



2020–21 Code of Student Conduct ADDENDUM


Expect great things.

Introduction

Pittsburgh Public Schools understands the need for flexibility, grace and compassion for students, parents and teachers who are all getting used to a new educational environment. We thank parents/guardians for their engagement in facilitating student remote learning.

Expectations for behavior and supports to help students meet those expectations are critical to the success of remote learning. All students have the right to learn free from disruptions and discrimination. PPS is committed to supporting positive remote learning experiences. We understand that this may be a year which involves various learning models that have been recognized by the Pennsylvania Department of Education (PDE), including remote learning, hybrid learning, and full in-person learning, dependent upon the status of COVID-19 transmission in the community.

During remote learning, students are required to follow all conduct expectations that are set forth more fully in the 2020–21 Code of Student Conduct for K–5 and 6–12. This Code of Student Conduct Addendum (“Addendum”) is intended to be a supplement to the existing Code of Student Conduct and does not preempt any expectation of student conduct except unless specifically noted here. For ease of reference, this Addendum is divided into two (2) sections:

- I. In-School Health and Safety Protocols
- II. Remote Learning

Section I: In-School Health and Safety Protocols

Face Coverings

All students must wear a face covering (cloth mask or face shield) that covers their nose and mouth inside the school and while outside when physical distancing is not feasible. Students will be required to wear face coverings in school at all times except during designated mask breaks to last no longer than 10 minutes (while more than 6 feet apart) in accordance with Pennsylvania’s universal masking order, or as required by any subsequent Department of Health Order. Face coverings may be removed when eating or drinking while spaced 6 feet apart.

Students are required to wear a face covering unless they have a medical or mental health condition or disability, documented by a licensed healthcare provider in accordance with Section 504 of the Rehabilitation Act or the Individuals with Disabilities Education Act (IDEA), that prevents the wearing of a face covering in school. For students who have a medical exemption, all relevant school personnel will be notified in advance to support clear and nondiscriminatory enforcement of the face covering policy. In such cases, the student’s IEP/504 Team will discuss access to the school environment, and other topics to create a plan that supports equal access while protecting health and safety.

The District will be responsible for articulating these expectations to teachers, parents, and students, providing masks to students who may not have them, and consistently enforcing the mask requirements outlined in this Addendum and the Health and Safety Plan submitted to PDE.

Physical Distancing

Consistent with state and federal health recommendations, students are expected to maintain at least 6 feet of physical distance between others in the school setting. Signs and floor markings will be utilized to support students in following the physical distancing requirements. While in the hallways, students will follow established traffic patterns, maintaining 6 feet of physical distance.

Hygiene

Students will be educated on frequent handwashing in compliance with the Centers for Disease Control (CDC) recommendations (20 seconds with warm water and soap). Where handwashing is not available, hand sanitizer of at least 60% alcohol will be provided to students for use. Students will be taught proper hygiene practices through age-appropriate lessons and will be given adequate time to complete these important tasks. Students will be expected to utilize hand washing and sanitizing per the following CDC recommendations:

Soap and Water	Alcohol-Based Hand Sanitizer
<p>Before, during, and after preparing food</p> <p>Before eating food</p> <p>Before and after caring for someone who is sick</p> <p>Before and after treating a cut or wound</p> <p>After using the bathroom, changing diapers, or cleaning up a child who has used the bathroom</p> <p>After blowing your nose, coughing, or sneezing</p> <p>After touching an animal, animal food or treats, animal cages, or animal waste</p> <p>After touching garbage</p> <p>If your hands are visibly dirty or greasy</p>	<p>If soap and water are not available, use an alcohol-based hand sanitizer that contains at least 60% alcohol, and wash with soap and water as soon as you can.</p> <p><i>Do NOT</i> use hand sanitizer if your hands are visibly dirty or greasy: for example, after gardening, playing outdoors, or after fishing or camping (unless a handwashing station is not available). Wash your hands with soap and water instead.</p>

Out-of-State or International Travel

Upon return from vacation/travel, students who have traveled outside the United States or to a high-risk travel state (as defined by the Pennsylvania Department of Health) are required to remain home for a period of 14 days post-travel. The list of high-risk travel states can be found by clicking the following link: www.pghschools.org/healthandsafetyplan. Parents/guardians and/or the student are required to notify the school regarding travel plans in advance of the trip, preferably, or immediately upon return. A District-wide form will be provided for parents/guardians and students to utilize for this purpose. If it is determined that a student returned to the school after failing to complete the travel quarantine outlined above, the District will isolate the student to a safe area within the school building and ask that their parent/guardian immediately pick them up. During the 14-day self-quarantine period, students will participate in remote learning.

