

## SECONDARY CONDUCT CODE INTERVENTIONS

**\*Note:** Consequences listed in each category are subject to Administrator discretion based on individual student circumstances.

Alternative consequences may be appropriate for students with behavior plans, case studies pending, outside agency involvement, 504 plans, 504 plans impending, and being referred to diagnostic teams.

For most classroom disciplinary referrals, proactive procedures would have taken place to already address the behavior with the student including contacting the parent.

Code Violation	First Violation	Second Violation	Third Violation	Fourth Violation	Subsequent Violation
Not Serving Detentions <b>DET</b>	ISS <del>Sat. School</del>	ISS <del>Sat. School</del>	ISS <del>Sat. School</del>	ISS <del>Sat. School</del>	OSS
3 or 4 Tardies in 1 day <b>DEX</b>	ISS <del>Sat. School</del>	ISS <del>Sat. School</del>	ISS <del>Sat. School</del>	ISS <del>Sat. School</del>	OSS
No ID <b>NID</b>	Warning Must show ID within 2 days to S.S. Personnel	Detention	ISS <del>Sat. School</del>	ISS <del>Sat. School</del>	ISS <del>Sat. School</del>
Horse Play <b>HP</b>	Detention	ISS <del>Sat. School</del>	ISS <del>Sat. School</del>	ISS/OSS	ISS/OSS
Disruptive Behavior/Lack of Cooperation <b>DIB</b>	Warning Parent Contact by Staff Detention	2 Detentions 1 Bus Susp. 1 Class Susp.	2 Class Susp. ISS 2-3 Bus Susp.	Sat. School ISS 1-3 Bus Susp.+ School Penalty	1-10 ISS/OSS 3-10 Bus Susp. + School Penalty <del>Sat. School</del>
Dress Code (must always correct violation) <b>DRE</b>	Warning	Parent Contact Detention	Sat. School ISS 1 Bus Susp.	1-3 ISS 1-3 Sat. School 2-3 Bus Susp.	1-3 ISS 1-3 <del>Sat. School</del>
Public Display of Affection <b>PDA</b>	Warning	Parent Contact Detention	Sat. School ISS 1 Bus Susp.	1-3 ISS 1-3 <del>Sat. School</del> 2-3 Bus Susp.	1-3 ISS 1-3 <del>Sat. School</del>
Electronic Devices (Possession/Misuse) <b>ESD</b>	Detention Warning Parent Contact Confiscation	Detention ISS <del>Sat. School</del> Confiscation 1 Bus Susp. Parent Contact	Detention ISS <del>Sat. School</del> Confiscation 2 Bus Susp. Parent Contact	1-3 ISS Confiscation	1-3 ISS/OSS Confiscation
The improper use./ misuse of any technology device <b>TEC</b>	Detention 1-3 ISS/OSS	Detention 1-3 ISS/OSS	Detention 5-10 ISS/OSS Consider for Expulsion		
Plagiarism/Academic Dishonesty <b>PAD</b>	Parent Contacted by Teacher 1 Detention	Parent Contacted by Teacher and Administrator  2 Detentions	Mandatory Parent Teacher Conference ISS <del>Sat. School</del>	Mandatory Parent Teacher Conference  1-3 ISS	1-3 ISS/OSS
Closed Campus <b>CLO</b>	Detention	ISS <del>Sat. School</del>	2 ISS 2 <del>Sat. School</del>	1 ISS/OSS	1-3 ISS/OSS
Not in Assigned Area <b>NAA</b>	ISS <del>Sat. School</del>	ISS <del>Sat. School</del>	1-3 ISS 1 OSS	1-3 ISS/OSS	1-3 ISS 3-10 OSS
Inappropriate Language/Gestures <b>LAN</b>	Detention	ISS <del>Sat. School</del>	1-3 ISS 1-3 Bus Susp. 1-3 <del>Sat. School</del>	1-3 ISS/OSS	1-3 ISS 3-5 OSS
Failure to Complete Assigned Discipline <b>FCD</b>	1-3 ISS 1 OSS	1-3 ISS 1-2 OSS	1-3 ISS/OSS	1-3 ISS/OSS	1-3 ISS/OSS
Assault (Verbal) <b>THR</b>	Detention <del>Sat. School</del> ISS 1 Bus Susp.	<del>Sat. School</del> 2 ISS 2 Bus Susp.	1-3 ISS/OSS	1-3 ISS 3-5 OSS	1-3 ISS 5-10 OSS
Code Violation	First Violation	Second Violation	Third Violation	Fourth Violation	Subsequent Violation

