ends in self discipline. Basic to this premise is the belief that effective learning situations can best be provided and positive behavioral patterns enforced when unacceptable behavioral patterns and their consequences are outlined, communicated, and understood by students, parents, and school personnel. When discord does arise, adherence to this code will assure that all parties are treated with courtesy, respect, and fairness, yet with a firmness that will direct students to conduct themselves in an acceptable manner.

#### I. Implementation of the Code of Conduct

##### A. Responsibility and Authority for Administration and Enforcement of the Code of Conduct

1. The building principal and/or other appropriate administrator shall have the responsibility of implementing the code of conduct.
2. Assignment of a student to a disciplinary alternative education program, in accordance with the code, may be made by the principal or other appropriate administrator.
3. Suspension of a student from school, not to exceed three days, who engages in conduct for which one may be placed in the alternative education program may be imposed by the principal or other appropriate administrator.
4. The superintendent or the Board's designee shall have the authority to expel a student for disciplinary infractions and/or violations of the law in accordance with this code and state and federal law.
5. The superintendent, principal, or appropriate designee may order the immediate suspension or placement in a disciplinary alternative education program of a student whose behavior is so unruly, disruptive, or abusive, that it seriously interferes with school operations or activities, and/or the administrator reasonably believes that such action is necessary to protect persons or property from imminent harm.
6. The school administration shall provide each certified employee a copy of subchapter A of Chapter 37 on alternative settings for behavior management, and a copy of the local discipline policies.
7. Inform each teacher of a student who has committed an expellable offense.

Because the Student Code of Conduct is adopted by the district's board of trustees, it has the force of policy; therefore, in case of conflict between the Code and the student handbook, the Code will prevail.

**Please Note:** The discipline of students with disabilities who are eligible for services under federal law (Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act of 1973) is subject to the provisions of those laws.

## **B. School District Authority and Jurisdiction**

School rules and the authority of the district to administer discipline apply whenever the interest of the district is involved, on or off school grounds, in conjunction with or independent of classes and school-sponsored activities.

The district has disciplinary authority over a student:

1. During the regular school day and while the student is going to and from school on district transportation;
2. During lunch periods in which a student is allowed to leave campus;
3. While the student is in attendance at any school-related activity, regardless of time or location;
4. For any school-related misconduct, regardless of time or location;
5. When retaliation against a school employee or volunteer occurs or is threatened, regardless of time or location;
6. When criminal mischief is committed on or off school property or at a school-related event;
7. For certain offenses committed within 300 feet of school property as measured from any point on the school's real property boundary line;
8. For certain offenses committed while on school property or while attending a school-sponsored or school-related activity of another district in Texas;
9. When the student commits a felony, as provided by Education Code 37.006 or 37.0081; and
10. When the student is required to register as a sex offender.

The district has the right to search a vehicle driven to school by a student and parked on school property whenever there is reasonable cause to believe it contains articles or materials prohibited by the district.

The district has the right to search a student's locker **or desk** when there is reasonable cause to believe it contains articles or materials prohibited by the district. 4

School administrators will report crimes as required by law and will call local law enforcement when an administrator suspects that a crime has been committed on campus. 5

The district has the right to revoke the transfer of a nonresident student for violating the district's Code.

## **C. Role and Responsibilities of Certified Personnel in Maintaining Acceptable Conduct**

1. Administrators have the responsibility to:
  - a. Assure a safe and orderly climate for teaching and learning.
  - b. Enforce the Student Code of Conduct.
  - c. Provide appropriate support for teachers who seek help in discipline management.
  - d. Notify parents within 24 hours of receipt of a report of violation of the Student Code of Conduct.
  - e. Provide campus in-service related to the code of conduct.
  - f. Communicate with parents when their child becomes a discipline problem.
  - g. Secure a signed statement from parents acknowledging receipt of a copy of the code of conduct, and knowledge of the code.

- h. Schedule hearings within 3 days after a formal teacher removal of a student.
  - i. Provide parents with notice of and an opportunity to participate in a proceeding before the board or disciplinary alternative education program (DAEP) extends beyond the end of the next grading period.
  - j. Provide minimal due process for suspensions and DAEP placements.
  - k. Provide 120 day reviews of a student placed in a DAEP.
  - l. Make appropriate reports to law enforcement.
- 2. Teachers and other certified personnel have the responsibility to:
    - a. Be knowledgeable of the code of conduct and sign a statement to that effect.
    - b. Develop, maintain, and communicate classroom rules and discipline management procedures.
    - c. Remove from class a student who commits certain offenses.
    - d. Maintain an orderly classroom and atmosphere.
    - e. Establish rapport and an effective working relationship with parents.
    - f. Report in writing, up to one page, to the principal or other appropriate administrator any known violation of the Student Code of Conduct that requires referral to the principal.
    - g. Maintain confidentiality upon receipt of information that a student has committed an expellable offense.

#### **D. Responsibility of Parents**

Parents, which includes single parent, legal guardian, or person(s) having lawful control of the student, have the responsibility to:

- 1. Make every effort to provide for the physical needs of the student.
- 2. Teach the child to pay attention and obey the rules.
- 3. Assure their child attends school regularly and report and explain absences and tardiness to school personnel.
- 4. Be sure the child is appropriately dressed at school and school-related activities.
- 5. Support school personnel in the enforcement of discipline imposed in accordance with school policy and the Student Code of Conduct.
- 6. Participate in meaningful conferences with school personnel regarding the child's progress, behavior or general welfare.
- 7. Discuss report cards and school assignments with the child.
- 8. Bring to the attention of school personnel any problem or condition that may relate to the child's education or well being.
- 9. Supply all records required for enrollment.
- 10. Submit a signed statement that they have received and reviewed the Student Code of Conduct and that they are knowledgeable of the responsibilities outlined in the code.
- 11. Control their child.

#### **E. Placement Review Committee**

Each school shall establish a three member committee. The campus faculty shall select two teachers to serve as members of the committee, and one additional teacher shall serve as alternate. The principal shall serve or select one member from the professional staff. The committee shall have the responsibility to:

- 1. Determine, in accordance with law and policy, the placement of a student, when a teacher refuses to readmit a student whom the teacher has removed from class.
- 2. Make recommendations regarding readmission of expelled students prior to completion of a court imposed disposition.

At the end of the first semester of a student's placement in an alternative educational setting and before the beginning of each school year for which the student remains in an alternative placement, the district shall convene a committee, in accordance with state law, to review the student's placement. The committee will recommend whether the student should return to the regular classroom or remain in the placement. Absent a special finding, the board or its designee must follow the committee's recommendation.

The placement review of a student with a disability who receives special education services must be made by the ARD committee.

## Student Code of Conduct

### A. Philosophy /Mission Statement

The purpose of our school is to prepare each individual to function in a democratic society. Each individual is unique and the school accepts responsibility for academic growth and shares responsibility with the home, church, and community to help the student move toward maximum potential. We are committed, above all else, to provide the most effective, efficient, and relevant instructional program possible. These objectives may be met only when there is a school climate free from disruptions that interfere with the learning process.

The purpose of this code is to communicate the expectations for responsible student behavior, and the consequences of irresponsible and disruptive behavior. It is expected that individual students will assume responsibility for self-discipline in accordance with stated expectations. However, when violations of the Code of Conduct do occur, discipline will be administered in order to correct disruptive behavior, to protect other students, school employees, or property, and/or to maintain a positive learning environment.

