



WILBUR H. LYNCH LITERACY ACADEMY

Where students succeed and community cares



Code of Conduct **2022-2023**

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Adopted August 18, 2022

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A hardcopy of the Code of Conduct is available in the Main Office.
An electronic copy of the Code of Conduct is available at www.gasd.org and
can be translated into languages others than English.

Si usted desea leer este Código en español vaya a la página del distrito, www.gasd.org, seleccione en la parte superior "Select a language" y escoja su preferencia. Todo se leerá en el idioma de su preferencia.

Wilbur H. Lynch Literacy Academy Code of Conduct

Dear Parents/Guardians,

The purpose of this document is to provide information of the Greater Amsterdam School District's Code of Conduct to you, your child, school personnel and community members. This summary is a guide regarding students' rights and responsibilities. In addition, it provides a code of behavior for students, along with a range of potential and/or specific consequences for unacceptable behavior. The district does not discriminate against any employee or student on the basis of sex, race, color, sexual orientation, national origin, handicap or age. Furthermore, no person shall be subject to any unlawful discrimination. Provisions in this Code are in compliance with state and federal laws relating to students with disabilities.

The Lynch Literacy Academy faculty recognizes that the purpose of the district schools is to develop lifelong learners who will contribute to the total community out of personal self-worth and dignity. The faculty also recognize that the enrichment and, in fact, the very survival of any group come about only as its individual members practice self-discipline and demonstrate behavior which does not infringe or intrude on basic rights and freedoms of others. Responsible exercise of individual freedoms means respect for the democratic process and for the rights of all. Only in an atmosphere of mutual respect, self-restraint, civility and trust among all can these freedoms flourish.

The faculty is committed to the task of school management in a manner consistent with the legal and moral rights of all, but will neither tolerate nor condone actions or conduct in violation of the "Student Disciplinary Code" or any penal statute. In setting forth the following code, nothing contained herein is intended, nor shall be construed, to limit or restrict freedom of speech, peaceful assembly nor any constitutional or legal individual right.

The Code shall not prevent or limit communication between and among students or relieve the Greater Amsterdam School District of its special responsibility for self-regulation in the preservation of public order. The Code does not prevent or restrain controversy and dissent. However, the Code does prevent abuse of individuals and, therefore, maintains the stable environment appropriate to a public school.

This Code is adopted in compliance with Section 2801 of the Education Law and is in compliance with the Rules and Regulation for Maintenance of Public Order on Premises and in Buildings of Greater Amsterdam School District as filed with the Commissioner of Education.

We look forward to working with you and your child during this school year. After discussing the Code of Conduct with your child, please sign the Family Support Agreement on the last page and return to the main office. Together we can ensure the success of all students at Lynch Literacy Academy.

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SECTION I: Rights and Responsibilities of School Stakeholders

With every right comes a responsibility.

Students' Rights

- To attend school in the district in which one's parent or legal guardian resides.
- To expect that school will be a safe, orderly and purposeful place for all students to gain an education and to be treated fairly.
- To be respected as an individual.
- To express one's opinions verbally or in writing.
- To dress in such a way as to express one's personality.
- To be afforded equal and appropriate educational opportunities.
- To take part in all school activities on an equal basis regardless of race, color, creed, religion, religious practice, sex, sexual orientation, gender, national origin, ethnic group, political affiliation, age, marital status, or disability.
- To have access to relevant and objective information concerning drug and alcohol

Students' Responsibilities

- *To attend school daily, regularly and on time, perform assignments, and strive to do the highest quality work possible and be granted the opportunity to receive a good education.*
- *To be aware of all rules and expectations regulating student's behavior and conduct oneself in accordance with these guidelines.*
- *To respect one another and to treat others in the manner that one would want to be treated.*
- *To express opinions and ideas in a respectful manner so as not to offend, slander, or restrict the rights and privileges of others.*
- *To dress appropriately in accordance with the dress code, so as not to endanger physical health, safety, limit participation in school activities or be unduly distracting.*
- *To be aware of available educational programs in order to use and develop one's capabilities to their maximum.*
- *To work to the best of one's ability in all academic and extracurricular activities, as well as being fair and supportive of others.*
- *To be aware of the information and services available and to seek assistance*

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abuse, as well as access to individuals or agencies capable of providing direct assistance to students with serious personal problems.

- To be protected from intimidation, harassment, or discrimination based on actual or perceived race, color, weight, national origin, ethnic group, religion, or religious practice, sex, gender/gender identity, sexual orientation, or disability, by employees or students on school property or at a school-sponsored event, function, or activity.

in dealing with personal problems, when appropriate.

- *To respect one another and treat others fairly in accordance with the Code of Conduct and the provisions of the Dignity for All Students Act. To conduct themselves in a manner that fosters an environment that is free from intimidation, harassment, or discrimination. To report and encourage others, to report any incidents of intimidation, harassment, or discrimination.*

We are committed to working with parents/guardians as partners in the education of their children.

Parent/Guardian Rights

- Be actively involved in their children's education.
- Be treated courteously, fairly and respectfully by all school staff.
- Get information about the GASD Board of Education and procedures that relate to their children's education.
- Get regular reports, written or oral, from school staff regarding their children's attendance, behavior, and coursework, including but not limited to report cards, behavior progress reports, and conferences.

Parent/Guardian Responsibilities

- *Make sure their children attend school regularly and on time and, when children are absent, let the school know why. Give their children a space to complete their homework.*
- *Be respectful and courteous to staff, other parents/guardians, and students while on school grounds or at school functions, or when communicating with staff regarding school business.*
- *Read and become familiar with the policies of the Board of Education, administrative regulations and the Code of Conduct.*
- *Tell school officials about any concerns in a respectful and timely manner.*

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- Receive information and prompt notification of inappropriate or disruptive behaviors by their children and any disciplinary actions taken by school staff.
- Receive information from school staff about school events, opportunities, and ways to improve their children’s academic progress.
- Expect a safe and orderly school environment for their children to learn and grow.
- *Work with school staff to address any academic or behavioral concerns their children may experience.*
- *Give updated contact information to the school.*
- *Teach their children respect and dignity themselves, and other students regardless of actual or perceived race, color, weight/appearance, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender/gender identity or sex, which will strengthen the child’s confidence and promote learning in accordance with the Dignity for All Students Act.*

School Staff Rights

- Work in a safe and orderly environment.
- Be treated courteously, fairly, and respectfully by students, parents, guardians, visitors, and other school staff.

