

# SECTION EIGHTEEN - ELEMENTARY CONDUCT & BEHAVIOR CODE AND DEFINITIONS

## District Elementary Discipline Guidelines

### **Discipline Beliefs**

This discipline code is designed to explain the expectations, rights and responsibilities of students, parents, teachers and other school personnel. Members of the Harlem School District community are entitled to a safe, orderly environment in which to learn and work. To that end, Harlem School District staff shares with parents and students the responsibility for conduct while attending school. When discipline is needed, the intent will be to teach or guide the student toward acceptable behavior. While praise, encouragement, rewards and other positive measures will be used extensively, discipline may also include detention, parent notification, conferences, removal from class, suspension, expulsion and other appropriate measures.

Fair and equitable discipline is intended to protect the rights of all persons in matters relating to the school. Should corrective measures be necessary, the following will be considered: the frequency, intensity, and length of the behavior, the maturation, history, limitations, and disposition of the child, the circumstances of the situation, the effect on the welfare of the school community, the district, state, and federal mandates, and the perceived influence on promoting student self-discipline. It is the intention to minimize out-of-school suspensions and expulsions.

### **Elementary Code of Conduct**

Students, parents, and staff are part of the school community and are to follow the expectations below: act in a way that promotes a safe, orderly learning environment, respect and support others, their rights, their property and their cultural differences, accept responsibility for your education and your actions. Follow directions and rules from authorities the first time, be a contributing member of the school community, never do anything to physically or verbally hurt someone.

Grounds for disciplinary action apply whenever the student's conduct is reasonably related to school, including:

- On school grounds
- Off school grounds at a school activity, function, or event
- Traveling to or from school or a school activity
- Anywhere, if the conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member, or an interference with school purposes or an educational function.

<b>Rights of Students:</b>	<b>Expectations for Students:</b>
<ul style="list-style-type: none"><li>● To have a safe, orderly school</li><li>● To be given the opportunity to be heard</li><li>● To receive an education without disruption</li><li>● To discuss educational concerns with teachers and other school staff</li><li>● To be informed of student responsibilities, rights and discipline policies</li><li>● To receive fair and equitable treatment without discrimination</li><li>● To be treated with respect</li><li>● To receive a quality education</li><li>● To be academically challenged</li><li>● To be transported in a safe manner</li></ul>	<ul style="list-style-type: none"><li>● To resolve problems and concerns in a respectful way</li><li>● To be a good citizen</li><li>● To recognize when personal actions are interfering with the rights, personal space, feelings and property of others</li><li>● To be respectful of cultural diversity</li><li>● To develop a sense of responsibility for personal choices</li><li>● To succeed in school by working to the best of one's ability</li><li>● To attend school regularly, arrive on time, and bring supplies</li><li>● To follow discipline guidelines adopted by the class, school, and District</li><li>● To ask for help when in need of assistance</li><li>● To act in a courteous and responsible manner in all school-related activities</li><li>● To be an active learner</li></ul>