Student discipline shall be administered fairly and equitably, and based on a careful assessment of the circumstances of each case. Factors to be considered shall include:

1. The seriousness of the offense
2. The student's age
3. The frequency of misconduct
4. The student's attitude
5. The potential effect of the misconduct on the school environment

### B. Discipline Process

The following guidelines are generally followed in dealing with student discipline

1. Determine precisely what happened and who was involved.
2. Are any of the students special education students?
3. Where does the offense fall within the Student Code of Conduct – at what level?
4. Research background information. Is this a first offense by this student? How many prior office referrals?
5. Notify parents and inform them and involve them if appropriate.
6. Determine the level of disciplinary action warranted: ISS, corporal punishment, detention, AEP, expulsion.
7. Follow through with appropriate disciplinary action with the intent of correcting behavior.

### C. Abiding by the Law

Every student is expected to abide by federal laws and the laws of the State of Texas. Violation of certain federal and state laws shall constitute a violation of the Code of Conduct and appropriate discretionary or mandatory disciplinary measures will be imposed.

### D. Standards and Expectations for Student Behavior

All students are entitled to enjoy the basic rights of citizenship recognized and protected by law for persons of their age and maturity. The school will foster a climate of mutual respect for the rights of others. Students are expected to respect the rights and privileges of other students, teachers, and District staff. The District's rules of conduct and discipline are established to achieve and maintain order in the school. Students who violate the rights of others or who violate District or school rules will be subject to disciplinary measures designed to correct the misconduct and to promote adherence by all students to their responsibilities as citizens in the school community.

Student responsibilities for achieving a positive learning environment at school or school-related activities include:

1. Demonstrate courtesy, even when others do not.
2. Behave in a responsible manner, always exercising self-discipline.
3. Attend all classes, daily and on time.
4. Prepare for each class; take appropriate materials and assignments to class.
5. Meet district and campus standards of grooming and dress.
6. Obey all campus and classroom rules.
7. Respect the rights and privileges of students, teachers, and other district staff and volunteers.
8. Respect the property of others, including district property and facilities.
9. Cooperate with and assist the school staff in maintaining safety, order, and discipline.
10. Behave in a responsible manner.
11. Pay required fees and fines, unless they are waived.
12. Refrain from violations of the code of student conduct.
13. Exhibit responsible conduct at school, on school buses, and at all school functions on or off campus.
14. Seek changes in school policies and regulations in an orderly and responsible manner, through appropriate channels.

**E. Students at School or School-Related Activities are Prohibited From:**

1. Cheating or copying the work of another student.
2. Throwing objects, outside supervised school activities, that can cause bodily injury or damage to property.
3. Leaving school-sponsored events without permission.
4. Directing profanity, vulgar language, or obscene gestures toward other students.
5. Insubordination, such as disobeying directives from school personnel or school policies, rules, and regulations.
6. Being disrespectful or directing profanity, vulgar language, or obscene gestures toward others.
7. Playing with matches or fire, or committing arson.
8. Committing robbery or theft.
9. Damaging or vandalizing property owned by the District, other students, or District employees.
10. Disobeying school rules about conduct on school buses.
11. Fighting, committing physical abuse, or threatening physical abuse.
12. Committing extortion, coercion, or blackmail; that is, obtaining money or other objects of value from an unwilling person, or forcing an individual to act through the use of force or threat of force.
13. Engaging in verbal abuse, i.e., name-calling, ethnic or racial slurs, or derogatory statements that may substantially disrupt the school program or incite violence.
14. Engaging in inappropriate physical or sexual contact disruptive to the school environment or disturbing to other students.
15. Engaging in any other conduct that disrupts the school environment or educational process.
16. Committing indecent exposure.
17. Being tardy or leaving school grounds when not permitted to do so
18. Engaging in any conduct constituting felony criminal mischief as defined by law.
19. Engaging in any unruly, disruptive, or abusive behavior that seriously interferes with teachers' communications with students, with students' ability to learn, or with the educational process.

20. Violating the policy related to acceptable use of computers and networks.

**F. Hazing**

Hazing includes any willful act done by a student, either individually or with others, to another student for the purpose of subjecting the other student to indignity, humiliation, intimidation, physical abuse or threats of abuse, social or other ostracism, shame, or disgrace. Students shall have prior approval from the principal or designee for any type of “initiation rites” of a school club or organization. No student shall engage in any form of hazing, nor shall any student encourage or assist any other person in hazing.

**G. Tobacco Use**

The use or possession of tobacco products by students is prohibited on all campuses. Students shall not possess or use tobacco products, including but not limited to cigarettes, cigars, pipes, snuff, or chewing tobacco, on school premises or at school-related activities.

**H. Weapons**

A student shall not be in possession of any prohibited weapon at school, on school premises, or at any school-related activity, unless pursuant to written regulations or written authorization of the District. A student shall not possess or use articles not generally considered to be weapons when the principal or designee determines that a danger exists for any student, school employee, or school property by virtue of possession or use.

Weapons include, but are not limited to:

1. Firearms of any kind
2. Fireworks or concussion devices of any kind
3. Razors, box cutters, chains, or any other object used in a way that threatens or inflicts bodily injury to another person
4. A “look-alike” weapon
5. Clubs or night sticks
6. Metallic or hard surfaced knuckles
7. An air gun, pellet gun, BB gun, or slingshot
8. Ammunition
9. A stun gun
10. Mace or pepper spray
11. Any other object used in a way that threatens to inflict harm to another person.

**I. Disturbing School or Classes**

For purpose of this rule, “school property” includes the public school campuses or school grounds upon which any public school is located, and any grounds or buildings used by District schools for assemblies or other school-related activities and “public property” includes any street, highway, alley, public park, or sidewalk.

No student shall be permitted, on school property, or on public property within 300 feet of school property, to willfully disrupt, alone or in concert with others, the instructional program or other school activities. Conduct that disrupts the educational activities of a school includes:

1. Emitting noise of an intensity that prevents or hinders classroom instruction.
2. Enticement or attempted enticement of students away from classes or other school activities that students are required to attend.
3. Prevention or attempted prevention of students from attending classes or other school activities that students are required to attend.

4. Entrance into a classroom without consent of either the principal or teacher and either through acts of misconduct and/or use of loud or profane language causing disruption of class activities.

**J. Disruption of Lawful Assembly**

No student or group of students acting in concert may willfully engage in disruptive activity or disrupt a lawful assembly on the campus or property of any school in the District.

Disruptive activity means:

- Obstructing or restraining the passage of persons in an exit, entrance, or hallway of any building without the authorization of the administration of the school.
- Seizing control of any building or portion of a building for the purpose of interfering with any administrative, educational, research, or other authorized activity.
- Preventing or attempting to prevent by force or violence or the threat of violence any lawful assembly authorized by the school administration.
- Disrupting by force or violence or the threat of force or violence a lawful assembly in progress.
- Obstructing or restraining the passage of any person at an exit or entrance to said campus or property, or preventing or attempting to prevent by force or violence or by threats thereof the entrance or exit of any person to or from said property or campus without the authorization of the administration of the school.

A lawful assembly is disrupted when any person in attendance is rendered incapable of participating in the assembly due to the use of force or violence or due to a reasonable fear that force or violence is likely to occur.

Conduct by students, either in or out of class, that for any reason – whether because of time, place, or manner of behavior – materially disrupts class work or involves substantial disorder or invasion of the rights of other students or employees at school or school-related activities, is prohibited.

Student demonstrations and similar activities shall be prohibited when there is evidence that may reasonably lead school authorities to forecast substantial disruption of, or material interference with, normal school operations or approved school activities.