Bus Conduct

Bus conduct expectations outlined in the Code of School Conduct shall still apply during periods of remote and hybrid learning, when school transportation is necessary. All school rules outlined in the Code of Student Conduct and this addendum apply while students ride school transportation. In addition, to promote the health and safety of all, students must:

- Follow expected loading and unloading patterns to minimize contact with other students and the driver.
- Remain in their assigned seats for the duration of transportation.
- Keep face coverings in place.
- Maintain physical distance, as feasible, as outlined by school, from the bus driver and other riders.

Windows on school transportation will remain open when safety and weather conditions permit.

Pandemic Safety

Students and families are expected to comply with all health and safety requirements set forth in the District's Health and Safety Plan, including but not limited to the use of face coverings, mandatory hygiene advisements, physical distancing, and bus safety measures. Failure to comply after progressive warnings are issued may result in a Level 1 Code of Conduct infraction (Rule 107 – Refusal to Comply with Posted and Published School Rules and Regulations). A copy of the District's Health and Safety Plan and the applicable health and safety requirements are available on the District's website: www.pghschools.org/healthandsafetyplan.

In the event a provision of the Health and Safety Plan conflicts with any duly adopted Board Policy, the Plan provisions will apply so long as the Health and Safety Plan is in place.

Section II: Remote Learning

Recognizing limitations and challenges facing many students and families, to the greatest extent possible during remote learning, students should work from a designated space free from distractions to learning. Teachers will direct students to mute their microphones to reduce noise within the remote learning environment and students will unmute their microphones as directed. As much as possible, backgrounds should be free from distraction and free from activity by other individuals that would be a violation of the Code of Conduct if engaged in by a student. Students will not be disciplined for other peoples' actions that occur in the remote learning environment.

Student Attendance

The District will take daily attendance even during periods of remote learning during the 2020–21 school year. Students who maintain good attendance will receive the most from the learning opportunities provided by the District.

NOTE: In Pennsylvania, compulsory school age for attendance includes children age six (6) to age (18), effective for the 2020–2021 school year.

- All students who have access to the coursework and participate in the lesson will be marked PRESENT.
- Students will be marked present for asynchronous learning days if they have logged in to the Learning Management System (LMS) and attempted to complete assigned work. Students may be marked present if they complete assigned work before 11:59 p.m. on the conclusion of the asynchronous remote learning day, even if it was completed the day before.
- Students who do not have access to the coursework, either because they do not have a working device, do not have access to the internet, or for other reasons, will not be counted as absent. Parents/guardians are encouraged to contact the District so they can help provide what is needed for the student to access remote learning. Leniency will be extended to students who have not yet been issued a district device or who have internet/connectivity issues until such time that they receive a device. Students who have not been issued a district device should be marked as present for each day so long as the student or parent/guardian has had contact (i.e., telephone or email) with the assigned teacher on that date.
- Attendance for students in K-5 and K-8 schools will be recorded in the Teacher Access Center (TAC) in homeroom no later than 10:00AM each morning.
 - Students who log-in after homeroom will be marked as TARDY for the school day.
 - Teachers are responsible for verifying student attendance in the Teacher Access Center (TAC), by accessing the “Attendance” tab.
 - Students must have access to the LMS through their preferred device or a District-issued device and make progress towards completion of coursework for at least half the school day to be marked PRESENT for the day.
 - Any time a student changes classes, attendance will be taken for internal recording purposes.
 - School staff will work with parents/families to create support plans to ensure regular attendance for every class.
 - Each school will maintain “hard to reach students” lists for each class in each student’s schedule. (See Hard to Reach Student Protocol for details.)
- Attendance for students in 6-8, 6-12, and 9-12 schools will be recorded in the Teacher Access Center (TAC) in homeroom no later than 10:00AM each day and also in each class period. However, attendance for ALL PERIODS in these grade bands is still required to be recorded in the Teacher Access Center (TAC).
 - Students who log-in after homeroom will be marked as TARDY for the school day.
 - Teachers are responsible for verifying student attendance in the TAC, by accessing the “Attendance” tab. Students must be in attendance for at least half the school day to be marked PRESENT for the day.
 - Attendance for individual classes will be managed by the teachers.
 - School staff will work with parents/families to create support plans to ensure regular attendance for every class.
 - Each school will maintain “hard to reach students” lists for each class in each student’s schedule. (See Hard to Reach Student Protocol for details.)