Inciting Others <b>INC</b>	1-3 ISS or OSS	1-3 ISS or OSS	1-3 ISS/OSS	1-3 ISS 3-5 OSS	1-3 ISS 5-10 OSS
Insubordination <b>INS</b>	Sat. School ISS 1-3 Bus Susp.	ISS <b>Sat. School</b>	1-3 ISS/OSS	1-3 ISS 3-5 OSS	1-10 OSS Consider for Expulsion
Racial/Ethnic/Religious Harassment/Bullying <b>HAA/HAR</b>	2 <b>Sat. School</b> 2 ISS 2 Bus Susp. 1-3 OSS	1-3 ISS/OSS	1-3 ISS/OSS	1-3 ISS 5-10 OSS	1-10 OSS Consider for Expulsion
Sexual Harassment <b>HAS</b>	2 <b>Sat. School</b> 2 ISS 2 Bus Susp. 1-3 OSS	1-3 ISS/OSS	1-3 ISS 3-5 OSS	1-3 ISS 5-10 OSS	1-10 OSS Consider for Expulsion
Throwing Items <b>THI</b>	Sat. School ISS	1-3 ISS/OSS	1-3 ISS/OSS	1-3 ISS 3-5 OSS	1-3 ISS 5-10 OSS
Tobacco & Paraphernalia (Possession/Use) <b>SMO</b>	1-3 ISS/OSS 1 OSS Referral to Law Enforcement	1-3 ISS/OSS  Referral to Law Enforcement	1-3 ISS/OSS  Referral to Law Enforcement	1-3 ISS 5 OSS	1-10 OSS Consider for Expulsion
Theft/Posses. of Stolen Property <b>TPD</b>	1-3 ISS/OSS Restitution 1-3 Bus Susp. Referral to Law Enforcement	1-3 ISS/OSS Restitution Referral to Law Enforcement	1-3 ISS 3-5 OSS/ Restitution Referral to Law Enforcement	1-3 ISS 5-10 OSS Restitution Referral to Law Enforcement	1-10 OSS Consider for Expulsion Referral to Law Enforcement
Destruction of School Property Personal Property on School Grounds <b>DSP</b>	1-3 ISS/OSS Restitution 1-3 Bus Susp. Referral to Law Enforcement	1-3 ISS/OSS Restitution Referral to Law Enforcement	1-3 ISS 3-5 OSS Restitution Referral to Law Enforcement	1-3 ISS 5-10 OSS Restitution Referral to Law Enforcement	1-10 OSS Consider for Expulsion Referral to Law Enforcement
Inappropriate Language/Gestures toward Staff <b>LTS</b>	1-3 ISS/OSS	1-3 ISS 3-5 OSS	1-3 ISS 5-10 OSS	1-10 OSS Consider for Expulsion	
Fighting <b>FIT</b>	1-3 ISS 3 OSS and Referral to Law Enforcement	1-3 ISS 3-5 OSS Referral to Law Enforcement	1-3 ISS 5-10 OSS and Referral to Law Enforcement	1-10 OSS Consider for Expulsion Referral to Law Enforcement	
Dangerous Behavior/Physical Aggression <b>DAN/PHA</b>	1-3 ISS 1-3 OSS	1-3 ISS 3-5 OSS	1-3 ISS 5-10 OSS	1-10 OSS Consider for Expulsion	
Fireworks, Smoke Bombs, Stink Vials, Explosive Caps (Possession/ Use) <b>FIR</b>	1-3 ISS/OSS	1-3 ISS 3-5 OSS	1-3 ISS 5-10 OSS	1-10 OSS Consider for Expulsion	
Gang Activities <b>GAN</b>	1-3 ISS 1-5 OSS Referral to Law Enforcement	1-3 ISS 3-10 OSS Referral to Law Enforcement	1-10 OSS Consider for Expulsion Referral to Law Enforcement		
<b>Code Violation</b>	<b>First Violation</b>	<b>Second Violation</b>	<b>Third Violation</b>	<b>Fourth Violation</b>	<b>Subsequent Violation</b>