School Staff Responsibilities

- *Maintain a climate of mutual respect and dignity for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex, which will strengthen students’ self-concept and promote confidence to learn. Address issues of harassment or any situation that threatens the emotional or physical health or safety of any student, school employee, or any person who is lawfully on school property or at a school function.*
- *Communicate regularly and respectfully with students, parents and other school staff concerning growth, achievement and school business. Know district policies*

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- Communicate questions, suggestions, and concerns to the administration.
- Receive supportive professional development and training.
- Receive the necessary resources to deliver high quality instruction.
- *and school rules, and enforce them in a fair and consistent manner, maintaining confidentiality in conformity with federal and state law.*
- *Contribute to problem solving through communication, flexibility, and being focused on student needs first.*
- *Actively participate in professional development and training, implementing best practices and contributing to the professional community through communication and collaboration. Seek opportunities for reflection and growth.*
- *Deliver high quality instruction aligned to state standards and with respect to the needs and knowledge of each individual student.*

In addition, School Administrators have the responsibility to:

- *Promote a safe, orderly and stimulating school environment, supporting active teaching and learning for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex.*
- *Ensure that students and staff have the opportunity to communicate regularly with school administration and have access to address concerns.*
- *Maintain confidentiality in accordance with federal and state law.*
- *Support the development of and student participation in extracurricular activities.*
- *Disseminate the Code of Conduct and anti-harassment policies.*
- *Be responsible for enforcing the Code of Conduct and ensuring that all cases are resolved promptly and fairly following due process.*
- *Participate in school-wide efforts to provide adequate supervision in all school spaces.*
- *Address issues of harassment or any situation that threatens the emotional or physical health or safety of any student, school employee, or any person who is lawfully on school property or at a school function.*
- *Be respectful and courteous to students, parents and guardians, serving as a role model for students.*
- *Be knowledgeable about the policies of the Board of Education and administrative regulations and rules, and enforce them fairly and consistently.*
- *Be knowledgeable about federal and state laws and regulations about the disciplinary process for students with disabilities.*

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- *Communicate policies, expectations and concerns, and respond to complaints or concerns from students and parents/guardians in a timely manner in understandable language.*
- *Refer students to the appropriate committees, departments, offices, divisions, agencies or organizations when additional support is necessary.*
- *Inform parents/guardians of student academic progress and behavior, create meaningful opportunities for their participation, and provide regular communication in native languages.*
- *Provide alternative education and makeup work for students with lawful absences, including those students who are absent for disciplinary reasons.*
- *The principal shall lead or supervise the thorough investigation of all reports of harassment, bullying and/or discrimination, and ensure that such investigation is completed promptly after receipt of any written reports. When an investigation verifies a material incident of harassment, bullying and/or discrimination, the principal, shall take prompt action, reasonably calculated to end the harassment, bullying, and/or discrimination, eliminate any hostile environment, create a more positive school culture and climate, prevent the recurrence of the behavior and to ensure the safety of the student or students against whom such behavior was directed. The principal shall notify promptly the appropriate local law enforcement agency when it is believed that any harassment, bullying, or discrimination constitutes criminal conduct.*

SECTION II: Getting Help with a Problem

The Greater Amsterdam School District believes that students of all ages can and should learn. When there is a problem that impedes learning we want to work with you and your child to find a solution. Please read below for how to get help when needed.

Academic problem

For help with an academic problem:

- Speak with the teacher. The teacher may recommend extra help before school, after school, during an advisory or lunch period, extra work, or the teacher may set up a house meeting.
- Speak with the guidance counselor to coordinate communication with multiple teachers or set up a conference.

For any unresolved concerns: after speaking with your parent/guardian, and teacher or guidance counselor, please contact the principal or assistant principal.

Student problem at school

→ Students: if you have a concern at school related to security, safety, or discipline:

- Tell the nearest staff member. Explain what happened to you or what you saw. Your concerns are very important and will be addressed.
- Talk to the principal, assistant principal, or a trusted adult right away. In addition to finding a solution to the issue we can help students learn different ways to respond so they feel more comfortable in the future.
- In addition to notifying school personnel, tell your parent/guardian about the concern. They will want to know and be able to communicate with the school as well if needed.

→ Parents/Guardians: if you have a concern related to security, safety, or discipline at school:

- After speaking with your child please contact school administration by calling 518-843-3716 ext. 2000 and ask to speak with the principal or assistant principal.

Student personal problem

→ Students: if you have a personal problem that is affecting you at school:

- Talk with parents/guardians.
- After speaking with your parent/guardian, if you need additional support at school there are other options:
 - A teacher with whom you trust.
 - Guidance Staff (guidance counselors, psychologist, behavior specialist, and social workers) are trained to help students with personal problems and can connect you and your family with resources.

→ Parents/Guardians: if your child is experiencing a personal problem that is affecting their performance at school (concentration, behavior, attendance, etc.) please speak to your child's guidance counselor. Guidance can coordinate communication with teachers, additional support, and other school, district, and community resources to assist you and your family.

- Confidentiality in Counseling: When a student shares that they have engaged in self-harm or thinking about hurting themselves or someone else, school personnel are required to take action to ensure the safety of each individual student. This action will include sharing of information with school administration, parents/guardians, and may include outside agencies.

Bullying, Discrimination, and Harassment

Bullying, cyberbullying, discrimination, harassment, intimidation, hazing, and bias-related behaviors are unsafe, disrespectful and unacceptable at Lynch Literacy Academy. These behaviors may also be against the law. If you or someone you know is a target of one of these behaviors, say something by speaking with a staff member or completing a DASA (Dignity for All Students Act) Form. The DASA form can be found in the guidance office, main office, or at www.gasd.org. If an administrator determines that one of these behaviors has occurred, the students involved will receive support to be sure that everyone involved feels safe and supported at school and parents/guardians will be informed of the behavior, follow-up, and plan for monitoring.

- Students, if you are being bullied:
 - Calmly tell the student to stop... or say nothing
 - Walk away
 - Tell someone - a parent/guardian, a teacher, a counselor

- Students, if you know someone who is being bullied:
 - If you feel safe, be an 'upstander' and
 - Tell the student to stop by saying, "we don't do that at LLA." Or "That's not right to treat someone like that."
 - Say words of support to the target
 - Be a friend
 - Don't encourage the bully by laughing or joining in
 - Tell other bystanders how to help stop bullying
 - If it doesn't feel safe
 - Tell an adult
 - Encourage the target to talk to someone

- Parents/Guardians, if you believe your child is the target of bullying or you are aware of bullying, discrimination, or harassment at school please:
 - Make a report using the DASA (Dignity for All Students Act) Form which can be found in the guidance office, main office, or at www.gasd.org
 - Contact the principal or assistant principals as soon as possible so we can address the behavior and create a plan so that every student feels safe and supported at school.

Dignity for All Students Act

A regulation named the Dignity for All Students Act went into effect July 1, 2012 in New York State. Its purpose is to ensure that all elementary and secondary public school students have the right to attend school in an environment that is free of discrimination, harassment, and bullying.

New York State Dignity for All Students Act (DASA) prohibits actions - such as aggression, threats, and intimidation - that interfere with another student's educational performance both at school and district events. It also creates a framework for sensitivity and diversity training to promote a positive school environment.

Parents/Guardians and students can anonymously report an incident of bullying and harassment by filling out the Greater Amsterdam School District DASA Reporting form. It can be printed and mailed, or emailed to one of the DASA coordinators. The DASA Reporting form and more information about DASA can be found at www.gasd.org.

GASD DASA Coordinator	Karen Belli (518) 843-3180 Ext. 7028 emorrisson@gasd.org	Sandra Polikowski (518) 843-3180 Ext. 7102 spolikowski@gasd.org
LLA DASA Coordinator	Mr. Charles J. Myers, Jr., Assistant Principal 518-843-3716 ext. 2000 cmyers@gasd.org	

DASA Statutory Definitions

“School Property” means in or within any building, structure, athletic playing field, playground, parking lot, or land contained within the real property boundary line of a public elementary or secondary school; or in or on a school bus (Education Law §11[1]).

“School Bus” means every motor vehicle owned by a public or governmental agency or private school and operated for the transportation of pupils, children of pupils, teachers and other persons acting in a supervisory capacity, to or from school or school activities, or, privately owned and operated for compensation for the transportation of pupils, children of pupils, teachers and other persons acting in a supervisory capacity to or from school or school activities (Education Law §11[1] and Vehicle and Traffic Law §142).

