



# Student Code of Conduct

# Future Educators Academy

## Student Code of Conduct

Future Educators Academy students should be committed to:

- Respecting and collaborating with diverse populations.
- Conducting themselves in a manner which positively affects the learning community's pursuit of its educational objectives.
- Being exemplary role models of the teaching profession while observing and participating in reflective practices.

### Technology

Technology is an important instructional tool of Future Educators Academy. A student's participation in Future Educators Academy shall be contingent upon the ethical and appropriate use of teleconferencing, networking, and web-based systems of the community college.

Germanna and Laurel Ridge Community College's computers, networks and information systems exist to promote shared access to computing, communication and information systems necessary to support the College's mission of teaching research and community service. Thus, all account holders of College information facilities have responsibility to use these systems in a respectful, ethical, professional and legal manner.

Responsible Computing applies to any individual using GCC or LRCC-owned or leased computers, networks, Internet connections, and communications systems transmitting either data, voice or video information. Activities involving these systems shall be in accordance with the VCCS Computer Ethics Agreement, Policy on Use of the GCC or LRCC Web Server, GCC or LRCC Technology Security Plan, the College's Standards of Conduct for students, other related policies in the GCC or LRCC Faculty and Student Handbooks and relevant state federal and international laws.

All users of College information facilities are required to demonstrate respect for:

- the privacy of others;
- intellectual property rights (copyrights, trademarks, licenses, etc.) and ownership of information;
- the operation and integrity of the various information systems;
- individuals' rights to be free of intimidation, harassment, and unwarranted annoyances;
- relevant state and federal laws relation to information technology.

While the College recognizes and respects the privacy of all users, it cannot guarantee confidentiality in the use of any College information system. Electronic records retained on College systems are subject to state and federal Privacy Acts as well as the Freedom of Information Acts. Individuals are advised that e-mail messages are written records that could be subject to review with just cause and they may be

subject to Freedom of Information Act and legal investigation requests. In addition, College system administrators may view any files, including e-mail messages, while troubleshooting system problems. System administrators have the authority to do this and will treat any information on the systems as confidential. World Wide Web information located in designated web directories will be considered public information if read access is granted.

Access to College information systems is a privilege and may be revoked for reasons including, but not limited to, violations include attacking the security of the system, modifying or divulging private information such as a file or mail contents of other users without their consent, modifying or destroying College data, or using the national networks in a manner contrary to established guidelines. Access may be revoked at any time on a permanent or interim basis by the College system administrators to safeguard College resources and protect College privileges. Individuals responsible for abusing the College's Responsible Computing guidelines will be held accountable and may be subject to disciplinary action. Revocations may be appealed via the procedures outlined in the GCC or LRCC Faculty, Classified Staff or Student Handbooks, as appropriate.

Persons who are victims of computer abuse, harassment, other's malicious behavior, and unauthorized account access should report them to the Academic Computing Center Supervisor or the Technical Services Manager. For investigative purposes, individuals are advised to retain harassing email messages, dates, and times of unauthorized access, etc. Cases will be handled confidentially.

#### Terms of Student Use:

- Students acknowledge that any issued device is the property of Germanna Community College or Laurel Ridge Community College. It is yours to use, but it is owned by the college. You will return the device to Germanna Community College or Laurel Ridge Community College upon withdrawal from the college, at announced collection times, or immediately upon the request of a faculty member. Failure to return the laptop, for any reason, when requested to do so, or when withdrawing from Germanna Community College or Laurel Ridge Community College will result in a full replacement charge. Students will not be issued a new laptop until the replacement fee is paid or the original laptop is returned.
- Students will make available for inspection by any school administrator or faculty any messages or files sent or received on their GCC or LRCC issued device.
- Students will report to responsible personnel any incidents of inappropriate electronic communications transmitted in any form using GCC or LRCC owned technology.
- Student will not, in any way, deface, mark on the device, or adhere any non-GCC or LGCC approved items.
- Students will bring their issued device, fully charged, with them to campus for all courses.
- Students will not disassemble any part of the laptop, seek out repairs from non-GCC or LRCC entities, or attempt any repairs on your own.
- GCC and LRCC are not responsible for any charges relative to data overages. As an example, operating systems will periodically update. Beware as this may be a large download if updates are not conducted regularly. Pursue free Wi-Fi when not on campus if possible.
- Students will adhere to these terms each time a device is used, including when not on school grounds.