<p><b>Rights of Parents:</b></p> <ul style="list-style-type: none"> <li>• To visit school in accordance with school and Board of Education policy 8.50 (Refer to Glossary)</li> <li>• To be informed and receive explanations of academic progress and behavior</li> <li>• To be consulted when decisions are made that affect one's child</li> <li>• To request and be granted conferences with school personnel</li> <li>• To express feelings without being intimidated</li> <li>• To expect school to be a safe place of learning</li> <li>• To expect cultural respect and understanding</li> <li>• To be treated respectfully</li> <li>• To be informed of the discipline code</li> <li>• To expect children to be academically challenged</li> <li>• To view student records in accordance with Board Policy 7.34R (Refer to Glossary)</li> </ul>	<p><b>Expectations for Parents:</b></p> <ul style="list-style-type: none"> <li>• To abide by the attendance policies and procedures</li> <li>• To communicate the expectation to succeed in school</li> <li>• To provide a regular place to do homework</li> <li>• To expose children to learning activities</li> <li>• To recognize children for effort, improvement, and achievement</li> <li>• To act in a courteous, respectful, and responsible manner</li> <li>• To act as partners with school staff for improving student learning and behavior</li> <li>• To assist children in learning how to make choices and deal with the consequences</li> <li>• To provide the school with accurate home and emergency phone numbers</li> <li>• To be respectful of cultural diversity</li> <li>• To be an active listener and learner</li> <li>• To inform school of change that may influence student behavior</li> </ul>
<p><b>Rights of Staff:</b></p> <ul style="list-style-type: none"> <li>• To be supported by other staff and parents/Guardians</li> <li>• To work in a positive atmosphere for learning and teaching</li> <li>• To work in an atmosphere free from verbal or physical threats and abuse</li> <li>• To be respected and heard</li> <li>• To be provided with resources necessary to carry out responsibilities</li> <li>• To participate with parents, community, and staff in school decisions</li> <li>• To have a safe, orderly working environment</li> </ul>	<p><b>Expectations for Staff:</b></p> <ul style="list-style-type: none"> <li>• To academically challenge students</li> <li>• To establish and maintain an environment where all may learn</li> <li>• To recognize and make accommodations for students who have various learning needs</li> <li>• To respect the rights, dignity, and confidentiality of students, parents/Guardians</li> <li>• To be pro-active toward resolving issues</li> <li>• To empower students to be personally responsible</li> <li>• To be culturally sensitive and respect cultural diversity</li> <li>• To act in a courteous and responsible manner</li> <li>• To be fair, equitable, and consistent</li> <li>• To be responsive to student needs</li> <li>• To be informed of the discipline code and procedures</li> <li>• To implement approved and accepted teaching and assessment practices</li> <li>• To initiate parent contact/support at the first occurrence of academic or behavior changes</li> <li>• To develop, communicate and enforce clear behavioral and learning expectations</li> </ul>

## **ELEMENTARY CONDUCT CODE AND INTERVENTIONS**

### **Level 1 Behavior**

The resolution of Level 1 behavior is primarily the responsibility of teachers, support personnel, and parents/Guardians. Administrative and parental assistance may be initiated without a formal referral. Level 1 behavior includes, but are not limited to the following:

- Being inattentive
- Derogatory remark
- Disobedience
- Disruptive/distracting behavior
- Excessive tardiness/absenteeism
- Failure to do assigned work
- Failure to bring necessary materials to class
- Failure to return materials
- Inappropriate dress
- Inappropriate physical contact
- Littering
- Possession of banned objects
- Profanity and/or obscenity
- Pushing and shoving
- Taunting/teasing
- Throwing objects without injury to others
- Rough, Rowdy, or disruptive play that can often result in unintentional physical harm
- Using language in a threatening or intimidating manner to a staff member
- Behavior that has the likelihood of causing harm to self or others
- Behavior that intentionally harms others
- Lying, cheating or forgery
- Plagiarism/Academic Dishonesty

### **Interventions for Level 1 behaviors include, but are not limited to, the following:**

- Assigned school service
- Behavioral contracts/behavior management plans
- Conference with student
- Classroom activity exclusion
- Classroom behavior management plan
- Classroom meeting
- Conference with administration
- Consultation/intervention with other teachers/counselors/support personnel
- Contact with parent/Guardian (site, phone, letter, visit)
- Controlled ignoring
- Cooling off/time out with supervision
- Incentives/positive reinforcement
- Nonverbal correction
- Mediation
- Seating change
- Teacher supervised detention
- Temporary alternative placement (another class)
- Temporary removal of disruptive item
- Redirection
- Restitution
- Verbal correction
- Withdrawal of privileges
- Written or oral or hands-on assignment

Documented evidence of persistent behaviors, appropriate interventions, and administrative dialogue and approval may move the matter to Level 2.