“School Function” means a school-sponsored extracurricular event or activity (Education §11[2]).

“Disability” means (a) a physical, mental or medical impairment resulting from anatomical, physiological, genetic or neurological conditions which prevents the exercise of a normal bodily function or is demonstrable by medically accepted clinical or laboratory diagnostic techniques or (b) a record of such an impairment or (c) a condition regarded by others as such an impairment, provided, however, that in all provisions of this article dealing with employment, the term must be limited to disabilities which, upon the provision of reasonable accommodations, do not prevent the complainant

from performing in a reasonable manner the activities involved in the job or occupation sought or held (Education Law §11[4] and Executive Law §292[21]).

“Discrimination” means discrimination against any student by a student or students and/or employee or employees on school property or at a school function including, but not limited to, discrimination based on a person’s actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex.

“Emotional harm” that takes place in the context of “harassment or bullying” means harm to a student’s emotional well-being through creation of a hostile school environment that is so severe or pervasive as to unreasonably and substantially interfere with a student’s education.

“Employee” means any person receiving compensation from a school district or employee of a contracted service provider or worker placed within the school under a public assistance employment program, pursuant to title 9-B of article 5 of the Social Services Law, and consistent with the provisions of such title for the provision of services to such district, its students or employees, directly or through contract, whereby such services performed by such person involve direct student contact (Education Law §§11[4] and 1125[3]).

“Gender” means a person’s actual or perceived sex and includes a person’s gender identity or expression (Education Law §11[6]).

“Sexual Orientation” means actual or perceived heterosexuality, homosexuality, bisexuality, or pansexuality (Education Law §11[5]).

“Transgender” means an adjective describing a person whose gender identity does not correspond to their assigned sex at birth.

“Harassment/bullying” means the creation of a hostile environment by conduct or by threats, intimidation or abuse, including cyberbullying as defined in Education Law §11(8), that

- a) has or would have the effect of unreasonably and substantially interfering with a student’s educational performance, opportunities or benefits, or mental, emotional or physical well-being; or
- b) reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety; or
- c) reasonably causes or would reasonably be expected to cause physical injury or emotional harm to a student; or
- d) occurs off school property and creates or would foreseeably create a risk of substantial disruption within the school environment, where it is foreseeable that the conduct, threats, intimidation or abuse might reach school property.

For purposes of this definition, the term “threats, intimidation or abuse” shall include verbal and non-verbal actions. (Education Law §11[7])

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“Race” means any traits which are historically associated with race, including but not limited to hair texture and protective hairstyles (Education Law Section 11[9]). For purposes of enumeration the U.S. Census Bureau uses terms such as: “White/Caucasion”, “Black/African American/African-descent”, “Asian”, “Bi-racial”, “Hispanic/Latinos” etc. to describe and classify the inhabitants of the United States.

“Color” means the term refers to the apparent pigmentation of the skin, especially as an indication or possible indication of race.

“Weight” means aside from the obvious meaning the physical sciences, the word is used in reference to a person’s “size”.

“National Origin” means a person’s country of birth or an ancestor’s country of birth.

“Ethnic Group” means a group of people who identify with each other through a common heritage including language, culture, and often a shared or common religion and/or ideology that stresses ancestry.

“Religion” means a specific fundamental beliefs and practices generally agreed to by a large number of the group or a body of persons adhering to a particular set of beliefs and practices.

“Religious Practice” means a term including practices and observances such as attending worship services, wearing religious garb or symbols, praying at prescribed times, displaying religious objects, adhering to certain dietary rules, refraining from certain activities, proselytizing, etc.

“Protective Hairstyles” shall include but is not limited to, hairstyles such as braids, locks, and twists (Education Law §11[10]).

“Cyberbullying” means harassment/bullying, as defined above, through any form of electronic communication.

Acts of harassment and bullying that are prohibited include those acts based on a person’s actual or perceived membership in the following groups including, but not limited to:

<ul style="list-style-type: none">● race● color● weight● national origin● ethnic group● religion● religious practice● disability	<ul style="list-style-type: none">● protective hairstyle● race● sex● sexual orientation● gender (which includes a person’s actual or perceived sex, as well as gender identity and expression)
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This is not an exhaustive list. For example, students with acne or short stature, who are subjected to discrimination, harassment, or bullying are also covered by the Dignity Act.

SECTION III: Public Conduct on School Property

Public Conduct on School Property

Lynch Literacy Academy is committed to providing an orderly, respectful environment that is conducive to learning. To create and maintain this kind of an environment, it is necessary to regulate public conduct on school property and at school functions. For purposes of this section of the Code of Conduct, “public” shall mean all persons when on school property or attending a school function including students, staff, parents/guardians, and community members.

The restrictions of public conduct on school property and at school functions contained in this Code of Conduct are not intended to limit freedom of speech or peaceful assembly. The district recognizes that free inquiry and free expression are indispensable to the objectives of the district. The purpose of this Code of Conduct is to maintain public order and prevent abuse of the rights of others.

All persons on school property or attending a school function shall conduct themselves in a respectful and orderly manner. In addition, all persons on school property or attending a school function are expected to be properly attired for the purpose of which they are on school property.

Visitors to LLA

We encourage parents and community members to visit our school and classrooms. Since LLA is a place of work and learning, however, certain limits must be set for such visits. The principal or designee is responsible for all persons in the building and on the grounds. For these reasons, the following rules apply to visitors:

- Anyone who is not a regular staff member or student at LLA is considered a visitor.
- During school hours, all visitors must enter the building via the front doors.
- All visitors are required to ring the doorbell, identify themselves and the reason for their visit. Upon entry, visitors are required to sign in at the attendance window, showing valid identification. If visitors are entering for school-related business they must wear a Visitor’s Badge at all times and be escorted by a staff member while in the building.
- Visitors attending school functions that are open to the public, such as parent-teacher organization meetings, athletic competitions or public gatherings, are not required to wear a Visitor Badge.
- Parents/Guardians or community members who would like to speak with school personnel should schedule a meeting in advance by calling 518-843-3716 to ensure that the person(s) is available and that education is not disrupted.
- Any unauthorized person on school property will be reported to the principal and will be asked to leave.
- All visitors must abide by the rules contained in the Code of Conduct.

Student Expectations for Conduct

Each student at Wilbur H. Lynch Literacy Academy is expected to conduct themselves appropriately at all times. Our entire school community, including students and staff, must treat each other with courtesy and respect. While inappropriate and unacceptable behavior will be dealt with accordingly, appropriate behavior will be acknowledged and rewarded as well.

The Code of Conduct does not prevent or limit communication between and among students or relieve the Greater Amsterdam School District of its special responsibility for self-regulation in the preservation of public order. The Code does not prevent or restrain controversy and dissent. However, the Code does prevent abuse of individuals, and, therefore, maintains a stable environment appropriate to a public school. This Code is in compliance with Section 2801 of the Education law.

LLA Student Expectations

Respect yourself

- Be here
- Be prepared
- Be ready to do your best

Respect others

- Keep hands, feet, and objects to yourself
- Use appropriate language
- Be an upstander

Respect our school Community

- Clean-up after yourself
- Use materials appropriately
- Be a positive contributor

Because instruction is our priority, we define student success based on:

- **Attendance** – successful students attend every class, every day, ready to learn.
- **Behavior** – successful students follow the Code of Conduct and positively contribute to our school wide community
- **Coursework** – successful students complete assignments, tests, and quizzes to the best of their ability, seeking help and helping others.