Lewd or Lascivious Behavior <b>LLB</b>	1-3 ISS 5-10 OSS Consider for Expulsion Referral to Law Enforcement	5-10 OSS Consider for Expulsion Referral to Law Enforcement	1-10 OSS Consider for Expulsion Referral to Law Enforcement		
Major Disruptions <b>MDI</b>	1-3 ISS 1-5 OSS Referral to Law Enforcement	1-3 ISS 3-10 OSS Referral to Law Enforcement	1-10 OSS Consider for Expulsion Referral to Law Enforcement		
Battery (Physical) <b>BAT</b>	1-5 ISS 3-5 OSS and Referral to Law Enforcement	5-10 OSS and Referral to Law Enforcement	1-10 OSS Consider for Expulsion and Referral to Law Enforcement		
Sexual Contact (Non Consensual) <b>SxC</b>	1-3 ISS 5-10 OSS Consider for Expulsion Referral to Law Enforcement	1-10 OSS Consider for Expulsion Referral to Law Enforcement	1-10 OSS Consider for Expulsion Referral to Law Enforcement		
Verbal Assault to Staff <b>VAS</b>	1-3 ISS 3-5 OSS and Referral to Law Enforcement	1-3 ISS 5-10 OSS and Referral to Law Enforcement	1-10 OSS Consider for Expulsion Referral to Law Enforcement		
Drugs, Alcohol, Paraphernalia (Possession/Use/Smoking Distribution) <b>DRU/ALC/SMD</b>	1-3 ISS 1-10 OSS, 5 OSS with drug treatment assessment, program enrollment & completion and Referral to Law Enforcement	1-10 OSS Consider for Expulsion Referral to Law Enforcement			
Drug or Alcohol Distribution <b>DRD/ALD</b>	1-3 ISS 1-10 OSS Consider for Expulsion Referral to Law Enforcement				
Arson <b>ARS</b>	1-10 days OSS Consider for Expulsion Referral to Law Enforcement				
Weapons (Possession/Use) <b>WEA</b>	1-10 OSS Consider for Expulsion Referral to Law Enforcement				
Firearms (Possession/ Use) <b>GSR</b>	10 OSS Expulsion Consider for Expulsion Referral to Law				
Physical Assault to Staff <b>PAS</b>	1-10 ISS 1-10 OSS Consider for Expulsion Referral to Law Enforcement				

## SECONDARY CONDUCT CODE DEFINITIONS

**Alcohol Distribution (ALD):** Selling or passing any alcoholic beverage or related paraphernalia. Students distributing alcohol may be arrested and expelled from school.

**Alcohol Possession/Use (ALC):** Any student who is apprehended with or under the influence of alcoholic beverage will be subject to disciplinary action. Students under the influence of alcohol or any intoxicating substance on school grounds or at a school-sponsored activity will be immediately removed from the school grounds and may be subject to disciplinary action.

**Arson (ARS):** deliberate act of setting fire to property, buildings, or other structures, including personal or school property, with the intent to cause damage or destruction. Any intentional use of fire that endangers the safety of individuals, disrupts school operations, or results in damage.

**Assault – Verbal (THR):** Using language in a confrontational, threatening, or intimidating manner.

**Battery – Physical (BAT):** Use of force causing bodily harm to another person, but not mutual combat.

**Bullying (HAA):** Bullying occurs when a person intentionally injures, demeans, humiliates, or isolates another through physical contact, words or other means repeatedly and over time. Any student or group of students found to be bullying another student at school will be subject to consequences outlined in the Conduct Code.

**Bus Suspension:** A temporary exclusion of a student from riding a school bus for a period of time. A student may be suspended from riding the bus in excess of ten days for safety reasons.

**Classroom Suspension:** One period of in-school suspension served during regular school hours.

**Closed Campus Violation (CLO):** Students are to remain in their assigned buildings and on the school's grounds continuously from the time of reporting to the time of departure for the day, unless permission to leave is granted by a Principal, a designee, or is otherwise excused.

**Dangerous Behavior/Physical Aggression (DAN):** Behavior that has the likelihood of causing harm to self or other.

**Destruction of School Property or Vandalism (DSP):** Causing damage to or defacing school property or personal property located on school grounds. Disciplinary action and possible arrest will be imposed. The Board will seek restitution from students and their parent(s)/ guardian(s) for vandalism or other student acts which cause damage to school property.

**Detention:** Teachers and school officials have the prerogative to detain a student as a disciplinary measure. The student is to serve the detention before or after school, under supervision, for a prescribed time.