**K. Distribution of Materials**

Distribution of written materials may be restricted, subject to the following guidelines:

1. Distribution may be limited in order to prevent material and substantial interference with normal school operations in circumstances where there is evidence that reasonably supports forecast that disruption will likely result directly from the distribution.
2. Reasonable administrative regulations as to the time, place, and manner of distribution may be prescribed to promote orderly administration of school activities by preventing disruption, but shall not be designed to stifle expression.
3. Content of the materials to be distributed shall conform to the following standards:
  - a. Materials that are sexually inappropriate for the age and maturity of the audience or that endorse actions endangering the health and safety of students shall not be distributed.
  - b. Libelous material may be prohibited from distribution.
  - c. Publications that criticize board members or school officials or advocate violation of school rules may be prohibited when there is evidence that reasonably supports a forecast that material and substantial disruption of normal school operations will result from the publication. Advocacy directed

toward inciting or producing imminent lawless or disruptive action and that it likely to incite or produce such action shall be restricted.

- d. Hate literature that scrupulously attacks ethnic, religious, or racial groups, and similar irresponsible publications aimed at creating hostility and violence may be banned. Only material that could reasonably support a forecast of material and substantial disruption of normal school operations is affected by this restriction.

#### **L. Prior Review**

All student publications and other written material intended for distribution to students shall be submitted for prior review according to the following procedures:

1. Material shall be submitted to the building principal or a designee for review.
2. The principal or a designee shall approve or disapprove submitted material within twenty-four hours of the time the material is received. Failure to act within the twenty-four hour period shall be interpreted as disapproval.
3. The student may appeal disapproval to the superintendent, who shall decide the appeal within three days of its receipt. Failure of the superintendent to act within the three-day period shall be interpreted as disapproval.
4. The student may appeal disapproval by the superintendent to the Board. The student shall notify the superintendent of the appeal and request the matter be placed on the agenda for the next Board meeting. At that Board meeting, the student shall be given a reasonable period of time to present his or her viewpoint.

#### **M. Student Conduct on School Buses**

School buses shall be considered an extension of the classroom and students are expected to conduct themselves accordingly. Students being transported in school-owned vehicles shall comply with the Student Code of Conduct. Students must:

1. Follow the driver's directions at all times.
2. Remain seated while the bus is in motion.
3. Be obedient and respectful to the driver.
4. Enter and leave the bus in an orderly manner at the designated bus stop nearest home.
5. Not put head, hands, arms, or legs out of the window, hold any object out of the window, or throw objects within or out of the bus
6. Not use tobacco.
7. Not be involved in scuffling or fighting.
8. Not litter or deface the bus or its equipment.
9. Not possess or be under the influence of marijuana, alcohol, a controlled substance, a dangerous drug, or something that poses to represent a prohibited substance
10. Not use obscene and/or unacceptable language.

The following procedures shall be followed when a discipline concern arises on a bus serving a regular route or an extracurricular activity:

1. A conference involving the principal, the student passenger, the driver, and parent(s) may be required.
2. The principal may suspend the student's bus-riding privileges. If such a suspension occurs, the parents will be notified prior to the time the suspension takes effect.

3. In case of serious misconduct that endangers the safety of other passengers or the driver, the driver shall have the authority to put the student off the bus or to call law enforcement assistance; the principal and parents shall be notified of the situation as soon as possible. The student shall not be provided bus service again until a conference involving all persons listed above has been held.

Disciplinary sanctions and changes in transportation for a handicapped student shall be made in accordance with the provisions of the student's individual education plan.

## **Assessing Discipline**

### **A. Definitions**

The following words and terms, when used in this code, shall have the stated meaning unless the context clearly indicates otherwise:

#### **Class Disruption:**

Any behavior that violates the rules of a particular classroom and interferes with a teacher's opportunity to present, or other students' opportunity to concentrate, on the presentation or assignment.

#### **Discipline Management:**

Any action that is intended to promote proper behavior and/or discourage misconduct.

#### **In-School Suspension:**

An on-campus setting apart from the regular classroom where the student continues to receive instruction in each course to the extent possible. It is for students who commit disciplinary infractions. Placement may prohibit student participation or attendance in extracurricular activities.

#### **Out-of-School Suspension:**

In deciding whether to order out-of-school suspension, the district will take into consideration:

1. Self-defense
2. Intent or lack of intent at the time the student engaged in the conduct, and
3. The student's disciplinary history.

Removal of a student from school and school activities for a period not to exceed three days at a time, for disciplinary infractions. Placement will prohibit student participation in or attendance at extracurricular activities.

#### **Disciplinary Alternative Education Program (DAEP):**

An instructional setting other than the regular classroom, completely apart from students who are not assigned to the program, located on or off the regular campus, with instruction that focuses on English language arts, mathematics, science, history, and self-discipline, and provides for behavioral needs through supervision and counseling. A DAEP may be operated by the District in cooperation with other school districts, juvenile agencies, or other entities. The length of student placement in a DAEP will be determined by the building principal. Placement will prohibit student participation in or attendance at extracurricular activities and may include loss of elective classes.

#### **Expulsion:**

Suspension of a student from school for more than three consecutive days. Expulsion for periods up to one year is required by law for certain student offenses and will contain a provision that prohibits attendance to school activities.

**Parents:**

Includes single parent, legal guardian, or person in lawful control.

**School Premises:**

Any property owned by the school district or over which the school district or its personnel exert lawful control, including property visited by students in connection with a school-operated activity, such as a field trip or an extracurricular activity.

**Reassignment of Classes:**

A student may be removed from the assigned classroom and placed in another class on the same campus. To the extent possible the student should continue to receive instruction in the course from which removed. The purpose of this type of removal is to remove the student from a potentially dangerous or explosive situation. Length of removal or stay shall be determined by the administrator.

**B. Level I Offenses**

Level I acts of misconduct include repeated infractions of classroom management procedures or rules, or other misconduct that disrupts the educational process to the extent that the classroom teacher needs administrative support to correct the problem. The following is a non-inclusive list of behavior infractions:

1. Being tardy to class.
2. Refusing to follow classroom rules.
3. Refusing to participate in classroom activities or fulfill assignments.
4. Failure to bring appropriate material to class.
5. Possessing and/or using nuisance items.
6. Eating, drinking, or gum chewing in an undesignated area.
7. Disruption of the orderly classroom process.
8. Running, making excessive noise, or other disruptions in halls, buildings, classrooms, or other supervised settings.

**Level I Disciplinary Options**

Any one or any combination of consequences may be used:

1. Teacher/student or administrator/student conference.
2. Parent conference or call.
3. In-class disciplinary action or assignment.
4. Withdrawal of student privileges.
5. Detention.
6. Counselor/student conference.
7. Confiscation of nuisance items or materials.
8. Assignment of school duties such as cleaning or picking up litter or other duties.
9. Time out.
10. Behavioral contracts.

## **C. Level II offenses**

When a student's behavior does not change as a result of action taken on Level I, and the student is being seen for a second time in the principal's office for repeated Level I infractions, the student is moved to Level II for discipline purposes.

### **Level II Disciplinary Options**

Any one or any combination from this or Level I may be applied:

1. Any combination of teacher, principal or appropriate administrator, parent and student conference.
2. Corporal punishment.
3. In-school suspension.