Dress Code

Students and their parents/guardians have the primary responsibility for acceptable student dress and appearance. Clothing, accessories or appearance that run contrary to the school or district's educational mission, cause a material or substantial disruption of the educational process, or infringe upon the rights or safety of others, can be regulated. All district personnel should exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting. The school administrators have the authority to determine if a student's appearance is inappropriate at school.

When on school property or at a school function, a person's dress, grooming and appearance, including jewelry, make-up and nails, must:

1. Be safe, appropriate, and not disrupt or interfere with the educational process.

2. Cover buttocks, stomach/midriff, and chest.
3. Not include the wearing of hats, head coverings, hoods, or costume-type masks in the school building except for a medical or religious purpose, or as designated by the school for school spirit days.
4. Ensure that underwear is completely covered with outer clothing.
5. Include footwear at all times. Footwear that is a safety hazard will not be allowed.
6. Not include items that are vulgar, obscene, libelous or denigrate others on account of race, color, religion or religious expression, creed, national origin, weight, gender including identity and expression, sex, sexual orientation or disability.
7. Not include gang-related paraphernalia of any kind including bandanas.
8. Not promote or endorse the use of alcohol, tobacco, illegal drugs, illegal activity, or violent activity.

If a person's clothing violates the student dress code, that student shall be required to modify their appearance by either covering or removing the offending item or replacing it with an acceptable item.

Electronic Devices

To maintain an academic environment all personal electronic devices, including cell phones, must be stored from 7:55 am-2:26 pm. Students may keep their phone or device at home, store it in their locker, or place it in a secured envelope at arrival so it is out of sight during the school day. If a student is unable to follow this expectation, their device will be held in the main office until a parent or guardian is able to pick it up. *Families assume all risks associated with bringing personal electronic items to school.*

Lockers and Bookbags

For safety, bookbags and other personal items must be stored in student lockers. A lock is provided to each student for use during the school year. Locker combinations may not be shared and students should not store anything in their locker from another student. Locks will be collected at the end of the school year. If a lock is not returned, a replacement fee may be charged to the parent/guardian. If there are extenuating circumstances such as a medical condition that impacts the ability of a student to use a locker, please contact the school administration for an accommodation.

Student Use of Computerized Information Resources

Use of the District Computer system which violates any aspect of School District policy, the Student Discipline Code of Conduct, and Federal, State or local laws or regulations, is strictly prohibited and may result in disciplinary action in compliance with applicable District guidelines and/or Federal, State and local law including, but not limited to, suspension and/or revocation access to the district Computer System, In addition to the District's general requirements governing student behavior, the following specific activities shall be prohibited by student users of the District Computer System.

1. Using the District Computer System to obtain, view, download, send, print, display, or otherwise gain access to or to transit materials that are unlawful, obscene, pornographic or abusive.
2. Use of obscene or vulgar language.
3. Harassing, insulting or attacking others.

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4. Damaging, disabling or otherwise interfering with the operation of computers, computer systems, software or related equipment through physical action or by electronic means.
5. Using unauthorized software or programs on the District Computer System.
6. Changing, copying, renaming, deleting, reading, or otherwise accessing files or software not created by the student without express permission from the Computer Coordinator.
7. Violating copyright law.
8. Employing the District Computer System for commercial purposes, product advertisement or political lobbying.
9. Disclosing an individual password to others or using others' passwords.
10. Transmitting material, information or software in violation of any District policy or regulation, the school behavior code, and/or Federal, State and local law or regulation.
11. Revealing personal information about oneself or of other students including, but not limited to, disclosure of home address and/or telephone number.

Network accounts are to be used only by the authorized owner of the account. Any user of the District Computer System that accesses another network or computer resources shall be subject to that network's acceptable use policy.

If a student or student's parent/legal guardian has a District network account, a non-District network account, or any other account or program which will enable direct or indirect access to a District computer, any access to the District Computer system in violation of District policy and /or regulation may result in student discipline. Indirect access to a District computer shall mean using a non-District computer in a manner which results in the user gaining access to a District computer, including access to any and all information, records or other material contained or stored in a District computer.

Sanctions

1. Violations may result in suspension and/or revocation of student access to the District Computer System.
2. Additional disciplinary action may be determined at the building level in accordance with existing practices and procedures regarding inappropriate language or behavior, as well as Federal, State and local law.
3. When applicable, law enforcement agencies may be involved.

Security

Security on any computer system is a high priority, especially when the system involves many users. Users of the District Computer System identifying a security problem on the District's system must notify the teacher in charge. A student is not to demonstrate the problem to other users. Attempts to log on to the District Computer system as a Computer Administrator will result in cancellation of use privileges. Any user identified as a security risk or having a history or problems with other computer systems may be denied access to the District Computer System shall be reported by the student to the teacher in charge.

STUDENT USE OF COMPUTERIZED RESOURCES

The Board of Education will provide students with access to various computerized information resources through the District's Computer System (s), consisting of software, hardware, networks, and electronic communication systems. This may include access to electronic mail, on-line services, the Internet, World Wide Web", or other access points. It may also include use of the District Computer System from home or off school premises. Such use shall be consistent with this policy and accompanying regulations. Further, all such use must be in support of education or research consistent with the goals and purposes of the School District.

This Policy provides notice to students and parents/legal guardians that, unlike most traditional instructional or library media materials, the District Computer System allows access to outside resources. It is impossible for the District to screen or review all available materials that users of our system may encounter. Some of the available documents, sites, or electronic content and materials may be deemed unsuitable for student use or access. Furthermore, students may have the ability to access such information from their home or other locations off school premises. This policy is intended to establish general guidelines for acceptable student use of any parts of the District Computer System. Parents/legal guardians of students must be willing to set and convey standards for appropriate and acceptable use to their children when using the District Computer System or any other electronic media. The District respects the right of each family to decide whether or not to apply for independent computer access, unsupervised by school staff should it become available for students.

Student use of the District Computer System is conditioned upon signage of the Code of Conduct by all students and their parents/legal guardians that student use will conform to the requirements of this policy and any regulations adopted to insure acceptable use of the District Computer System. All such agreements shall be kept on file with the appropriate Building Administrator. A copy of any adopted regulations will be provided to the Building Administrators. A copy of any adopted regulations will be provided to the Building Administrators, shared with students and parents, and made part of any student handbooks or codes of conduct.

Generally, the same standards of acceptable conduct, which apply to any school activity, shall apply to use of the District Computer System. This policy does not attempt to articulate all required or acceptable uses of the District Computer System; nor is it the intention of this policy to define all inappropriate usage. Administrative regulations will further define general guidelines of appropriate student conduct and use. Students shall adhere to the laws, policies, and rules governing computers including, but not limited to; copyright laws, rights of software publishers, license agreements, and right of privacy created by Federal and State statutes.

Students who engage in unacceptable use of the District computer service may lose access to the District Computer System and may be subject to further discipline under the law and in accordance with building practices, student discipline policy, or student conduct codes. The District reserves the right to bring legal action against a student who willfully, maliciously, or unlawfully damages or destroys property of the District. Further, the District may bring suit in civil court against the parents/legal guardians of any student who willfully, maliciously, or unlawfully damages or destroys District property pursuant to General Obligations Law Section 3-112.