Camera Usage

- In order to comply with the Pennsylvania Department of Education requirements, PPS is mandated to take daily student attendance during remote learning.
- The District asks that students either utilize their cameras so that teachers may verify attendance or make arrangements with the teacher for an alternative method of determining that the student is present in all required class meetings and calls. This could include participating in chat or polls, completing assignments, and/or verbal participation.
- Teachers may encourage students to participate in class with the camera on for explicit face to face instruction, but an engaged camera is not required to participate in class.
- The District acknowledges parents may have privacy concerns with camera usage. Parents may contact the school principal and their child's teacher to disable the camera on a District device. Attendance will be available in the Home Access Center (HAC) for families to be able to monitor and ensure students remain engaged in E-Learning.

Completion of Work During Absences

Under the Code of Student Conduct, students are typically not permitted to make up work missed during unexcused absences from school. Limited flexibility to this requirement will be offered to students during the 2020–21 school year. Students in grades K–12 will be permitted to complete work and receive credit or a grade even where they have been absent without a lawful excuse, so long as the work is still completed by the applicable due date.

Learning While Experiencing Symptoms of Illness

Students are advised to remain home and participate in remote learning, if well enough, when they are experiencing any symptoms of illness, in accordance with the District's published Health and Safety Plan: www.pghschools.org/healthandsafetyplan. Students shall participate in remote learning until they have recovered to be symptom free.

Conduct Expectations

Students are reminded of the conduct expectations that are set forth more fully in the 2020-21 Code of Student Conduct for K-5 and 6-12. Students are expected to follow school-based conduct expectations and teachers and other professionals are expected to provide supports for students to meet them. If student conduct is disruptive, the meeting organizer (most often the teacher) can mute the participant, disable the chat, or turn off that participant's video.

Misuse of Computer / Acceptable Use (Code of Conduct Reference: Rules 114, 214, 314)

A student shall not engage in any act that violates the District's Network Usage and Safety Policy, any individual school computer use guidelines or mobile computing device program guidelines. Proper virtual etiquette will be taught and reinforced before proceeding to discipline for conduct violations (e.g., which emojis are school appropriate, when to mute/turn off microphone or camera, and proper use of the chat function).

Prohibited conduct during remote learning includes, but is not limited to the following acts:

1. Intentionally loading or using of unauthorized games, programs, files, or other electronic media, on District devices.
2. Impersonation of another user, anonymity, and pseudonyms, within District systems.
3. Creation of links to other networks whose content or purpose would violate the District's Network Usage and Safety Policy.
4. Hate speech, discriminatory remarks, as well as offensive and inflammatory communications that pose an apparent risk to safety.
5. Using any electronic device to display or access obscene or pornographic materials.
6. Transmission of sexually explicit language or images, including images of oneself.
7. Destruction, modification or abuse of network hardware, software, or information.
8. Videotaping fights or videotaping someone in a place where they have an expectation of privacy.
9. Capturing images of other students or teachers during live stream sessions.
10. Posting videos of inappropriate student conduct that affects the school community or individuals within the school community in a negative manner.

Chats within the Learning Management System (LMS), Microsoft Teams, and other video conferencing platforms are to be limited to school purposes, and those students who are enrolled in the associated class. Student to student chats should be limited to the coursework. Students may not share meeting links or codes with those not enrolled in the class associated with the meeting.

When a student engages in conduct that is considered a misuse of computers, the LMS, or videoconferencing platforms, the teacher will address the conduct as soon as reasonably possible. Progressive interventions and consequences will be provided to ensure the conduct does not continue. When this type of conduct presents a disruption to the learning environment, as determined by the teacher, the student will be immediately addressed. If the conduct is considered to be severely disruptive, harmful, or threatening in nature toward other students or staff, the student may be muted (video or audio, if platform allows this).