## **D. Level III Offenses**

Level III acts of misconduct include those student infractions which are more serious than those in Levels I and II in their effect on the orderly process of the school program. Examples of misconduct include but are not limited to the following:

1. Cheating or copying the work of another student.
2. Leaving the classroom, building, grounds, or assigned activity without permission.
3. Cutting class or other scheduled activity.
4. Violation of the dress code.
5. Using profane, obscene, indecent, or racially or ethnically offensive language and/or- physical gestures to other students.
6. Failure to comply with lawful directives issued by school personnel.
7. Truancy.
8. Altering school records or documents, or forgery of a name on school documents.
9. Vandalism to or defacing school property.
10. Excessive absences or tardies.
11. Inappropriately engaging in acts of familiarity with other students.
12. Possession of electronic paging device(s) or cellular telephones.
13. Throwing or irresponsible use of objects that can cause bodily injury or damage to property.
14. Possession or use of tobacco products
15. Exhibiting any unacceptable or unwanted physical contact that could, but does not result in injury.
16. Recklessness or failure to obey traffic laws in an automobile.
17. Violating the acceptable use policy concerning computers and networks.

### **Level III Disciplinary options**

Any one or any combination of the following from this or from Level I or Level II may be applied:

1. Any combination of teacher, principal or appropriate administrator, student and parent conference.
2. Grade penalty for copying or cheating.
3. Exclusion from extracurricular activities.

4. Out-of-school suspension.
5. Restoration and/or restitution as applicable.
6. Involvement of law enforcement personnel.
7. Restriction of use of computers and networks

## **E. Level IV Serious Offenses**

Level IV offenses include those acts of misconduct that seriously disrupt the educational process, endanger or seriously affect other students, and perhaps violate the law. Examples include but are not limited to the following:

1. Any repeated offense of Level III, or a new violation while being disciplined for a Level III offense.
2. Repeated acts of disobedience or disorderly behavior which may prove to be detrimental to the school, harmful to health and safety, or inhibiting to the rights of others.
3. Being disrespectful toward school personnel or refusing to comply with lawful requests or directions of school personnel.
4. Threats, oral or written, to do bodily harm to another, or to the property of another.
5. Interfering with school authorities or school programs through boycotts, sit-ins, or trespassing.
6. Fighting, which is defined as physical conflict between two or more individuals. A fight has occurred if a student who is attacked strikes back. To avoid penalty, a student under attack should seek to detach himself/herself from the situation and get school personnel or adult help. (Self-defense will only be considered as a factor if a student was defending themselves from an unprovoked attack and had no avenue of escape.)
7. Stealing, robbery, extortion, gambling, or arson.
8. Using profane, obscene, indecent, immoral, or offensive language and/or gestures directed toward school personnel.
9. Failure to comply with assigned disciplinary consequences.
10. Possessing a device, object, or substance that could cause bodily harm to individuals in any school setting.
11. Failure to report to school personnel the knowledge of an event, device, object, or substance that could cause bodily harm to individuals in any school setting.
12. Possession, use, or distribution of any substance represented to be a drug or alcohol.
13. Possession or use of tobacco products.
14. Indecent exposure, sexual misconduct, and/or sexual harassment.
15. Hazing.
16. Gang-related behavior or activity, or gang membership.
17. Possession of drug paraphernalia.
18. Burglary of a school facility or major vandalism to District property.
19. Posting or distributing unauthorized communicative materials on school premises.
20. Assault.
21. Placing or discharging fireworks.
22. Pledges to join, solicit membership in a public fraternity, sorority, secret society, school or gang.
23. Violating copyright laws.

## **Level IV Disciplinary Options**

Any one or any combination of the following may be applied:

1. Any discipline technique outlined in Levels I, II, or III.
2. Suspension from school.
3. Citation by law enforcement personnel.
4. Disciplinary Alternative Education Placement.
5. Reassignment of classes.
6. A student may be expelled if the student:
  - a. Continues to engage in serious or persistent misbehavior that violates the code of conduct or DAEP classroom rules after being placed in a disciplinary alternative education program.
  - b. Engages in criminal mischief under Penal Code 28.03, if the conduct is punishable as a felony, whether committed on or off school property or at a school-related activity, (intentional or knowing damage to property resulting in a loss of \$1500 or more).

## **F. Level V Mandatory Removal or Expulsion Offenses**

### **Mandatory Removals**

A student **must** be placed in a DAEP if the student:

1. Engages in conduct relating to a false alarm or report (including a bomb threat) or a terroristic threat involving a public school.
2. Commits any of the following acts while on school property or within 300 feet of school property as measured from any point on the school's real property boundary line, or while attending a school-sponsored or school-related activity on or off school property:
  - a. Engages in conduct punishable as a felony.
  - b. Commits an assault under Section 22.01 (a) (1), Penal Code.
  - c. Sells, gives, or delivers to another person, or possesses, uses, or is under the influence of marijuana, a controlled substance, or a dangerous drug in an amount not constituting a felony offense. (School-related felony drug offenses are addressed in the Expulsion section.)
  - d. Sells, gives, or delivers to another person an alcoholic beverage; commits a serious act or offense while under the influence of alcohol; or possesses, uses, or is under the influence of alcohol, if the conduct is not punishable as a felony offense. (School-related felony alcohol offenses are addressed in the Expulsion section.)
  - e. Behaves in a manner that contains the elements of an offense relating to abusable volatile chemicals.
  - f. Behaves in a manner that contains the elements of the offense of public lewdness or indecent exposure.
  - g. Engages in expellable conduct and is between six and nine years of age. 42
  - h. Commits a federal firearms violation and is younger than six years of age. 42
  - i. Engages in conduct that contains the elements of the offense of retaliation against any school employee or volunteer on or off school property. (Committing retaliation in combination with another expellable offense is addressed in the Expulsion section of this Code.)

j. Engages in conduct punishable as a felony listed under Title 5 (see glossary) of the Texas Penal Code when the conduct occurs off school property and not at a school-sponsored or school-related event and:

1. The student receives deferred prosecution,
  2. A court or jury finds that the student has engaged in delinquent conduct, or
  3. The superintendent or designee has a reasonable belief that the student engaged in the conduct.
3. A student **must** be removed from class and placed in a disciplinary alternative education program, or may be expelled, if the student engages in conduct that contains the elements of the offense of retaliation against any school employee under Penal Code 36.06 except, if the student commits a mandatory expellable offense against any employee in retaliation for or as a result of the employee's employment with the school district, the student must be expelled under 37.007.
4. A student may be removed from class and placed in a disciplinary alternative education program based on conduct occurring off campus and while the student is not in attendance at a school-sponsored or school-related activity if the superintendent believes the student has engaged in conduct defined as a felony offense other than those defined in Title 5, Penal Code.

The terms of removal will prohibit the student from attending or participating in school-sponsored or school-related activities.

### **Mandatory Expulsion**

A student **must** be expelled for any of the following offenses that occur on school property or while attending a school-sponsored or school-related activity on or off of school property:

1. Bringing to school a firearm, as defined by federal law.  
Firearm under federal law includes:
  - a. Any weapon (including a starter gun) that will, is designed to, or may readily be converted to expel a projectile by the action of an explosive.
  - b. The frame or receiver of any such weapon.
  - c. Any firearm muffler or firearm weapon.
  - d. Any destructive device, such as any explosive, incendiary or poison gas bomb, or grenade.
2. Using, exhibiting, or possessing the following, as defined by the Texas Penal Code:
  - a. A firearm (any device designed, made, or adapted to expel a projectile through a barrel by using the energy generated by an explosion or burning substance or any device readily convertible to that use), unless the use, exhibition, or possession of the firearm occurs at an off-campus approved target range facility while participating in or preparing for a school-sponsored shooting sports competition or a shooting sports educational activity that is sponsored or supported by the Parks and Wildlife Department or a shooting sports sanctioning organization working with the department.
  - b. An illegal knife, such as a knife with a blade over 5½ inches; hand instrument, designed to cut or stab another by being thrown; dagger, including but not limited to a dirk, stiletto, and poniard; bowie knife; sword; or spear.
  - c. A club such as an instrument specially designed, made, or adapted for the purpose of inflicting serious bodily injury or death by striking a person with the instrument, including a blackjack, nightstick, mace, and tomahawk.