Student data files residing on any part of the District Computer System or in other District electronic storage areas will be treated like student lockers. Such areas shall be considered school property subject to inspection and control. District staff may access all such files and communications to insure system integrity and that users are complying with the requirements of this policy and accompanying regulations. Students should not expect that information stored on the District Computer System will be private or confidential.

Prohibited Behavior

The Greater Amsterdam School District Board of Education expects all students to conduct themselves in an appropriate and civil manner per the District Code of Conduct, with proper regard for the rights and welfare of other students, personnel and other members of the school community, and for the care of facilities and equipment.

The best discipline is self-imposed, and students must learn to assume and accept responsibility for their own behavior, as well as the consequences of their misbehavior. District personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on the students' ability to develop self-discipline.

The Board recognizes the need to be clear and specific in expressing its expectations for student conduct while on District property or engaged in a District function. The rules of conduct listed below are intended to do that and focus on safety and respect for the rights and property of others.

Students who will not accept responsibility for their own behavior or who violate these school rules will be required to accept the consequences for their conduct. Students may be subject to disciplinary action, up to and including suspension from school or removal from a program, when they engage in conduct that is disorderly, insubordinate, disruptive, violent, endangers the safety, morals, health or welfare of others, engage in misconduct on the school bus, or engage in academic misconduct including work/internship sites.

A. Engage in Conduct That is Disorderly

Examples of disorderly conduct include, but are not limited to:

- 1) Engaging in any act which disrupts the normal operation of the school community, running in hallways, making unreasonable noise, and using language or gestures that are profane, lewd, vulgar, abusive, intimidating, or that incite others.
- 2) Obstructing vehicular or pedestrian traffic.
- 3) Trespassing. Students are not permitted in any area of the school building, other than the one they regularly attend, without permission from the administrator in charge of the building.

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- 4) Misusing computer/electronic communications devices, including any unauthorized or inappropriate use of computers, software, or Internet/intranet account; accessing inappropriate websites; evading the District's content filter; using an outside wireless network; or any other violation of the District Acceptable Use Policy.
- 5) Unauthorized use of personal electronic devices/equipment (i.e., cell phones, MP3 devices, cameras, and other personal electronic devices deemed inappropriate by the administration):

Electronic devices are defined as any paging device, mobile telephone, cellular telephone, laser pointer or pen or any other type of telecommunications or imaging device. Use of these devices during instructional time is prohibited, except as expressly permitted by an instructor or administrator. While students are permitted to possess such devices during the school day, they are prohibited from using them in any manner which invades the privacy of students, employees, volunteers or visitors. Students are not permitted to use any form of information technology, including their own personal electronic devices, to intimidate, harass or threaten others. This type of harassment is generally referred to as cyber bullying. If a student violates this prohibition, then he/she is subject to discipline under this provision and/or any other provision in the District Code of Conduct that may be applicable to the circumstances involved. Any electronic device that is permitted on school property is encouraged to be kept on the person and in a concealed manner.

Teachers and all other Board of Education personnel should exemplify and reinforce acceptable behavior (including possession/use of electronic devices) and help students develop an understanding of appropriate appearance and conduct in the school setting.

- 6) Unauthorized use of personal computer, laptop, tablet, cellular device, smartphone, or e-reader and/or other computerized information resources through the District computer system is prohibited.
- 7) Smoking: For the purposes of this policy, tobacco is defined to include any lighted or unlighted cigarette, cigar, cigarillo, pipe, bidi, clove cigarette, vaping equipment, juuling, spit tobacco, edibles (smokeless, dip, chew and or snuff) and any other tobacco product in any form. Also included is any paraphernalia relating to tobacco use such as lighters, matches, rolling papers etc.

Possession or use of tobacco or related paraphernalia by students at any time on school property or at school-sponsored events at off-site facilities is prohibited. This includes, but is not limited to, inside all school buildings, surrounding outdoor grounds within school property boundaries, in school owned or leased vehicles, in vehicles on school property and at all school-sponsored events that occur off school property.

- 8) Excessive Display of Affection

B. Engage in Conduct That is Insubordinate

Examples of insubordinate conduct include, but are not limited to:

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- 1) Failing to comply with the reasonable directions of teachers, school administrators or other District employees or otherwise demonstrating disrespect.
- 2) Missing or leaving school or class without permission.
- 3) Closed Campus: Students are not permitted to leave school grounds for lunch. Students are not permitted to order food for delivery to school unless they have specific permission from the principal.
- 4) Class or School Tardiness.

C. Engage in Conduct That is Disruptive

Examples of disruptive conduct include, but are not limited to:

- 1) Failing to comply with the reasonable directions of teachers, District administrators or other District employees or otherwise demonstrating disrespect.
- 2) Endangering the health and safety of other students or staff or interfering with classes or District activities by means of inappropriate attire or behavior as per the Dress Code set forth in the Code of Conduct.

D. Engage in Conduct That is Violent

Examples of violent conduct include, but are not limited to:

- 1) Committing, threatening or attempting an act of violence (such as hitting, kicking, punching, or scratching) upon a teacher, administrator or other District employee.
- 2) Committing, threatening or attempting an act of violence (such as hitting, kicking, punching, or scratching) upon another student or any other person lawfully on school property.
- 3) Engaging in harassing conduct, verbal threats, intimidation, or abuse that reasonably causes or would reasonably be expected to cause a student to fear for his or her physical well-being.
- 4) Possessing a weapon. Authorized law enforcement officials are the only persons permitted to have a weapon in their possession while on District property or at a District function.
- 5) Displaying what appears to be a weapon.
- 6) Threatening to use any weapon(s).
- 7) Using weapon(s).

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A weapon is defined as including, but not limited to, having on a person; firearms, gravity knife, switchblade, cane sword, chuka stick, dagger, bludgeon, blackjack, billy club, metal knuckles, explosives or fire bomb; (NOTE: persons under 16 possessing any of the above or air gun, spring gun, or a dangerous knife are adjudged a juvenile delinquent).

- 8) Intentionally damaging or destroying District property, the personal property of a student, teacher, volunteer, contractor, vendor, administrator, other District employee or any person lawfully on District property, or at a District function including but not limited to graffiti or arson.
- 9) Communication by any means, including oral, written or electronic (such as through the Internet, email or texting) off school property, where the content of such communication (a) can reasonably be interpreted as a threat to commit an act of violence on school property; or, (b) results in material or substantial disruption to the educational environment.

E. Engage in Any Conduct That Endangers the Safety, Morals, Health or Welfare of Others

Examples of such conduct include, but are not limited to:

- 1) Lying, deceiving or giving false information to school personnel.
- 2) Stealing District property or the property of other students, school personnel or any other person lawfully on school property or while attending a school function.
- 3) Defamation, which includes making false or unprivileged statements or representations about an individual or identifiable group of individuals that harm the reputation of the person or the identifiable group by demeaning them. This can include posting or publishing video, audio recordings or pictures (written material, cell phones, Internet, YouTube, snapchat, facebook, twitter, etc.).
- 4) Discrimination, based on a person's actual or perceived race, age, sexual orientation, use of a recognized guide dog, hearing dog or service dog, color, creed, national origin, ethnic group, religion, religious practice, sex, sexual orientation, gender or gender identity, marital or veteran status, use of a recognized guide dog, hearing dog or service dog, or disability as a basis for treating another in a negative manner on school property or at a school function.
- 5) Harassment, the creation of a hostile environment by conduct or by verbal threats, intimidation or abuse that has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities or benefits, or mental, emotional or physical wellbeing based on a person's actual or perceived race, color, weight, national origin, political affiliation, ethnic group, religion, religious practice, marital or veteran status, use of a recognized guide dog, hearing dog or service dog, disability, sexual orientation, gender or sex.