Students shall be held accountable for the student codes of conduct for their local school division, community college Code of Student Rights, Responsibility, and Conduct, community college Technology Use Agreement, and Future Educators Academy Expectations for Behavior. Future Educators Academy students shall be responsible for their actions traveling to campus, on-campus, and on community field experiences. Any infractions of codes of conduct shall be referred to the student's home-based high school administration for disciplinary action as designated by the local school division. Students could also receive disciplinary actions from GCC or LRCC and will have an incident report filed in Maxient. Parent/guardian shall be notified as prescribed by the local school division. Any infractions of codes of conduct from a Homeschool student, shall be referred to the Future Educators Academy Coordinator and the Governing Board. The Governing Board will conclude the disciplinary action for the student.

## **The Future Educators Academy Expectations for Behavior**

The Future Educators Academy students shall:

1. Attend school and report to all classes regularly and on time.
2. Demonstrate respect for other students, faculty, and staff.
3. Demonstrate respect for the property of Future Educators Academy, Germanna Community College, Laurel Ridge Community College, and any other educational, community, or business property involved in Future Educators Academy instructional activities.
4. Refrain from conduct that is disruptive to any Future Educator Academy, Germanna, or Laurel Ridge class or activity.
5. Remain on Germanna or Laurel Ridge campus during Future Educators Academy school hours.
6. Abide by the acceptable technology and internet use policies of home-based schools and the community college.
7. Refrain from abusive language, fighting, obscene conduct, public profanity, or theft.
8. Abide by regulations governing travel to and from Future Educators Academy on school buses and/or private vehicles.
9. Adhere to Germanna and/or Laurel Ridge campus safety and common courtesy expectations.
10. Not engage in any form of dishonesty, including cheating, plagiarism, or knowingly furnishing false information or documents.
11. Note be in possession of illegal or dangerous weapons, look-alike weapons, or other instruments intended to inflict bodily harm.
12. Not be in possession of or use of alcohol, tobacco, or other drugs. The Germanna or Laurel Ridge campus public smoking area is off-limits to Future Educators Academy students.
13. Not intentionally misuse or damage any of the Germanna or Laurel Ridge teleconferencing, internet, or learning management technology (Canvas).
14. Adhere to the loss/damaged textbook and/or material expectation and fees of their school divisions, Germanna, Laurel Ridge, or Future Educators Academy.
15. Adhere to appropriate dress that supports the campus or community learning activity for the day and is in compliance with their school division dress code.

**Cell Phone Policy:**

In compliance with Governor Glenn Youngkin’s Executive Order 33, cell phones will be silenced and out of sight during instructional time. This is to ensure students have a focused learning environment. Upon entering the classroom, students must keep cell phones in their backpacks, or out of sight. Parents needing to reach their child may call the Future Educators Academy Coordinator, and they will ensure the parent and student have communication.

**Attendance:**

The Future Educators Academy is a rigorous academic program and thus requires student absences be kept to a minimum. If a student knows in advance that they will be absent from class for personal reasons or a base school academic activity, it is the student’s responsibility to connect with the instructor and obtain assignments prior to the absence.

Absences, tardies, and early dismissals shall be reported daily to the base high school. School division attendance policies shall be in effect. A parent/guardian shall contact the site director if a student will be absent for an extended medical situation. A doctor’s excuse shall be required.

The Future Educators Academy Governing Board will annually adopt the academic calendar used by the respective community college. The academic-year calendar may be consistent with, but may not be exact, to the students’ local school division’s calendars. If a school division is open and Future Educators Academy is closed, a student shall be responsible for web-based instruction to be completed at the student’s base school. If a school division is closed and Germanna and/or Laurel Ridge are open Future Educators Academy coursework will be determined by the faculty member, students are not to report to Future Educators Academy in the event of inclement weather and their base school division is closed.