- d. A prohibited weapon, such as an explosive weapon, a machine gun, a short-barrel firearm, a firearm silencer, a switchblade knife, knuckles, armor-piercing ammunition, a chemical dispensing device, or a zip gun.
3. Behaving in a manner that contains the elements of the following offense under the Texas Penal Code:
    - a. Aggravated assault, sexual assault, or aggravated sexual assault.
    - b. Arson.
    - c. Murder, capital murder, or criminal attempt to commit murder, or capital murder.
    - d. Indecency with a child.
    - e. Aggravated kidnapping.
    - f. Aggravated robbery.
    - g. Manslaughter.
    - h. Criminally negligent homicide.
    - i. Continuous sexual abuse of a young child or children.
    - j. Behavior punishable as a felony that involves selling, giving, or delivering to another person, or, possessing, using, or being under the influence of marijuana, a controlled substance, a dangerous drug, or alcohol; or committing a serious act of offense while under the influence of alcohol.
  4. Engaging in retaliation against a school employee or volunteer combined with one of the above-listed mandatory expulsion offenses, with the exception of a federal firearm offense, on or off school property or at a school-related activity.

When a student under the age of ten engages in behavior that is expellable behavior, the student will not be expelled, but will be placed in a DAEP. A student under age six will not be placed in a DAEP unless the student commits a federal firearm offense.

In an emergency, the principal or the principal's designee may order the immediate expulsion of a student for any reason for which expulsion may be made on a non-emergency basis.

Terms of expulsion shall deny the student access to all District activities and all school property.

Federal law requires that a student expelled for a firearms violation must be expelled from the student's regular campus for a period of at least one year, subject to individual modifications made by the superintendent.

## **G. Procedural Due Process**

### **Disciplinary Alternative Education Program (DAEP)**

The DAEP shall be provided in a setting other than the student's regular classroom. An elementary school student may not be placed in a DAEP with a student who is not an elementary school student.

For purposes of DAEP, elementary classification shall be kindergarten-grade 5, and secondary classification shall be grades 6-12.

Summer programs provided by the district shall serve students assigned to a DAEP in conjunction with other students.

A student who is expelled for an offense that otherwise would have resulted in a DAEP placement does not have to be placed in a DAEP in addition to the expulsion.

In deciding whether to place a student in a DAEP, regardless of whether the action is mandatory or discretionary, the district will take into consideration:

1. Self-defense
2. Intent or lack of intent at the time the student engaged in the conduct, and
3. The student's disciplinary history.

Before placing a student in a disciplinary alternative education program, the principal or appropriate school administrator shall conduct an informal hearing at which the student shall be advised of the conduct with which he or she is charged and shall be given the opportunity to explain his or her version of the incident. The District shall make reasonable efforts to notify the parent prior to placing a student in a disciplinary alternative education program. If the parent cannot be notified prior to placement, the parent shall be notified as soon as possible of the placement and the reason for the placement.

Pending an appeal of DAEP placement to the Board of Trustees or its designee, the student will remain in DAEP. If the placement extends beyond 60 days or the end of the next grading period, whichever is shorter, the student or student's parents have a right to notice and participation in a hearing before the Board or designee. A decision to place a student in a DAEP beyond the end of a grading period may not be appealed beyond the Board. After hearing the appeal the Board or its designee shall set the terms for the student's placement in a DAEP and deliver a copy of the order placing the student in the DAEP to the student and the student's parent. The student's status must be reviewed by the superintendent at intervals of not more than 120 days.

For seniors who are eligible to graduate and are assigned to a DAEP at the time of graduation, the placement in the program may continue through graduation, and the student may or may not be allowed to participate in the graduation ceremony and related graduation activities.

The district will continue the DAEP placement of a student who enrolls in the district and was assigned to a DAEP in an open-enrollment charter school or another district.

For placement in a DAEP to extend beyond the end of the school year, the board or designee must determine that:

1. The student's presence in the regular classroom or campus presents a danger of physical harm to students or others; or
2. The student has engaged in serious or persistent misbehavior that violates the student code of conduct; or
3. School action on the offense for which the student is placed in a DAEP takes place during the final grading period of the year.

## **Expulsion**

In deciding whether to order expulsion, regardless of whether the action is mandatory or discretionary, the district will take into consideration:

1. Self-defense (see glossary),
2. Intent or lack of intent at the time the student engaged in the conduct, and
3. The student's disciplinary history.

If a student is believed to have committed an expellable offense, the principal or other appropriate administrator will schedule a hearing within a reasonable time. The student's parent will be invited in writing to attend the hearing.

Until a hearing can be held, the principal may place the student in:

- Another appropriate classroom.
- In-school suspension.
- Out-of-school suspension.
- DAEP.

A student facing expulsion will be given a hearing with appropriate due process. The student is entitled to:

1. Representation by the student's parent or another adult who can provide guidance to the student and who is not an employee of the district,
2. An opportunity to testify and to present evidence and witnesses in the student's defense, and
3. An opportunity to question the district's witnesses.

After providing notice to the student and parent of the hearing, the district may hold the hearing regardless of whether the student or the student's parent attends.

The board of trustees delegates to the Superintendent authority to conduct hearings and expel students.

After the due process hearing, the expelled student may request that the board review the expulsion decisions. The student or parent must submit a written request to the superintendent within seven days after receipt of the written decision. The superintendent must provide the student or parent written notice of the date, time, and place of the meeting at which the board will review the decision.

The board will review the record of the expulsion hearing in a closed meeting unless the parent requests in writing that the matter be held in an open meeting. The board may also hear a statement from the student or parent and from the board's designee.

The board will hear statements made by the parties at the review and will base its decision on evidence reflected in the record and any statements made by the parties at the review. The board will make and communicate its decision orally at the conclusion of the presentation.

After the due process hearing, if the student is expelled, the board or its designee will deliver to the student and the student's parent a copy of the order expelling the student.

Not later than the second business day after the hearing, the high school principal will deliver to the juvenile court a copy of the expulsion order and the information required by Section 52.04 of the Family Code.

If the length of the expulsion is inconsistent with the guidelines included in the Student Code of Conduct, the expulsion order will give notice of the inconsistency.

The length of an expulsion will be correlated to the seriousness of the offense, the student's age and grade level, the frequency of misbehavior, the student's attitude, and statutory requirements.

The duration of a student's expulsion will be determined on a case-by-case basis. The maximum period of expulsion is one calendar year except as provided below.

An expulsion may not exceed one year unless, after review, the district determines that:

1. The student is a threat to the safety of other students or to district employees, or
2. Extended expulsion is in the best interest of the student.

State and federal law require a student to be expelled from the regular classroom for a period of at least one calendar year for bringing a firearm, as defined by federal law, to school. However, the superintendent or other appropriate administrator may modify the length of the expulsion on a case-by-case basis.

Students who commit offenses that require expulsion at the end of one school year may be expelled into the next school year to complete the term of expulsion.

When a student has violated the district's Code in a way that requires or permits expulsion from the district, the district may conduct the hearing after sending written notice to the parent and student.