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- 6) Bullying and intimidation, which includes engaging in actions or statements that put an individual in fear of bodily harm and/or emotional discomfort; for example, "play" fighting, extortion of money, overt teasing, etc.
- 7) "Internet bullying" (also referred to as "cyber-bullying") including the use of instant messaging, email, websites, chat rooms, text messaging, or by any other electronic means, when such use interferes with the operation of the school; or infringes upon the general health, safety and welfare of students or employees.
- 8) Sexual harassment, which includes unwelcome sexual advances, requests for sexual favors, taking, sending or receiving sexually explicit videos, pictures or auditory recordings and other verbal or physical conduct or communication of a sexual nature.
- 9) Displaying signs of gang affiliation or engaging in gang-related behaviors that are observed to increase the level of conflict or violent behavior.
- 10) Hazing, which includes any intentional or reckless act directed against another for the purpose of initiation into, affiliating with or maintaining membership in any District or school sponsored activity, organization, club or team.
- 11) Selling, using, possessing or distributing obscene material.
- 12) Possessing, consuming, selling, attempting to sell, distributing or exchanging alcoholic beverages, tobacco, tobacco products or illegal and/or controlled substances, counterfeit and designer drugs, or paraphernalia for use of such drugs or being under the influence of any such substances on school property or at a school function. "Illegal substances" include, but are not limited to, inhalants, marijuana, synthetic cannabinoids, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alike drugs, drug paraphernalia and any substances commonly referred to as "designer drugs."
- 13) Inappropriately using, sharing, selling, attempting to sell, distributing or exchanging prescription and over-the-counter drugs.
- 14) Possessing, consuming, selling, attempting to sell, distributing, or exchanging "look-alike drugs"; or, possessing or consuming (without authorization), selling, attempting to sell, distributing or exchanging other substances such as dietary supplements, weight loss pills, etc.
- 15) Gambling and gaming.
- 16) Inappropriate touching and/or indecent exposure.
- 17) Initiating or reporting warning of fire or other catastrophe without valid cause, misusing 911, or inappropriately discharging a fire extinguisher.
- 18) Violating gender privacy when using school restroom facilities.

F. Engage in Misconduct While on a School Bus

It is crucial for students to behave appropriately while riding on District buses to ensure their safety and that of other passengers and to avoid distracting the bus driver. Students are required to conduct themselves on the bus in a manner consistent with established standards for classroom behavior. Excessive noise, pushing, shoving, fighting, harassment, and discrimination will not be tolerated.

G. Engage in Any Form of Academic Misconduct

Examples of academic misconduct include, but are not limited to:

- 1) Plagiarism.
- 2) Cheating.
- 3) Altering records.
- 4) Accessing other users' email accounts or network storage accounts and/or attempting to read, delete, copy, modify, and interfere with the transferring and receiving of electronic communications.
- 5) Violation of the District Acceptable Use Policy for technology.
- 6) Assisting another student in any of the above actions.

SECTION IV: Range of Interventions, Disciplinary Responses, and Disciplinary Consequences

We recognize that the most effective intervention is proactive and explicit instruction of our schoolwide and classroom expectations utilizing the framework of Positive Behavior Intervention Support (PBIS). As such, we communicate our expectations and systematically acknowledge positive behavior.

When administrators and school staff respond to student misbehavior, they are expected to take numerous factors into account. The purpose of intervention and disciplinary responses is to reduce the likelihood of repeat negative behavior through education and systems of support. In determining the appropriate disciplinary action, school personnel authorized to impose disciplinary responses will refer to the Code of Conduct and will consider the following:

- the student’s age, maturity, and previous disciplinary record
- the likelihood that the behavior will occur again
- the nature of the offense and circumstances that led to the offense
- the appropriateness of other forms of discipline
- information from parents, teachers, staff, and/or others, as appropriate
- other extenuating circumstances

Due process and related procedural requirements will be followed per Section 3214 of New York State Education Laws and Regulations.

Continuum of Intervention, Disciplinary Responses, and Disciplinary Consequences

Depending on the individual situation, interventions and disciplinary responses may be necessary.

Classroom Interventions and Disciplinary Responses*	Administrative Interventions and Disciplinary Consequences*
<p>Per the individual classroom management plan, teachers may utilize, but are not limited to, the following interventions and responses:</p> <ul style="list-style-type: none"> ● Student Conference ● Parent/Guardian Contact ● Parent/Guardian Conference ● Behavior Contract ● Seat Change ● Reflection Activity ● Reminders and Redirection ● Lunch Detention ● Before/After-School Detention ● Loss of Privileges ● Office Disciplinary Referral 	<p>In addition, administrators may utilize the following, but are not limited to, interventions and responses:</p> <ul style="list-style-type: none"> ● Peer Mediation ● Referral to Guidance/Social Worker ● Functional Behavior Assessment ● Behavior Intervention Plan ● Attendance Referral ● Pass Restriction ● Mentoring ● Referral to Community Organization ● PINS Petition (Diversion Program) ● In-School Suspension ● Short-Term Suspension (up to 5 days) ● Long-Term Suspension with Superintendent’s Hearing (more than 5 days)

*With parents/guardians as partners, school faculty are responsible for communicating with parents/guardians regarding any behavioral or academic concerns or misconduct.

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CODE VIOLATIONS & DEFINITIONS	RANGE OF CONSEQUENCES (LISTED IN ALPHABETICAL ORDER)
<p>Assault* <i>Engaging in behavior intentionally or recklessly that causes physical injury to another person with or without a weapon, in violation of school district code of conduct and falls under one of these categories: Physical Injury or Serious Physical Injury</i></p>	<ul style="list-style-type: none"> ● Out-of-School Suspension (up to 5 days) ● Parent/Guardian Notification ● Police Notification ● Superintendent’s Hearing
<p>Bomb Threat* <i>A telephoned, written or electronic message that a bomb, explosive, or chemical or biological weapon has been or will be placed on school property.</i></p>	<ul style="list-style-type: none"> ● Out-of-School Suspension (up to 5 days) ● Parent/Guardian Notification ● Police Notification ● Superintendent’s Hearing
<p>Caught in Halls without a Pass <i>Being in the hallway during class without a legitimate pass.</i></p>	<ul style="list-style-type: none"> ● Detention (up to 5 days) ● In-School Suspension (up to 5 days) ● Parent/Guardian Conference ● Parent/Guardian Notification ● Pass Restriction ● Student Conference
<p>Cutting Class <i>Being present in school but not in class per the schedule.</i></p>	<ul style="list-style-type: none"> ● Attendance Referral ● Detention ● In-School Suspension (up to 5 days) ● Parent/Guardian Conference ● Parent/Guardian Notification ● Pass Restriction ● Restriction from After-School Functions
<p>Cyberbullying* <i>Harassment or bullying that occurs through any form of electronic communication.</i></p>	<ul style="list-style-type: none"> ● In-School Suspension (up to 5 days) ● Out-of-School Suspension (up to 5 days) ● Parent/Guardian Conference ● Parent/Guardian Notification ● PINS Petition ● Police Notification ● Referral to Counseling ● Restriction of Technology/Internet Access ● Superintendent’s Hearing
<p>Disorderly Behavior <i>Any behavior that disrupts the academic environment. Including but not limited to: shouting, running, gambling, etc.</i></p>	<ul style="list-style-type: none"> ● In-School Suspension (up to 5 days) ● Out-of-School Suspension (up to 5 days) ● Parent/Guardian Conference ● Parent/Guardian Notification ● Student Conference
<p>Dress Code Violation <i>Inappropriate dress as defined by the Code of Conduct.</i></p>	<ul style="list-style-type: none"> ● Detention (up to 5 days) ● Parent/Guardian Notification ● Replace/turn inside out, as appropriate