Proper Care of District-Owned Computing Devices (Code of Conduct Reference: Rules 114, 214, 314)

Students and parents/guardians are responsible for the care and security of their District-issued computing devices. The computer is to be used only by the assigned student and should never be loaned to anyone else. Parents/guardians and caregivers may use the computer to monitor a student's classwork or use. Students may be subject to loss of privilege, disciplinary action, and/or legal action if they are found in violation of policies and guidelines found in the Code of Student Conduct, this Addendum, and the District's Acceptable Use Policy. District network accounts provided to students and parents/guardians are intended to be used for academic purposes only by authorized persons. The District has access to all network activity on District-owned devices to ensure compliance with District policies.

Vandalism includes intentional actions that harm or destroy the system, the hardware, the software, or the data of another user or any other agencies or networks that are connected to the Internet. Students who engage in such conduct may be subject to school disciplinary action.

Recognizing that computers experience wear and tear from normal use, to the greatest extent possible, parents/guardians and students are encouraged to maintain proper care for District-issued devices. Proper care of the computer includes keeping it free from harm, including writing on, scratching, or placing stickers on the computer. Avoid touching the screen with pencils, pens, or other sharp objects. Use a computer sleeve, case and/or keep it in a safe place. Do not store food or drink near the computer in any manner. Do not expose the computer to extreme heat or cold. Care for and keep track of the computer cord and connector so that the computer remains charged and in good operating condition. Students should carry any District devices – laptop, tablet or other – with two hands at all times when moving to and from their desk, between other classrooms, and when used at home. Students must know where the district equipment is at all times.

Drugs and Alcohol (Code of Conduct Reference: Rules 307, 407)

Per Board policy and the Code of Student Conduct, students shall not possess, use, distribute, or be under the influence of any intoxicant during participation in remote learning. Drug and alcohol violations will be addressed on an individual basis by the school administrator, who may determine if an intervention such as Alcohol, Tobacco or Drug (ATOD) interventions are appropriate or whether the circumstances warrant another listed consequence. Where a student possesses drugs or alcohol on the screen, the student will have their microphone and/or video turned off by the meeting organizer (if platform allows this). The teacher will immediately contact the school administrator, who will review the matter in consultation with the Office of Student Support Services and the assigned Assistant Superintendent.

Smoking and Vaping (Code of Conduct Reference: Rule 210)

Students cannot smoke or vape while engaging in remote learning. Smoking violations will be addressed by referral to ATOD programming. The school administrator may address second and subsequent smoking violations by assigning another listed consequence.

Weapons (Code of Conduct Reference: Rules 306, 406)

Students shall not visibly possess, handle, or transmit a weapon during remote learning sessions. “Weapon,” as used in this Code of Student Conduct Addendum, for periods of remote learning, includes any knife, explosive, firearm, shotgun, or rifle. Where a student visibly possesses a weapon on the screen, the teacher will mute the student’s microphone and/or video (video and/or audio, if platform allows this). The teacher will immediately contact the school administrator, who will review the matter in consultation with Student Support Services and the assigned Assistant Superintendent to determine appropriate next steps.

Bullying/Harassment (Code of Conduct Reference: Rules 213, 217, 313, 317)

Students and staff have the right to a safe, positive, and civil educational environment, free from harassment and/or bullying. Bullying and harassment create an atmosphere of fear and intimidation and detract from the safe environment necessary for student learning. Bullying and harassment in any form is not tolerated or permitted. Using any feature of the Learning Management System, Microsoft Teams, or any other video conferencing platform to bully or harass students or staff is a violation of Board policy and the Code of Student Conduct. Students, parents/guardians, and third parties who have knowledge of suspected bullying or harassment are encouraged to promptly report such incidents to a school level employee (for example: a teacher, counselor or social worker, or the school administrator).

Expected Dress for Remote Learning (Code of Conduct Reference: Rule 107)

Students may not wear any apparel or jewelry that by words, signs, pictures or any combination thereof appearing on said apparel or jewelry advocates or promotes sexual activity or violence, or the use of alcohol or drugs or demeans or degrades another because of race, sex, gender (including gender identity or expression), religion, national origin, or disability. Revealing attire that permits the exposure of undergarments or private body parts is prohibited. Students have the right to dress in accordance with their gender identity both at school and during remote learning opportunities. Students do not have to comply with school uniform policies during any period of remote learning.

Video/Audio Recording (Code of Conduct Reference: Rules 114, 214, 314)

Audio or video recording of synchronous instruction is only permitted with the express consent of the teacher, school principal, and each individual meeting/conversation participant. Audio or video recording of individual meetings may be permitted if such recording is required to permit a person with a disability to meaningfully participate in the meeting. Requests for accommodations should be directed to the teacher, school principal, or the Program for Students with Exceptionalities. With permission of the school principal or designee, visitors may be allowed to record or videotape school activities, i.e. assemblies and Commencement, for personal use only.