If the student then reenrolls in the district during the same or subsequent school year, the district may enforce the expulsion order at that time, less any expulsion period that has been served by the student during enrollment in another district.

If the appropriate administrator or the board fails to issue an expulsion order after the student withdraws, the next district in which the student enrolls may complete the proceedings

If during the expulsion, the student engages in additional conduct for which placement in a DAEP or expulsion is required or permitted, additional proceedings may be conducted, and the appropriate administrator or the board may issue an additional disciplinary order as a result of those proceedings.

Expelled students are prohibited from being on school grounds or attending school-sponsored or school-related activities during the period of expulsion.

No district academic credit will be earned for work missed during the period of expulsion unless the student is enrolled in a JJAEP or another district-approved program.

The district will continue the expulsion of any newly enrolled student expelled from another district or an open-enrollment charter school until the period of the expulsion is completed.

If a student expelled in another state enrolls in the district, the district may continue the expulsion under the terms of the expulsion order, may place the student in a DAEP for the period specified in the order, or may allow the student to attend regular classes if:

1. The out-of-state district provides the district with a copy of the expulsion order, and
2. The offense resulting in the expulsion is also an expellable offense in the district in which the student is enrolling.

If a student is expelled by a district in another state for a period that exceeds one year and the district continues the expulsion or places the student in a DAEP, the district will reduce the period of the expulsion or DAEP placement so that the entire period does not exceed one year, unless after a review it is determined that:

1. The student is a threat to the safety of other students or district employees, or
2. Extended placement is in the best interest of the student.

The district may provide educational services to any expelled student in a DAEP; however, educational services in the DAEP must be provided if the student is less than ten years of age.

## **H. Appeal of Board's Decision to Expel**

If a student appeals a Board's decision to expel, the student shall remain expelled pending further appeal. No educational service will be provided, except as determined by the ARD or Section 504 committee for disabled students. The Board's decision may be appealed to the district court of the county in which the school administration office is located.

Questions from parents regarding disciplinary measures should be addressed to the campus administration. Appeals regarding the decision to place a student in a DAEP should be addressed to the district superintendent in accordance with policy FOC(LEGAL). All other appeals regarding a placement in a DAEP should be addressed to the campus principal, in accordance with policy FNG(LOCAL). A copy of this policy may be obtained from the principal's office or the central administration office or through Policy On Line at the following address:

<http://www.tasb.org/policy/pol/private/106901/>

Disciplinary consequences will not be deferred pending the outcome of an appeal. The decision to place a student in a DAEP cannot be appealed beyond the board.

State law prohibits a student placed in a DAEP for reasons specified in state law from attending or participating in school-sponsored or school-related extracurricular activities.

## **I. Emergency Placement or Expulsion**

### **Emergency Placement**

The principal or his designee may order a student to be immediately placed in an alternative education program if it is reasonably believed that the student's behavior is so unruly, disruptive, or abusive that it interferes with:

1. A teacher's ability to communicate effectively with students in a class;
2. The ability of the student's classmates to learn;
3. The operation of the school or school-sponsored activity; or
4. If the appropriate administrator reasonably believes that eminent harm is likely.

At the time of the emergency placement the student shall be given oral notice of the reasons for emergency placement in a DAEP. Within a reasonable time the student will be afforded Procedural Due Process as outlined in this code. The principal or his designee shall not be liable for civil damages for an emergency placement.

### **Emergency Expulsion**

The principal or his designee has the right to order the immediate expulsion of a student if the administrator reasonably believes that the action is necessary to protect persons or property from imminent harm.

At the time of the emergency expulsion the student shall be given a notice of the reason for the emergency expulsion. A due process hearing for expulsion will be provided within 10 days, unless the parent or guardian agrees in writing to an extension of time. The principal or his designee is not liable for civil damages for an emergency expulsion.

The conditions of an emergency placement or emergency expulsion may restrict the student's extracurricular activities according to the Student Code of Conduct.

## **J. Teacher Removal of a Student**

### **Routine Referral**

A routine referral occurs when a teacher sends a student to the principal's office as a discipline management technique. The principal may then employ additional techniques.

### **Formal Discretionary Removal**

A teacher or administrator may remove a student from class for a behavior that violates this Code to maintain effective discipline in the classroom. A teacher may also initiate a formal removal from class if:

1. The student's behavior has been documented by the teacher as repeatedly interfering with the teacher's ability to teach his or her class or with the student's classmates' ability to learn; or
2. The behavior is so unruly, disruptive, or abusive that the teacher cannot teach, and the students in the classroom cannot learn.

A teacher or administrator **must** remove a student from class if the student engages in behavior that under the Education Code requires or permits the student to be placed in a DAEP or expelled. When removing for those reasons, the procedures in the sections on DAEP or expulsion will be followed. Otherwise, within three school days of the formal removal, the appropriate administrator will schedule a conference with the student's parent; the student; the teacher, in the case of removal by a teacher; and any other administrator.

At the conference, the appropriate administrator will inform the student of the misconduct for which he or she is charged and the consequences. The administrator will give the student an opportunity to give his or her version of the incident.

When a student is removed from the regular classroom by a teacher and a conference is pending, the principal may place the student in:

- Another appropriate classroom.
- In-school suspension.
- Out-of-school suspension.
- DAEP.

When a student has been formally removed from class by a teacher for conduct against the teacher containing the elements of assault, aggravated assault, sexual assault, aggravated sexual assault, murder, capital murder, or criminal attempt to commit murder or capital murder, the student may not be returned to the teacher's class without the teacher's consent.

When a student has been formally removed by a teacher for any other conduct, the student may be returned to the teacher's class without the teacher's consent, if the placement review committee determines that the teacher's class is the best or only alternative available.

## **K. Suspension**

The principal or other appropriate administrator may suspend a student who commits a Level IV offense. A suspension may not exceed three school days, and the student shall be responsible for all

class work missed during the period of suspension. Multiple suspensions for subsequent offenses are permissible.

Before suspending the student, the principal shall conduct an informal hearing at which:

1. The student is advised of the conduct of which he or she is charged;
2. The student is given the opportunity to explain his or her version of the incident.

District personnel shall make every effort to notify the parent prior to suspending a student from school. If the parent cannot be contacted prior to removal, the parent shall be notified as soon as possible and shall be informed of the reasons for suspension.

It is the responsibility of the parent to provide adequate supervision of the student during the period of suspension.

## **L. Corporal Punishment**

Corporal punishment is permitted as a corrective action to certain rules infractions in order to preserve an effective and orderly educational environment.

Corporal punishment shall be limited to spanking or paddling and shall be administered only in accordance with the following guidelines:

1. The student will be informed of the reason(s) for corporal punishment.
2. Corporal punishment may be administered by a designated administrator.
3. The instrument to be used in administering corporal punishment shall be approved by the principal.
4. The administration of corporal punishment shall be performed in the presence of one other professional employee of the district, in the principal's office out of view of other students.
5. Corporal punishment shall be administered in a reasonable manner, with "reasonableness" to be determined on the basis of factors such as the size, age, and the physical, mental, and emotional condition of the student.

The District shall maintain a disciplinary record that contains the student's name, the type of misconduct, any previous disciplinary actions, the type of corporal punishment administered, the name of the person administering the punishment, the names of witnesses present, and the date and time of punishment.

## **M. Detention**

For minor infractions of the code of conduct or other policies or regulations, teachers or administrators may detain students before or after school hours. Before assigning one to detention the teacher or administrator shall inform the student of the conduct that allegedly constitutes a rules violation, and the student shall be given an opportunity to explain his or her version of the incident.