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<p>Excessive Display of Affection <i>Affectionate behavior between students that is distracting or disruptive such as: hugging, kissing, etc.</i></p>	<ul style="list-style-type: none"> ● Detention (up to 5 days) ● Parent/Guardian Conference ● Parent/Guardian Notification ● Student Conference
<p>Excessive Tardiness <i>Being late to school or class more than three times in a five-week period.</i></p>	<ul style="list-style-type: none"> ● Attendance Referral ● Detention (up to 5 days) ● Parent/Guardian Conference ● Parent/Guardian Notification ● PINS Petition ● Student Conference
<p>False Alarm* <i>Causing a fire alarm or other disaster alarm to be activated knowing there is no danger or, through false reporting of a fire or disaster.</i></p>	<ul style="list-style-type: none"> ● Out-of-School Suspension (up to 5 days) ● Parent/Guardian Notification ● Police Notification ● Superintendent's Hearing
<p>Homicide* <i>Any intentional violent conduct that results in the death of another person.</i></p>	<ul style="list-style-type: none"> ● Out-of-School Suspension (up to 5 days) ● Parent/Guardian Notification ● Police Notification ● Superintendent's Hearing
<p>Inappropriate/Threatening Language <i>Using profane language or making a verbal threat.</i></p>	<ul style="list-style-type: none"> ● Detention ● In-School Suspension (up to 5 days) ● Out-of-School Suspension (up to 5 days) ● Parent/Guardian Conference ● Parent/Guardian Notification ● Student Conference
<p>Insubordination/Defiance/Non-compliance <i>Failure to follow staff directions.</i></p>	<ul style="list-style-type: none"> ● Detention (up to 5 days) ● In-School Suspension (up to 5 days) ● Out-of-School Suspension (up to 5 days) ● Parent/Guardian Conference ● Parent/Guardian Notification ● Student Conference
<p>Larceny/Theft <i>Taking an item that belongs to someone else.</i></p>	<ul style="list-style-type: none"> ● Detention (up to 5 days) ● Parent/Guardian Conference ● Parent/Guardian Notification ● PINS Petition ● Police Notification ● Restriction from After-School Functions
<p>Material Incident of Discrimination, Harassment, and Bullying* <i>A single verified or a series of related verified incidents where a student is subjected to harassment, bullying, and/or discrimination by a student and/or employee on school property or at a school function. In addition, such terms shall include a verified incident or series of related incidents of harassment or bullying that occur off</i></p>	<ul style="list-style-type: none"> ● In-School Suspension (up to 5 days) ● Out-of-School Suspension (up to 5 days) ● Parent/Guardian Conference ● Parent/Guardian Notification ● PINS Petition ● Police Notification ● Referral to Counseling ● Referral to Student Support Team ● Superintendent's Hearing

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<p><i>school property, as defined in Commissioner’s regulation 100.2(kk)(1)(viii). Such conduct shall include, but is not limited to, threats, intimidation, or abuse based on a person’s actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex.</i></p>	
<p>Physical Altercation <i>Physical contact between two or more individuals that includes at least one of the following: hitting, kicking, pushing, tripping, shoving, punching.</i></p>	<ul style="list-style-type: none"> ● In-School Suspension (up to 5 days) ● Out-of-School Suspension (up to 5 days) ● Parent/Guardian Conference ● Parent/Guardian Notification
<p>Plagiarism/Cheating <i>Taking someone else’s work as your own or copying someone else’s work without citations.</i></p>	<ul style="list-style-type: none"> ● Detention (up to 5 days) ● Loss of Credit/Alternate Assignment ● Parent/Guardian Conference ● Parent/Guardian Notification ● Referral to Counseling ● Written Apology
<p>Property Damage/Vandalism <i>Causing damage to school, district, or personal property that negatively impacts value or function.</i></p>	<ul style="list-style-type: none"> ● Detention (up to 5 days) ● In-School Suspension (up to 5 days) ● Parent/Guardian Conference ● PINS Petition ● Parent/Guardian Notification ● Police Notification ● Restriction from After-School Function
<p>School Bus Violation <i>Any disruptive or disorderly behavior that occurs on a school bus.</i></p>	<ul style="list-style-type: none"> ● Detention (up to 5 days) ● Parent/Guardian Conference ● Parent/Guardian Notification ● Permanent Removal from Bus ● Suspension from Bus Transportation
<p>Sexual Offenses* <i>Any forcible sex offence or other sex offence as defined by NYSED School Safety and Education Climate Department.</i></p>	<ul style="list-style-type: none"> ● Out-of-School Suspension (up to 5 days) ● Parent/Guardian Notification ● Police Notification ● Superintendent’s Hearing
<p>Student Left Campus without Permission <i>Leaving school campus without permission during school hours.</i></p>	<ul style="list-style-type: none"> ● Detention (up to 5 days) ● Parent/Guardian Conference ● Parent/Guardian Notification ● PINS Petition ● Police Notification
<p>Technology Violation <i>Violation of policy of use of school technology for other than school directed instructional purpose AND/OR visible personal elective device or using a personal electronic device during school hours.</i></p>	<ul style="list-style-type: none"> ● Confiscation of Device ● Detention (up to 5 days) ● Out-of-School Suspension (up to 5 days) ● Parent/Guardian Notification ● Restriction of Technology/Internet Access ● Superintendent’s Hearing

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<p>Truancy from School <i>Being absent from school without permission.</i></p>	<ul style="list-style-type: none"> ● Attendance Referral ● Detention (up to 5 days) ● Parent/Guardian Conference ● Parent/Guardian Notification ● PINS Petition ● Police Notification ● Restriction from after-school functions
<p>Use, Possession, or Sale of Alcohol* <i>Illegally using, possessing, or being under the influence of alcohol on school property or at a school function.</i></p>	<ul style="list-style-type: none"> ● Out-of-School Suspension (up to 5 days) ● Parent/Guardian Conference ● Parent/Guardian Notification ● PINS Petition ● Police Notification ● Referral to Counseling ● Superintendent’s Hearing
<p>Use, Possession, or Sale of Drugs* <i>Illegally using, possessing or being under the influence of a controlled substance or marijuana on a person, on school property or at a school sponsored event.</i></p>	<ul style="list-style-type: none"> ● Out-of-School Suspension (up to 5 days) ● Parent/Guardian Conference ● Parent/Guardian Notification ● PINS Petition ● Police Notification ● Referral to Counseling ● Superintendent’s Hearing
<p>Weapons Possession* <i>Possession of one or more weapons, except possession in a classroom or laboratory as part of the instructional program or in a school-related activity under the supervision of some teacher or other school personnel as authorized by school officials and falls under one of these categories: routine security checks or weapons possessed under other circumstances.</i></p>	<ul style="list-style-type: none"> ● Out-of-School Suspension (up to 5 days) ● Parent/Guardian Conference ● Parent/Guardian Notification ● PINS Petition ● Police Notification ● Referral to Counseling ● Superintendent’s Hearing <p><i>Students found guilty of bringing a weapon onto school property will be subject to suspension for up to a calendar school year.</i></p>

*Reportable per VADIR/DASA to New York State Department of School Safety and Educational Climate

Students who are to be given penalties other than an oral warning, written warning or written notification to their parents are entitled to additional rights before the penalty is imposed. Students and parents will be advised of these rights and procedures as set forth in the Greater Amsterdam School District’s Code of Conduct are available in the school’s Main Office and at the Central Administration Building.