**Transportation:**

Future Educators Academy students shall be expected to follow the transportation expectations of their school divisions. All transportation issues shall be handled by the base high schools. School divisions provide transportation to Future Educators Academy as delineated in the MOUs. Local school division policy shall determine whether permission will be granted for students to drive to Future Educators Academy at Germanna or Laurel Ridge or to be passengers in other students’ cars. Students driving to Future Educators Academy must have the Transportation Form on file. School division buses shall be contracted for field experiences and transportation expectations shall be in effect.

**Academic Honesty:**

Academic honesty is essential to develop students’ full intellectual potential and

self-worth. All Future Educators Academy students will be expected to maintain a high standard of honor in their coursework. Forms of dishonesty in coursework include Cheating, plagiarism, unauthorized collaboration, deliberate interference with the integrity of the work of others, fabrication or falsification of data, as well as other forms of academic dishonesty. Each are considered serious offenses in college coursework for which disciplinary penalties can be imposed.

Future Educators Academy students shall maintain a high standard of honesty in their coursework. Students shall not give or accept unauthorized assistance. Unauthorized assistance includes sharing oral and written information during examinations, tests, quizzes, homework assignments, and consulting written materials or copying another's work without the instructor's expressed permission. Tests shall not be taken out of the examination room without the instructor's expressed permission and shall be completed within the allotted time. Notes or other sources shall not be consulted unless specifically authorized by the instructor administering the examination. Cheating shall include, but is not limited to, copying, plagiarism, unauthorized collaboration, and unauthorized divulging of information.

Plagiarism is defined as the presentation of someone else's idea or words as one's own. This includes the presentation of Artificial Intelligence (AI) generated ideas or words as one's own. Falsification includes the intent to mislead, as well as forgery of any signatures. Lying or stealing violates the principles of integrity and respect for self, others, and property.

Clear expectations for all coursework will be prescribed in the course syllabus provided by each instructor for each course. The assignments, due dates, and consequences for violating trust in the coursework will be detailed.

### **Responsibility for Accountability Proceedings**

The coordinator of Future Educators Academy shall be responsible for reporting a student's inappropriate behavior to the student's base school administrator and for collaborating with that administrator on an appropriate disciplinary resolution. For homeschool students, the coordinator will contact parents and the Future Educators Academy governing board for a resolution.

The Future Educators Academy coordinator may request dismissal of the student from the FEA for the following:

- Code of Conduct violations.
- Intentional misuse or damage of any of the Germanna or Laurel Ridge properties, including teleconferencing, Internet, or web-based technology.
- Academic Dishonesty.

The coordinator's request for a student's dismissal will be submitted to the student's base high school principal (or Future Educators Academy governing board for a homeschool student) and the student's parent/guardian. A meeting will be convened to review the request, based on due process, and to recommend appropriate action.

### **Student/Parent Signature Form**

A student folder will be issued to each student at the beginning of the school year. Each

student and parent shall be expected to provide a signed and dated form indicating that they have read and understand the FEA Student Expectations for Behavior and the Germanna or Laurel Ridge Community College Code of Student Rights and Responsibilities, and the Virginia Community College System Computer Ethics Agreement. A copy of this signature form shall be kept on file at both Future Educators Academy and the student's base high school file.

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## Parent / Guardian and Student Acknowledgement

I \_\_\_\_\_ (parent/guardian first and last name) have read and understand the Future Educators Academy Student Expectations for Behavior, the Germanna Community College Code of Student Rights and Responsibilities, and the Virginia Community College System Computer Ethics Agreement.

I \_\_\_\_\_ (student first and last name) have read and understand the Future Educators Academy Student Expectations for Behavior, the Germanna Community College Code of Student Rights and Responsibilities, and the Virginia Community College System Computer Ethics Agreement.

\_\_\_\_\_  
Parent / Guardian First and Last Name      \_\_\_\_\_  
Parent / Guardian Signature      \_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

\_\_\_\_\_  
Student First and Last Name      \_\_\_\_\_  
Student Signature      \_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

Please sign and date this form and return to the Future Educators Academy coordinator to be kept on file for student records.