When detention is used before or after school hours, notice shall first be given to the student's parent or guardian to inform them of the reasons for detention and to permit arrangements for necessary transportation of the student. Except in the case of a student who is 18 years of age, or older, detention shall not begin until after the parent has been notified. If the student is a minor, the parent or guardian will be required to provide necessary transportation when a student has been assigned to detention.

## **N. Readmission of Expelled Students**

The District may readmit an expelled student while the student is still fulfilling court-imposed sanctions; however, the District may place the student in a disciplinary alternative education program. After a student completes the sanctions, the district must readmit the student.

## **O. Interrogations and Searches**

Searches of a student and/or property of the student may be conducted based on a reasonable suspicion of the presence of an item violating Board policy, the Student Code of Conduct, or criminal laws, and that the search could reasonably be expected to produce evidence of that violation. School officials may search a student or a student's property upon reasonable suspicion or with the student's free and voluntary consent. However, consent obtained through threat of contacting law enforcement agents is not considered to be free and voluntarily given. Vehicles on school property are subject to search under the same standard.

Lockers are property of the school and remain under school jurisdiction when assigned to an individual student. A student has full responsibility for security of his or her locker. Searches of lockers may be conducted at any time there is reasonable suspicion to do so whether or not the student is present.

Searches of student's outer clothing and pockets may be conducted if reasonable suspicion exists. Certified school personnel have the authority to question students regarding their conduct or the conduct of others.

Reasonable suspicion for search exists if there is reasonable suspicion that the student is currently possessing, ingesting, or under the influence of alcohol or other controlled substances. The following are a few, but not all of the examples of circumstances supporting reasonable suspicion:

1. Smell of alcohol on breath.
2. Present inability to communicate coherently.
3. Dilated pupils.
4. Odor of marijuana.
5. Habitually sleeping in class.
6. Bloodshot eyes.
7. Canine alert on one's locker, books, car, etc.

## **P. Cooperation with Law Enforcement Officials**

The District and district personnel will cooperate with law enforcement agencies within reason. Law enforcement officials may be summoned to keep or restore order at school or school related activities. They may also be summoned to conduct an investigation of alleged criminal conduct on school premises or at school sponsored activities. Administrators shall have the responsibility and authority to determine when law enforcement officers' assistance is needed within their respective jurisdiction. However, district administrators shall at all times act in a manner that protects and guarantees the rights of students and parents.

## **Q. Police Questioning of Students**

For Police questioning of a student in school, the following guidelines shall apply:

1. The officer shall provide his/her name and title for district records.
2. The officer shall state the necessity for questioning the student during school hours at school.
3. After consultation, the principal or officer shall make reasonable effort to contact the student's parents.

4. Effort shall be made for questioning to be out of the view of other students.

## **R. Arrested Students**

If a student at school is subject to arrest or apprehension by law enforcement officer(s), the principal or appropriate administrator, after consultation, shall deliver the student into the officer's custody. The principal shall immediately make reasonable efforts to notify the student's parents and the superintendent.

# Canadian Independent School District

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## Acceptable Use Policy

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### TERMS AND CONDITIONS FOR THE USE OF THE ELECTRONIC NETWORK

With the advent of telecommunications, Canadian Independent School District has an exciting opportunity to enhance and promote educational excellence. With this opportunity comes the responsibility for acceptable and appropriate use of the computers, electronic network, and the Internet.

#### **PARENTAL/STUDENT AGREEMENT**

Please read the following terms and conditions carefully. When you and your parent or guardian signs this document, you are stating you will adhere to the principles and procedures detailed within the document.

Computers, networking, and Internet access are currently available to CISD students and staff. CISD is very pleased to provide these opportunities and believe they offer vast, diverse, unique resources to our school. Online resources will allow classroom projects such as collaboration with other schools, pen pals discussions, scientific data collection, and international cultural exchanges. New retrieval services, encyclopedias, scientific data collection, and educational databases will be available to students and staff. The District's goal in providing these services is to promote educational excellence by facilitating resource sharing, innovation, and communications within this community, the nation and worldwide.

#### **PRIVILEGES**

Use of the District's network is not a right, but a privilege, and inappropriate use will result in cancellation of that privilege.

#### **COPYRIGHT LAWS**

Copyright laws and network licensing agreements govern the use of computer software. Care must be taken to avoid copyright violations and disruptions of the network related to incompatible or corrupted software. All federal copyright laws apply to materials from online resources, audio and video CDs, DVDs and VHS Tapes. The use of copyrighted photos or logos is prohibited.

## **ACCEPTABLE USE**

1. Users shall not copy, change or transfer any software or documentation provided by CISD, teachers, or another student without permission from the appropriate administrator.
2. Users shall not place any disk, CD or other memory device into a computer or network that has not been authorized by a teacher, administrator, or technologist.
3. Users shall not deliberately use the computer to annoy or harass others with language, images, or threats.
4. Users shall not deliberately access or create any obscene or objectionable information, language, or images.
5. Users will have network files with limited capacity for storing instructional materials.

## **VANDALISM**

Any malicious attempt to harm or destroy District equipment or materials, data of another user, the Internet, or other networks is prohibited. Vandalism will result in cancellation of user privileges.

1. Users shall not erase, rename, or make unusable anyone else's computer files, programs, or disks.
2. Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software.
3. Users shall not intentionally damage the system, damage information belonging to others, misuse system resources, or allow others to misuse system resources.
4. Users shall not tamper with computers, networks, printers, or other associated equipment except as directed by the teacher or technologist.
5. Users shall not disassemble or remove any parts of a computer or computer related system, without prior authorization from the district Technology Office.

## **MOBILE DEVICES (Laptops, Handheld, MP3 Players, etc.)**

The demand for mobility in the advanced technologies has become increasing more important in the delivery of instruction. The students and staff have access to wireless laptops and handheld devices, such as PDA's and graphic calculators.

1. Users are responsible for any mobile devices checkout in their names.
2. Users are responsible for the repair costs or replacement of any damaged or lost mobile device.
3. Users may not download or beam any software product, game or student data to another device without prior appropriate authorization.
4. Personally owned laptops and PDA's may be used in a classroom setting or library with the consent of the supervising personnel. These devices will not be allowed to access the district network or district owned printers.
5. Students shall not possess a paging device, while on school property. A paging device is a telecommunications device that emits an audible signal, vibrates, displays a message or otherwise summons or delivers a communication to the possessor.

The principal may approve exceptions in unusual circumstances, for example, if the student is in attendance in the capacity of an active member of a volunteer fire fighting organization or a volunteer emergency medical organization.

6. Cell phones must be turned off while on the school campus. The use of a cellular phone camera is strictly forbidden.

## **PUBLICATIONS**

Electronic publications such as newsletters, brochures, webpages and others have become common place in the educational environment.

1. Users are subject to all copyright laws.
2. Photo releases are required when using pictures that are not the original work of the publisher (student or staff), not in the public domain or part of a licensed software package purchased by the district.
3. To publish an individual's picture a consent form is required.
4. Publishing a picture or name of a minor child, under the age of 18, requires a written consent form signed by the custodial parent or legal guardian.

## **SECURITY**

Security is a high priority due to the number of users. Any violation of security will result in cancellation of user privileges. Identified security problems should be reported to a teacher or system administrator immediately and not shared with others.

1. Users shall not attempt to log-on as another user.
2. Users shall not let other persons use their name, log-on, password, or files for any reason (except for authorized staff members).
3. Users shall not use or try to discover another user's password.
4. Users shall not gain unauthorized access to teacher resources or entities.