General Notices Regarding Disciplinary Consequences

1. **The School Administration specifically reserves the right to impose discipline in greater and lesser severity on any occasion after consideration of all the circumstances of the incident and student(s) involved.** This discretion is reserved due to the unforeseeable nature of the specific circumstances that may exist at the time discipline is considered.
2. Police will be notified and charges filed for all instances of illegal behavior. The administration reserves the right to initiate proceedings by which a complaint in criminal court, a juvenile delinquency petition or person in need of supervision as defined in Articles three and seven of the Family Court Act will be made.
3. In all instances of misconduct requiring administrative action, parents will be notified by mail or phone or both, administration also reserves the right to refer students to other appropriate agents and/or human service agencies (i.e.: counseling staff, social workers, probation officers, school resource officer etc.).
4. A student who has been placed on out-of-school suspension is not eligible to participate in any school related activity until reinstated (i.e., sports, clubs, field trips, evening or after school activities, dances, etc.) including a re-entry meeting.
5. Students who are brought to a Superintendent's Hearing may be assigned a long-term suspension for up to one calendar school year.
6. All students who are assigned an out-of-school or long-term suspension will be provided access to alternative instruction per New York State Education Law 3214.
7. Disciplinary actions may result in the loss of school privileges or participation in extracurricular activities per each organizations' guidelines and bylaws, such as GASD Athletics, National Junior Honor Society, Moving-Up Ceremony, Student Council, etc.

Discipline of Students with Disabilities

In the event a student with a disability violates the discipline code of the school the student attends in which the district employee in charge feels he/she cannot properly handle, that person shall then confer with the building principal. The principal and teacher, in consultation with the chairperson of the Committee on Special Education, and following review of the student's individualized education program (IEP), shall determine if the behavior is a manifestation of the student's disabling condition and that the student does not understand the discipline rules or cannot control the inappropriate behavior.

If the student's behavior is not a manifestation of the student's disabling condition and the student is capable of understanding and following the school's discipline code, then the student may be disciplined in the same fashion as a non-disabled student. Notwithstanding the foregoing, where the student's IEP contains specific provisions pertaining to such student's discipline, the provisions shall be strongly considered in determining the appropriate disciplinary action to be taken. Anytime a student with a disability is suspended from school, the chairperson of the Committee on Special Education and the individual building Child Study Team shall be notified in writing of such suspension.

If the student's behavior is a manifestation of the student's disabling condition and the student is unable to understand the rules and follow the school's disciplinary code, the student may only be subjected to disciplinary action expressly identified and set forth in the student's IEP and only after a Functional Behavior Assessment (FBA) has been conducted. If the student's behavior is determined to be violent or dangerous to the student or others, then the student may, among other actions or penalties, and after consultation with the chairperson of the Committee on Special Education, be suspended from school for a period of five (5) school days and referred to the superintendent to conduct a superintendent's hearing in accordance with Education Law Section 3214.

The Committee on Special Education may revise and modify a student's IEP to address violations of the student discipline code. Such modifications may include alternatives and options for dealing with inappropriate behavior such as being sent to a time-out area, in-school suspension, loss of privileges, and other actions with the Committee on Special Education feels are appropriate. Such modifications shall be made in compliance with applicable laws and regulations. The Committee on Special Education will communicate directly with the building principal, teacher and other school employees to inform them of any modification to a student's IEP for dealing with the student in future discipline cases.

SECTION V: Transportation Expectations, Responsibilities, and Consequences

Cooperation between students, parents/guardians, school staff, bus drivers, and transportation department staff is necessary to operate an “accident free” transportation program. With clear expectations, procedures for safety, and accountability we will ensure school bus safety for students in the Greater Amsterdam School District.

Transportation Expectations

Bus riders must:

- follow the driver’s instructions
- conduct themselves in a manner consistent with classroom/school expectations in accordance with the Code of Conduct
- stay in their seat
- use appropriate language at an appropriate volume
- keep all body parts and objects to themselves and inside the bus
- not eat or drink on the bus
- only ride the assigned bus/route and use the assigned bus stop
- not possess or use tobacco products, illegal substances, or hazardous materials on the bus.

Transportation Responsibilities

Parent/Guardian Responsibilities

1. To cooperate with the school by:
 - a. Ensuring students are ready on time.
 - b. Insisting on student cooperation with school officials and the bus driver.
 - c. Complying with school requests for safety of the student.
 - d. Supporting the bus driver and school officials in enforcing transportation rules and regulations.
2. To report to the principal of the school any injury or accident that has involved their students on the bus and to also notify the School District Transportation Office. This report should include as many details as possible including: the bus number, route number, place of accident or injury, and the bus driver’s name.
3. To report to the School District Transportation Office, any moving violation of a bus driver giving the bus number, route number, time and nature of violation.
4. To report to the School District Transportation Office, any defective equipment observed on a bus such as faulty lights, mufflers, brakes, signals, etc., giving the bus number and nature of defect.
5. To provide transportation of their student who attends a school other than the one designated or when bus-riding privileges are suspended.

Student Responsibilities

1. All students should be ready when the bus arrives.
2. Students will board only their assigned bus, and only at the established stop.

3. Students shall stand back from the road until their bus has completed its stop. A bus could skid when approaching a bus stop in bad weather.
4. Students must not enter or leave the bus while it is in motion.
5. Students shall pass in front rather than behind the bus. They must await the driver's signal before crossing the road.
6. All students must remain seated and in back of the white line while the bus is in motion.
7. Students will remain seated until the bus stops at their destination.
8. Smoking on buses is prohibited (this includes e-cigarettes, vaping, and juuling). Head or arms must not protrude from windows.
9. The consumption of food and/or beverages is prohibited.
10. The bus driver is in complete charge of the bus and all students shall obey the bus driver.
11. Students shall assist the driver in keeping the bus neat and free from litter.
12. Students shall report any incidents to the Bus Driver and/or the Building Principal.

Transportation Discipline Procedure and Consequences

To hold students accountable for their actions as they contribute to the safety of school bus transportation, the following process and range of consequences will be used by School Administrators.

Procedure for Dealing with School Bus Discipline	Range of Consequences for School Bus Misbehavior (LISTED IN ALPHABETICAL ORDER)
<ul style="list-style-type: none"> ● The bus driver shall report misbehavior on school buses to the Principal using a referral. ● The Principal or Assistant Principal will discuss the referral with the student and take the appropriate disciplinary action. ● In addition to parent/guardian contact via phone or email, a letter shall be sent from the School to the parent, that if the child's inappropriate conduct continues, the privilege of riding on the school bus may be permanently withdrawn and it will become the parent's responsibility to transport the student to school. 	<ul style="list-style-type: none"> ● Detention (up to 5 days) ● Parent/Guardian Conference ● Parent/Guardian Notification ● Permanent Removal from Bus ● Student Conference ● Suspension from Bus Transportation