Discipline Procedures

During the periods of time which involve remote learning, school administrators retain the authority to assign students a suspension or an expulsion, as circumstances may warrant, consistent with the Code of Student Conduct. While non-exclusionary interventions will be exhausted first, when they are not successful the District may utilize suspensions of 1–10 days or expulsions (exclusions exceeding 10 days) to address serious student misconduct on virtual platforms.

Students may not be excluded from live classroom instruction. Schools may use virtual restorative rooms or reflection opportunities as a support intervention. These opportunities provide the opportunity to engage in the restorative process and may not be longer than one (1) period in duration and only during asynchronous instruction, and not during synchronous instruction. Further, the opportunity must be monitored at all times by a teacher or school administrator and the student's parent/guardian must be immediately notified of the referral.

Students with disabilities may not receive discipline for conduct that is a manifestation of their disability. For all students, educators will implement school-wide behavioral supports and, where applicable, individual student Positive Behavior Support Plans in an effort to support student conduct.

Discipline Procedural Safeguards

Parents/guardians and students have all of their rights and due process protections when facing discipline or removal from remote and/or hybrid learning as if they were physically in school full time. These include the right to notice, discipline hearings, and in some instances the right to appeal or file a complaint. Please see the Code of Conduct for more details regarding these procedures for suspensions, expulsions, and transfers to alternative education.

Discipline hearings will be held virtually during the 2020–21 school year, due to COVID-19 safety restrictions. Parents/guardians who are prevented from successfully participating in the hearing virtually due to a documented medical condition or other circumstances should contact the school principal or Student Discipline Office at 412-529-3757 to request an accommodation.

Guidance Interventions and Actions

School administrators are authorized to implement the guidance interventions listed in the PPS 2020–2021 Code of Student Conduct (K–5 and 6–12), except as otherwise outlined in this Addendum. Find this list by visiting: www.pghschools.org/conduct.

Code of Conduct Page References

K–5 Code of Student Conduct, p. 38-42

6–12 Code of Student Conduct, p. 46-48

Nondiscrimination Notice

Students are entitled to access all programs of the District without discrimination on the basis of race, color, age, creed, religion, sex, gender (including gender identity or expression), sexual orientation, ancestry, national origin, marital status, pregnancy or disability. The district prohibits sexual harassment, which is a form of unlawful discrimination on the basis of sex. Individuals who have discrimination or Title IX sexual harassment concerns should contact the District's Title IX Compliance Officer, Dr. Rodney Necciai, Assistant Superintendent for Student Support Services at 412-529-3703 or rnecciai1@pghschools.org. Inquiries regarding the application of Title IX can also be directed to the Assistant Secretary for Civil Rights of the U.S. Department of Education.


Expect great things.



Para asistencia con este documento en español, por favor llame a la línea nueve al 412-529-6463 y seleccione la opción #1.

यो दस्तावेज सम्बन्धी सहयोगको नमिती कृपया नाइन लाइन नम्बर (४१२)५२९-६४६ मा फोन गरी अंक # २ चुनुनु होला।

Kwa msaada kwa nyaraka(document) hii katika Swahili , tafadhali piga msitari wa tisa 412-529-6463 kisha chaguwe uchaguzi la #3.

=如需获得本文件的中文帮助，请拨打412-529-6463致电九号线，并选择选项 #4

حصول على المساعدة باللغة العربية ، إضغطوا على #5

Чтобы получить помощь по этому документу на русском языке, пожалуйста позвоните на Девятую Линию 412-529-6463 и нажмите #8.

The Pittsburgh Public Schools (PPS) does not discriminate on the basis of race, color, age, creed, religion, gender (including gender identity or expression), sexual orientation, ancestry, national origin, marital status, pregnancy or disability in its programs, activities or employment and provides equal access to the Boy Scouts and other designated youth groups. Inquiries may be directed to the Assistant Superintendent for Student Services, Title IX Coordinator or the Section 504/ADA Title II Coordinator at 341 S. Bellefield Avenue, Pittsburgh, PA 15213, 412-529-3950, TitleIXCoordinator@pghschools.org or 412-529-HELP (4357).