



20-21 BCES Code of Conduct

To help students and teachers be successful, a Code of Conduct for Online Learning and Safety is provided, outlining key expectations and guidelines for students and parents of Belmont Charter Elementary. The topics will include academic integrity, plagiarism, internet and Zoom etiquette, disciplinary actions and Student/Family Honor Code.

Academic Integrity

What is academic integrity?

Academic integrity is an ethical code, whereby the student guarantees that all work submitted is the student's own work.

How can we show academic integrity?

1. By submitting your own work
2. By not forging any work on tests, and assignments.
3. By not posting any assessments, assignments, answers to assessments or assignments, or any other curricular materials on any media that can be seen by other students or other third parties.
4. By not giving or receiving unauthorized assistance on assessments/tests.
5. By not having our mentors, parents, siblings, or any other family member assistance on assessments/tests/exams.
6. By not plagiarizing any work (written, multimedia, oral, creative, etc.).

What is Plagiarism?

Plagiarism is the practice of taking someone else's work or ideas and passing them off as one's own.

Some Examples are, but not limited to:

1. Turning in someone else's work as your own
2. Copying and pasting words or ideas from the internet without giving credit
3. Copying and pasting the majority of assignment, whether credit is or is not cited.

Cheating is to act dishonestly or unfairly in order to gain an advantage, especially in a game or examination.

1. Providing questions/answers/ work to another student.
2. Receiving questions/answers/work from another student/family member.
3. Use internet to search for answers to assessments/tests.

Virtual Learning Expectations

1. **Be appropriate** - do not use inappropriate language; no name calling. Make sure you are dressed in appropriate Attire as stated in the "2020-2021 Uniform Policy". Make sure there are no inappropriate images in the video background.
2. **Be safe**—never give sensitive personal information online, like your user ID or password.
3. **Be polite**—No name calling or making fun of another's student's answer. Appropriate responses to questions in the chat. No side conversations during class time.
4. **Be legal**—obey copyright laws, do not plagiarize, and do not cheat.
5. **Be present**—engage in the learning and tasks provided by the teacher. Answer questions, turn in work, and participate in the lesson as it is outlined by the teacher.

Zoom Expectations

Students should...

- Have their camera on
- Have their first and last name labeled on Zoom and Nearpod (when using)
- Be in a quiet space, wearing headphones if there is background noise
- In a space away from distractions like siblings and pets
- Sitting at a desk or table, not laying down

If students violate any of the above expectations the following consequences may be utilized:

- Family conference over phone or zoom
- Loss of monthly incentive and/or Kickboard points
- Zero for an assignment plagiarized, with opportunity to complete a different assignment with a penalty for grade.
- Assigned a synchronous, conduct class with a Behavior Support team member for reflection and skill building
- Home Visit

Health & Safety

This portion of the code of conduct applies to Hybrid learning, or times that any student may be learning in the building during the 20-21 School Year

As we move into the 2020-2021 school year, the health and safety of the school community is our top priority. Upholding high behavioral expectations is an important aspect of Belmont Charter Elementary being able to maintain the health and safety protocols that have been enacted. These protocols refer to:

- Mask and face covering protocols
- Social distancing and safety protocols
- Adherence to expectations set forth in the handbook regarding behavior.

If a student is not following these protocols and is exhibiting behaviors that are deemed unsafe by Belmont Charter Elementary, the following safety measures will be in effect* for all students and staff:

1st Offense:

A family meeting will be held. This meeting can be done virtually. The student cannot return to school without family contact and a meeting. Students will be a part of the meeting if age appropriate.

2nd Offense:

The student will be moved to our virtual program for 1 week. Upon return, the student will attend school virtually within the building for 1 day before reentering their classroom pod. The student cannot return to school without family contact and a meeting. Students will be a part of the meeting if age appropriate. The student will be expected to meet all requirements of the virtual classroom to maintain good academic standing. Students not participating in the work will be marked absent.

3rd Offense:

The student will be moved to the virtual program for the remainder of the quarter or for up to 4 weeks depending on the severity of the infraction and the date of the incident in relation to where we are in the quarter. The student cannot return to school without family contact and a meeting. Students will be a part of the meeting if age appropriate. The student will be expected to meet all requirements of the virtual classroom to maintain good academic standing. The school reserves the right to move a student from in person learning to the virtual classroom for an extended or indefinite period of time if the incident is considered severe or repetitive.

The following behaviors may be considered automatic level 3 offenses:

- Purposeful spreading of bodily fluids
- Ongoing refusal to adhere to health protocols such as mask wearing or social distancing (within age appropriate expectations)
- Incident that requires multiple adults to assist or results in other students' health being put at risk.

*Before issuing a consequence or next step for a student after an incident, staff must determine if a student has been identified as a student with a disability (or thought to be). If this is the case, the process for determining an appropriate consequence will be followed as indicated in our school handbook.