There are two types of detentions:

1. Classroom detentions - Students may be required by a teacher to report to class after school for disciplinary infractions or to complete unfinished assignments.
2. Administrative detentions - Students may be required to report to a before-school or an after-school detention for disciplinary infractions.

**Disruptive Behavior (DIB):** Any student action which disrupts the learning environment for short periods of time and/or affects learning opportunities.

**Dress Code (DRE):** Students' dress and grooming must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning environment, or compromise reasonable standards of health, safety, and decency.

**Drug Distribution (DRD):** Selling or passing any controlled substance, look-alike drugs and/or related paraphernalia. Students distributing drugs may be arrested and expelled from school.

**Drugs Possession/Use (DRU):** Any student who is apprehended with or under the influence of any controlled substance or possesses look-alike drugs and/or drug-related paraphernalia will be subject to disciplinary action. Students under the influence of drugs or any intoxicating substance (including the misuse of non-prescription drugs) on school grounds or at a school-sponsored activity will be immediately removed from the school grounds and may be subject to disciplinary action.

**Electronic Devices (ESD):** The possession and misuse of electronic devices including, but not limited to, cell phones, paging devices, two-way radios, CD and DVD players, iPods, MP3 players and hand held games as well as headphones.

**Expulsion:** Exclusion of a student from school for a period of time greater than ten school days. Only the Board of Education may expel a student.

**Failure to Complete Assigned Discipline (FCD):** Failure to complete assigned days of ISS and/or day of Saturday School.

**Fighting (FIT):** The exchange of mutual, physical contact such as pushing, shoving and hitting with or without injury. Without clear and convincing evidence that a participant in a fight attempted to avoid the confrontation, all parties will be disciplined. Fighting with or any assault/battery of other students or school personnel will not be permitted on campus or at school-sponsored activities. Using violence, force, intimidation, fear, noise, coercion, threats, bullying, or other comparable conduct toward anyone or urging other students to engage in such conduct are subject to suspension and arrest.

**Firearms (GSR) – Possessing, and/or use of Guns, Shotgun, Rifle** (See Policy 7:190)

**Fireworks and Explosives (FIR):** Possessing, purchasing, distributing, using, or selling of fireworks, explosives, smoke bombs, stink vials, explosive caps, or other dangerous materials are not permitted on school grounds or at school-related activities. No one will possess, handle, transmit, conceal, or use any

explosive device or substance that can be used as an explosive. Items will be confiscated and turned over to parents and/or police. Persons in possession of such items or involved in their use are subject to disciplinary action.

**Gang Activities (GAN):** Participation in any activity that serves to advertise or promote gang activity including the wearing or displaying of jewelry, clothing, signs, or other gang-related items.

**Harassment (HAA):** Making another person anxious by demands, insults, or put-downs whether verbal, physical or written including, but not limited to, notes, emails, postings on websites, text messages, etc.

**Horse Play (HP):** Rough, rowdy or disruptive play that can often result in unintentional physical harm

**Inappropriate Language and Gestures (LAN):** Language and gestures which convey grossly offensive, obscene or sexually- suggestive messages.

**Inappropriate Language and Gestures Toward Staff (LTS):** Language and gestures which convey grossly offensive, obscene or sexually- suggestive messages toward staff.

**Inciting (INC):** Behavior that is intended to instigate, prompt, or encourage other students to act out verbally or physically towards a third party.

**In-School Suspension (ISS):** A full-day exclusion from classes served at school during regular school hours. In-school suspension (ISS) will be used with administrative discretion for non-violent offenses. Credit will be given for class assignments and tests done. ISS students will be isolated as much as possible from the rest of the school population. In-school suspension may be used until a parent conference can be held.

**Insubordination (INS):** Action which actively or passively defies a school rule or a refusal to obey a request from staff.

**Lack of Cooperation (DIB):** Failure to follow verbal or written staff directives or building policies.

**Lewd or Lascivious Behavior (LLB):** Consensual sexual contact, including intercourse, without force or threat of force. Subjecting an individual to lewd sexual gestures or comments or sexual activity, or exposing private body parts in a lewd manner. This includes but not limited to any student who uses a school provided communication device (including a computer) or computer network, and/or personal electronic device on school grounds.

**Major Disruptions (MDI):** A singular event which is significantly disruptive to the educational environment and endangering others.

**Not in Assigned Area (NAA):** Students are to remain under adult supervision and direction throughout the entire school day. Leaving class without permission, being in a restricted area and wandering the halls are a few examples of not being in an assigned area.