# Canadian Independent School District

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## Internet Safety Policy

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### INTERNET WARNING

With access to computers and people all over the world comes the availability of material that may not be considered of educational value. CISD has a filtering system in place to block inappropriate or questionable sites. However, on a global electronic network, it is impossible to guarantee control over all materials. Parents and guardians must be aware that these technological tools are not completely fail-safe and while at school, direct supervision by school personnel of each student using a computer is desired, but not always possible. The District firmly believes the valuable information and interaction available on networks far outweigh the disadvantages of the possibility users may locate inaccurate or objectionable material not consistent with the educational goals of the Canadian Independent School District.

### FILTER

In accordance with the Children's Internet Protection Act the District will monitor and filter all Internet access by using an appropriate filtering and blocking technology

1. All district computers, with access to the Internet, will be filtered.
2. All users will be restricted from access to inappropriate materials. The district's filter system supports blocking or filtering access to visual depictions if they are deemed: (1) obscene, (2) pornographic, or (3) harmful to minors.
3. The district cannot disable the filters when minors are using the Internet even with parental or teacher permission and supervision.
4. The district network will filter social networking sites providers such as MySpace, Facebook, etc.

### MONITORED USE

Use of telecommunications must be in support of education and research consistent with the educational goals, objectives and policies of the Canadian Independent School District. All users should keep in mind that when they use the Internet, they are entering a global community and any action taken by them will reflect upon CISD.

1. Users shall not use CISD computers or networks for personal gain. Student users may not use district owned hardware and network for purchasing available over the Internet.
2. Users shall not use a computer or district internet access for unlawful purposes.
3. Users shall not participate in unlawful activities which foster unauthorized access, including so-called "hacking."

4. Users will abide by all federal copyright laws applying to materials located or transferred on the Internet.
5. Users may be asked to print out the history of sites that have been accessed during any specific Internet session to verify the educational relevance of the sites.
6. Users may not participate in the use of chat rooms or other forms of direct electronic communications (e.g., Instant Message services, MSN messenger) except when approved for a specific educational objective.
7. Only teacher controlled and filtered blogs and podcasts will be available for student use and participation.
8. Users shall not download Internet games on district owned computers or into network folders, except when approved for a specific educational objective.
10. The district has the right to delete any information saved to district network folders. Inappropriate files will result in the denial of network privileges. The district will assume files found in a user's network folder have been placed in the folder by the user whose name appears on the folder. All files in student folders will be deleted at the end of each year.
11. The district will not permit unauthorized disclosure, use and dissemination of personal identification information regarding minors or school personnel. This includes the name and picture of individuals. Users should be aware that this applies to websites, email group lists and publications.

## **ELECTONIC MAIL**

Electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to mail. Messages relating to or in support of illegal activities may be reported to the authorities.

1. The district will provide email services for all staff members and those students who require email for educational purposes. The filter will block all unapproved email services.
2. All email services, except those specifically approved by the district will be blocked. (e.g. Hotmail, Yahoo)
3. Users shall not transmit emails or attachments of an inappropriate or threatening nature, including obscenities or pornography.
4. Users should be aware that sending photographs through the Internet to multiple recipients on a group list constitutes publishing those pictures and will require authorization.

## **NETIQUETTE ON THE INTERNET**

All users of the Canadian ISD computers and networks are expected to abide by the generally accepted rules of network etiquette (netiquette). These rules of behavior include (but are not limited to) the following:

1. Messages should be positive in nature. Do not become abusive in your messages to others.
2. Use appropriate language. Do not swear, use vulgarities or any other inappropriate information.
3. Do not reveal your personal address or phone numbers or that of other students or colleagues.
4. Include your name, position, affiliation, and Internet address on e-mail messages.

## **WORLD WIDE WEB PUBLISHING**

An integral part of the educational experiences gained from use of the electronic network is the creation of a site to which information can be published for access by the worldwide Internet community.

1. Pictures will not be posted on web sites that allow the person to be identified individually by name, unless written authorization is provided to the district. Consent forms must be on file before pictures are posted.
2. Student's work will be published only under the direction of the supervising teacher.
3. Prior to publication of any material to an electronic page, the appropriate administrator must be reviewed the activity.

## **DISTANCE LEARNING**

CISD is proud to offer students the opportunity to experience live video conferencing with other schools and agencies.

1. Video Conferencing is two-way interactive television.
2. Both visual and auditory images of our students will be broadcast in distance learning projects.
3. During a video conference participant images are transmitted over the Internet via a closed circuit. Parental permission is required for students to attend a video conference.

# CONSEQUENCES OF VIOLATION

All of the policies and procedures for acceptable use of computers and networks are intended to make the computers and networks more reliable for users and are intended to minimize the burden of administering the networks, so more time can be spent enhancing services.

Use of the computer to access telecommunication resources is a privilege and not a right. Violation of the policies and procedures of Canadian Public School concerning the use of computers and networks will result in the following disciplinary actions, which are similar to other Code of Conduct violations.

**Level 1**      Warning: Student will lose computer privileges/Internet access until a parent conference. Further loss of privilege and length of time will be determined by the administration.

**Level 2**      Pattern of abuse or flagrant violations: Any student who, after Level I warning, continues to engage in serious or persistent misbehavior by violating the District's previously communicated written standards of conduct may be removed from class and recommended for suspension.

**Flagrant violations of the AUP/ISP, such as the use or access of obscene, pornographic or harmful materials will automatically be considered a Level 2 offense. These individuals will lose all network and computer privileges and may be removed from class and recommended for suspension.**

**Level 3**      Expellable offense: Student may be expelled from school if he or she engages in conduct on the Internet that contains the elements of the offense of criminal mischief, as defined by State and Federal law. Expulsion may be considered in flagrant violations that blatantly corrupt the educational value of computers or the Internet, or instances when students have used CISD Internet access to violate the law or to compromise another computer network.

**PARENTAL/STUDENT AGREEMENT FORM**

**FOR USE OF THE CISD ELECTRONIC NETWORK and INTERNET ACCESS**

This form will be retained on file by each school during the duration of applicable computer/network/internet use.

We, \_\_\_\_\_(printed parent name)

and \_\_\_\_\_(printed student name),

have read the Terms and Conditions for the Use of the Electronic Network document, understand it, and agree to adhere to the principles and procedures detailed within. We understand that a network user is expected to use good judgment and follow the rules in making electronic contact with others. We further understand that any student who violates any provision of the Terms and Conditions for the Use of the Electronic Network document will lose all network privileges on the Canadian Independent School District network.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**DISTANCE LEARNING**

I agree and understand the policy regarding Distance Learning and allow my child,  
\_\_\_\_\_, to be included Distance Learning Projects.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

## WORLD WIDE WEB PUBLISHING

I agree and understand the policy regarding Internet Safety and WWW publishing. I have indicated with my initials any or all permissions that apply to my child, \_\_\_\_\_.

(Student's Name)

\_\_\_\_\_ Canadian ISD has permission to post my child's name and picture to the district/campus website.

\_\_\_\_\_ Canadian ISD has permission to post to the Canadian ISD website candid pictures, which include my child in the photograph, as long as he/she is not identified by name. ( example: a group shot of all the students on a particular campus)

\_\_\_\_\_ Canadian ISD has permission to list my child's name on the Canadian ISD website, as long as he/she is not identified by photo.  
(example: list of students participating in an event, honor roll, etc)

\_\_\_\_\_ I do not want my child to be identified by name or picture on the Canadian ISD website.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date