

## Code of Conduct

Achievement First provides a safe and structured environment that promotes scholars' academic and social development. The school's culture is a key element of our academic success. Choosing to disrupt the learning of yourself or others is not appropriate or acceptable. Scholars who fail to meet our clearly defined standards for appropriate and acceptable conduct are not allowed to disrupt the education of others. Scholars are held accountable through clear consequences for violating the school's rules.

We care about our scholars' safety and conduct not simply when they are in school all times, including when they are traveling to and from school or school activities. Therefore, a disciplinary offense is a violation of the school's Code of Conduct if it occurs while the scholar is at school and/or on school grounds; is participating in a school-sponsored or other related activity; is walking to or from school or a school-sponsored or other related activity; is walking to or from, waiting for, or riding on school-provided transportation; or is walking to or from, waiting for, or riding on public transportation to and from school or a school-sponsored or other related activity. School-related disciplinary offenses may also include misconduct outside the school, including through the use of an electronic device owned, leased or used by the school or actions or speech on social media where evidence exists that the scholar's conduct had a significant impact on the educational environment and/or continued presence as a result of such conduct would have a substantial detrimental effect on the school, including the safety or rights of the scholar, other scholars, or staff members.

Scholars may be removed from class and/or school immediately if the scholar's presence in school or class poses a continuing danger to persons or property, an ongoing threat of danger, or a serious disruption to the academic process. We recognize that removal from the classroom directly impacts the learning for all scholars. Removal from class is not our first mode of support for any scholar, and will only be used if a scholar continuously does not meet expectations, disrupts learning time, or poses a threat to their safety or others the teacher or school staff attempts to deescalate the scholar in the classroom. For more on classroom removal, please see [the section here](#)

The school's Code of Conduct may be supplemented by teachers' rules for their classes and other school events. The school may develop a student feedback system and will provide materials about this system at Scholar Orientation, Parent Orientation, or other appropriate time at the beginning of the school year. The system may change throughout the year (

multiple violations in one incident or repeated incidents or the severity and negative impact of the behavior). For that reason, the principal or the principal's designee may, in his/her discretion, assign a different consequence than outlined in the ranges below, provided the consequence must be in keeping with the spirit of this policy and must be consistent with applicable law. Consequences must always be reasonable and appropriate, and intended to address the specific prohibited conduct.

## INFRACTIONS



Serious versions of conduct listed under the infractions category

## SERIOUS INFRACTIONS: Range of School Responses, Interventions and Consequences

Summary of typical range: from exclusion/removal from class to in-school suspension

- Any consequence outlined above for infractions
- Additional oral or written reflections and/or apologies
- Request formal meeting with parents
- In-school suspension
- Short-term out-of-school suspension

## MAJOR OFFENSES

Engaging in sexual activity or inappropriate touching  
Indecent exposure

Gambling

Lying or giving false information to, or misleading, staff member

Sealing

Plagiarism, cheating, altering records or forgery, including forging of parental signatures

Major versions of conduct listed under the serious infractions category

### Sexual assault

Physically assaulting a staff member or other adult members of the school community; this includes, but is not limited to hitting, kicking, punching, slapping, or pushing

Scholar charged with or convicted of a felony that poses a continuing danger to persons or property or ongoing threat of serious disruption to the academic process

Scholars with a protective order against them that is based on or involves violence, severe harassment, or threat of violence against another scholar or staff member

Egregious versions of conduct listed under the major offenses category

## EGREGIOUS OFFENSES: Range of School Responses, Interventions and Consequences

Summary of typical range: from out-of-school suspension to expulsion

- Any consequences outlined above for infractions, serious infractions or major offenses
- Short-term out-of-school suspension, usually for an extended period (more than one day)
- Long-term out-of-school suspension
- Expulsion

When an egregious offense occurs, both the principal and regional superintendent should be notified immediately. Past disciplinary offenses may be considered in the school's decision making around consequences. If the scholar has already been found to be charged in an egregious offense that did not result in long-term suspension or expulsion earlier in the school year, the school is more likely to recommend long-term suspension or expulsion upon any subsequent egregious offense. In keeping with the Core Schools Act, it shall be the policy of the Board to suspend a student for at least one full calendar year whenever the student is in the possession of a firearm as defined in 18 U.S.C. § 921(a). The Board shall modify the term of the expulsion on a case-by-case basis.

## Cheating, Plagiarism and Copying Others Work

Cheating on homework or exams, using resources inappropriately, and copying other people's work is not only unfair, it also means that a scholar is not actually learning the material. If scholars are unsure about an assignment, a test question, or a test procedure, they should go to their teacher and ask for direction. The school will determine appropriate consequences, but cheating, plagiarism, and copying others' work may result in loss of academic credit, in-school suspension, out-of-school suspension, and/or other consequences.

## Unannounced Scanning

In New York City, we are located in New York City Department of Education ("NYC DOE") facilities at most of our campuses which means that we are subject to all district policies that apply to all building occupants. One specific policy that we want to make parents aware of is that we are required to participate in NYC DOE's uninitiated scanning initiative. While AF Bushwick elementary school itself has no metal detectors or scanners, there may be times when the NYPD conducts random scanning in order to deter prohibited and dangerous items from potentially being brought into NYC's public middle and high schools. Students in grades K-5 will not be scanned and a separate entrance must be designated for these students on the day an unannounced scanning is conducted. If and when that should occur, all students and visitors entering AF Bushwick elementary school may be required to submit to a metal detector scan and personal search, if necessary, to ensure that weapons are not brought into the school building. Bags and parcels may also be searched by means of metal detecting devices, by hand, or otherwise. Any prohibited items confiscated during scanning taken during the school day by school officials will be kept by school administration until a parent retrieves the item.