**No ID (NID):** Not having one's ID on them.

**Out-Of-School Suspension (OSS):** A temporary exclusion of a student from school for a period of time not to exceed ten school days. Out-of-school suspension (OSS) may be imposed upon students who flagrantly violate school regulations. Suspended students are not to return to school at any time during their suspension or attend any school-related activities, otherwise, their suspension will be extended and/or the student may be arrested. Students may not drive on campus while suspended. Parents may be asked to return to school with the student for a re-entry conference. Students who have been suspended from school will be allowed to complete the same work as students attending classes, excluding field trips, lab experiences, and other activities that cannot be suitably replicated, and will receive full-credit for having accomplished the work in a timely fashion.

**Physical Aggression (PHA):** Behavior that intentionally harms others.

**Physical Assault to Staff (PAS):** Purposeful physical contact by an individual or group of individuals on a staff member.

**Plagiarism/Academic Dishonesty (PAD):** Knowingly presenting the work of another as your own is plagiarism. Academic dishonesty includes any action intended to obtain, or assist in obtaining, credit for work which is not your own.

**Public Display of Affection (PDA):** Includes behavior such as kissing, fondling, embracing, etc. Public display of affection between students is unacceptable and subject to disciplinary action.

**Racial/Ethnic/Religious Harassment (HAR):** Using words, pictures, objects, gestures or other actions demeaning to any religious, ethnic, or racial group.

**Restitution:** To pay current costs of repair or replacement including labor and shipping charges.

**Saturday School:** A supervised study hall which meets for three hours on Saturday mornings. Students will be expected to be doing school work during that time and no talking will be allowed. If a student violates school rules, he/she will be dismissed from the session and suspended from school.

**Sexual Contact - Non Consensual (SxC):** Any unwelcome touching of another student of a sexual nature.

**Sexual Harassment (HAS):** Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual or sex-based nature by anyone, including students, imposed on the basis of sex, that has the purpose or effect of (a) substantially interfering with a student's educational environment; (b) creating an intimidating, hostile, or offensive educational environment; (c) depriving a student of educational aid, benefits, services, or treatment; or (d) making submission to or rejection of such unwelcome conduct the basis for academic decisions affecting a student, or (e) the distribution of inappropriate text messages and/or pictures.

**Student IDs:** Students are required to wear or carry their official ID at all times while on school grounds or at school functions. These cards must be willingly presented to any staff member of the district upon request. Failure to produce identification will result in disciplinary action.

**Tardies:** Students are expected to arrive to class on time. Students are given adequate time for passing between classes. Students with unexcused tardies will be assigned a detention for each tardy as a consequence.

Students have three days to serve the detention. The first day is the day the detention is assigned. The second and third days are the next school days. Tardy detentions will not be reassigned. Failure to serve the detention will result in additional disciplinary action. Students receiving three or four tardies on the same day will receive a referral in lieu of detentions.

**Technology Violation (TEC):** The improper use/misuse of any technology device to destroy, alter, video/audio recording of others. Violations include, but not limited to the following: Any action which puts the network at risk, games, visiting unauthorized web sites, accessing district files, accessing staff/student files and tampering with or destroying equipment.

**Three Tardies in a Day (DEx):** Student receives 3 tardies in one day.

**Theft (TPD):** Taking or possessing property belonging to an individual or the school without permission.

**Throwing Items (THI):** Throwing items causing distraction or interrupting classroom instruction.

**Tobacco and Paraphernalia (SMO):** Possession of any smoking materials including pipes, matches, rolling papers, lighters, cigarette- making machines, and any other materials used in smoking will be subject to disciplinary action. The use of tobacco in any form is not permitted on campus or at any school-related activity (home or away) in which Harlem High School students are participating.

**Verbal Assault to Staff (VAS):** Using language in a threatening or intimidating manner to a staff member.

**Weapons (WEA):** A weapon is any device intended to cause injury or bodily harm, any device used in a threatening manner that could cause injury or bodily harm, or any device that is primarily used for self-protection because of its potential use to cause injury or bodily harm. Weapons include, but are not limited to, any type of knife, firearm, imitation or look-alike firearm, BB gun, chain, razor, club, mace, or other chemical or gas, etc. Using legitimate tools & instruments such as pens, pencils, compasses, combs, etc, with an intent to inflict bodily harm upon another or to force another to act against their will is also a weapons violation.