

**Code of Conduct Addendum:  
COVID-19 Pandemic Additions**

During the COVID-19 pandemic, students and staff have a right to a district-provided face mask if they do not have one readily available. Students and staff also have a right to facilities, which can accommodate social distancing in all school activities. The following is a list of additions to the current code of conduct that will be expected and enforced during the COVID-19 pandemic.

**Student Rights and Responsibilities: (During the COVID-19 pandemic)**

1. All students are required to wear a face mask or face covering. This requirement may be altered when students are outdoors, when students can maintain social distancing, and when students are eating meals at school.
2. Students are required to practice social distancing. Social distancing means that students and other persons must maintain an appropriate distance of at least three (3) feet from all other persons while engaged in any school-related activity or while on School District property and six (6) feet should be maintained when in an activity that involves voice projection. The purpose of this is to help to stop the spread of the COVID-19 disease. Social distancing requires physical separation and the district will enforce that requirement as part of this code.
3. Students are encouraged to frequently wash hands with soap and water for a minimum of 20 seconds to promote a healthy environment.

**Parents are expected to: (During the COVID-19 pandemic)**

1. Send students to school with the appropriate personal protective equipment, including a proper face mask or face covering.
2. Instruct students to maintain proper social distancing unless they are members of the same household.
3. Report to the District if a child is not feeling well, including but not limited to, symptoms involving elevated temperature, loss of taste, loss of smell, and other COVID-19 related symptoms.
4. Only send a student to school if the student's temperature is not higher than 100 degrees Fahrenheit.
5. Urge students to thoroughly wash their hands with soap and water for 20 seconds before going to school.

**All teachers, counselors, administrators, and the Superintendent are expected to: (During the COVID-19 pandemic)**

1. Promote a safe and stimulating learning environment.
2. Encourage participation.
3. Require all persons to maintain proper social distancing.
4. Require all persons to wear proper face masks/coverings and appropriate personal protective equipment for the activity or duty being performed.
5. Encourage students to wash their hands with soap and water for a minimum of 20 seconds in order to promote a healthy environment.

**Prohibited Student Conduct: (During the COVID-19 pandemic)**

Students are expected to act in an appropriate and civil manner, focusing on safety and respect for the rights and property of others. Students may be subject to disciplinary action, up to and including suspension from school, when they:

1. Engage in conduct that is insubordinate. (Examples related to COVID-19: failing to properly socially distance when required and/or failing to wear a proper face mask/covering.)

2. Engage in any conduct that endangers the safety, morals, health, or welfare of others. (Examples related to COVID-19: failing to maintain proper social distancing and/or failing to wear a proper face mask/covering when required.)

**Extracurricular Activities Eligibility - Participation in all extra-curricular activities, including athletics, will be based on the following standards during the COVID-19 pandemic:**

Students are required to adhere to all safety requirements, including but not limited to, wearing proper face masks and/or coverings, maintaining proper social distancing, properly washing hands and reporting any known illness symptoms, such as elevated temperature over 100 degrees, loss of smell, loss of taste and other COVID-19 symptoms.

**Virtual Learning standards/expectations: (During COVID-19 pandemic)**

The Gouverneur Central School (GCS) students receiving digital curriculum and direct instruction online, are subject to any applicable GCS District policies and this Student Digital Learning Code of Conduct. There are additional rules and expectations regarding proper online *etiquette* in place to protect all students and staff. Digital learning must be used in a responsible, safe, efficient, ethical, and legal manner. To ensure that all GCSD students understand how to behave in an online environment, we have developed a code of conduct that students are required to follow.

**If students are isolated or quarantined by order of the St. Lawrence County Public Health Department, student digital learning expectations: (During the COVID-19 pandemic)**

- **Work Completion**-It is expected that students will complete assignments for all classes during this learning experience. Students should log in to SeeSaw (PreK-Gr.3) or Google Classroom (Gr.4-12) to check and complete assignments in a timely manner. Students will be assessed based on the quality of the work submitted.
- **Attendance**-Daily attendance will be required for each course. Students are expected to attend required synchronous (Zoom or Meet) meetings, complete daily attendance check-ins and assignments to be marked as in attendance for each course.
- **Behavior**-Students are responsible for proper behavior during digital learning. This includes but is not limited to the following:
  - Use of appropriate verbal and non-verbal language during virtual communication with staff and other students. Students should not use obscene, profane, threatening, or disrespectful language or images.
  - Do not send or post discriminatory, harassing, or threatening messages or images. Bullying and harassment will not be tolerated and shall be just cause for disciplinary action.
  - Do not take, steal, use, or disclose someone else's code or password.
  - Use all district devices and programs for the intended educational purpose.
  - Do not copy, pirate, or download software and electronic files without permission.
  - Do not send or post messages that defame or slander other individuals.
  - Do not disturb the virtual learning environment.
  - Do not record your teacher and/or classmates without authorization.
  - Expectations for Zoom/Meet meetings:
    - Do not share Zoom/Meet links or passwords without teacher authorization.
    - Leave yourself on mute, unless the teacher asks you to unmute. Raise your hand to speak. Type your question in the chat box.
    - Wear school appropriate clothing; sit up.
    - Aim the camera at your face, look up when speaking, and stay on topic.
    - Be in a distraction-free, quiet location where you can attend to the meeting.
    - Put away your phone or other things that may distract you from the meeting.

- Login prior to the start of the meeting, be on time, and remain for the entire session.
  - Be prepared-Have your computer charged and use headphones if you need them.
  - Be focused, attentive and an actively, engaged participant.
- **Integrity and authenticity of student work-** Students should not cut, copy, or plagiarize internet content or work of their classmates. Copying the work of others, allowing others to knowingly copy a students' work, and/or misusing content from the internet could result in a failing grade and other disciplinary actions.
  - Academic integrity is an ethical code, whereby the student guarantees that all work submitted is the student's own work. There are two kinds of academic integrity violations:
    - Plagiarism-to steal and pass off (the ideas and words of another) as one's own; use another author's production without crediting the source. For example: copying and pasting a report from the internet and representing it as your own.
    - Cheating-providing questions/answers/work to another student or receiving questions/answers/work from another student.
- **Communication-**Students may contact teachers via email, GoGuardian, Zoom/Meet with questions or concerns regarding assignments.

**If students are isolated or quarantined by order of the St. Lawrence County Public Health Department, parent digital learning expectations: (During COVID-19 pandemic)**

As a parent/guardian of a student, it is very important to understand the responsibilities associated with that role. As partners in supporting student learning, you are encouraged to:

- **Communication-**Provide the GCSD with updated contact information including email, phone number, and address. Reach out to teachers through email or phone with questions or concerns.
- **Learning Environment-**Help your student to create an ideal learning environment:
  - Quiet space away from siblings/pets and other distractions (where possible).
  - TV, music, video games and other background noise turned off.
- **Work Completion-**Encourage your student to participate in required Zoom/Meet meetings and complete all assignments in accordance with due dates.
- **Attendance-**Ensure that your student attends all required Zoom/Meet meetings and completes check-ins, assignments, projects and learning tasks to receive attendance credit.

**Teachers Expectations: (During COVID-19 pandemic)**

- Teachers are expected to take daily attendance for each course.
- Teachers will use SeeSaw or Google Classroom to hold meetings, post assignments, lessons, student work, feedback, and student expectations.