**Level 2 Referral Behavior (Grade K)** (See separate Discipline Charts for Grades 1, 2,3,4, and 5)

When a formal referral has been made, interventions are the responsibility of school-based administration, with assistance from teachers, support staff, and parents. One or more interventions may be utilized. Level 2 behaviors include, but are not limited to the following:

- Abusive language, obscenity, and gross disrespect toward staff
- Altering/destruction of school records
- Bullying
- Damage to property
- Discriminatory conduct
- Distribution, possession, exhibition of offensive materials
- Encouraging aggression
- False reporting of fire or other crisis
- Fighting
- Gang-related behavior
- Harassment
- Injuring others
- Insubordination
- Leaving school without permission
- Major disruption
- Persistent Level 1 behaviors
- Physical aggression
- Possession of harmful objects
- Possession of stolen property
- Possession, use or reasonable suspicion of being under the influence of alcohol, drugs, tobacco
- Reckless behavior causing injury
- Sexual misconduct
- Theft
- Threats/intimidation
- Trespassing
- Truancy/leaving class without permission
- Distribution of tobacco-based paraphernalia
- Rough, Rowdy or disruptive play that can often result in unintentional physical harm
- Using language in a threatening or intimidating manner to a staff member
- Behavior that has the likelihood of causing harm to self or others
- Behavior that intentionally harms others
- Lying/cheating/forgery
- Plagiarism/Academic Dishonesty

Possession or use of alcohol or drugs may carry an intervention of a 5-day out-of-school suspension, to be reduced to 2 days if a student has a professional chemical dependency assessment at an approved agency.

**Interventions for Level 2 behaviors include, but are not limited to, the following:**

- Consultation/referral to police agency and possible arrest
- Detention before/after school
- In school suspension 1 – 5 days
- Mediation
- One or more interventions from Level 1
- Out-of-school suspension 1 – 5 days
- Parent/Guardian conference
- Parent/Guardian in-class or at recess
- Referral to outside agency or authority

- Removal from class
- Restitution or community service
- Student conference
- Withdrawal of privileges
- Written or oral assignment

### **Severe Level 2 Behavior (Grades 1-5)**

These interventions are the responsibility of school-based administration and central office personnel, with assistance from teachers, support staff and parents. One or more interventions may be utilized. A referral to the Building Diagnostic Team will be made by the principal in addition to any of the interventions listed below. Board of Education action may also be necessary. Level 2 behaviors include, but are not limited to the following:

- Assault
- Arson/attempted arson
- Battery
- Bomb/weapon threats
- Burglary
- Distribution/sale of alcohol, drugs or look-alike alcohol, drugs
- Extortion
- Fire arms or look-alikes
- Group violence/intimidation
- Hazing
- Interference with school personnel
- Persistent Level 2 behaviors
- Plans to harm others
- Possession or use of explosives
- Robbery
- Sexual harassment
- Use of a legitimate tool as a weapon
- Use/possession of a weapon
- Vandalism
- Other matters as covered by the Illinois school code or state law

### **Interventions for Severe Level 2 behaviors include, but are not limited to, the following:**

- Alternate education placement (on-site or off-site)
- Consultation/referral to police agency
- Detention
- Follow up to outside agency or authority
- In-school suspension
- Out-of-school suspension up to 10 days
- Recommendation for expulsion
- Restitution
- Follow up to outside agency or authority
- In-school suspension
- Out-of-school suspension up to 10 days
- Recommendation for expulsion
- Restitution

# ELEMENTARY CONDUCT/DISCIPLINE CODE INTERVENTIONS

(Board approved)

***Note: Consequences listed in each category are subject to administrator's discretion. Other consequences could be implemented based on frequency, and/or individual student circumstances (\*). For all Level 2 Referrals, parent(s)/Guardians will be contacted by phone in addition to referral being mailed home. Possession or use of alcohol or drugs may carry an intervention of a 5-day out-of-school suspension, to be reduced to 2 days if a student has a professional chemical dependency assessment at an approved agency. Administrators may implement more than one consequence.***

<b>Level 2 Discipline – Grades 1-5</b>	<b>Minor Violation</b>	<b>Major Violation</b>	<b>Severe Violation</b>
Inappropriate Language/ Profanity/gestures to students or staff LAN LTS	*Parent/Guardian Conference *Detention *Withdrawal of privileges *1-3 days ISS or OSS	*Parent Guardian Conference *Parent/Guardian in-class *Withdrawal of privileges *3-5 days OSS *1-3 days OSS	*Conference with School Psych. or Social Worker/Counselor *3-5 days OSS
Fight/Physical Aggression/Dangerous FIT BAT PAF PAO PAS PAW DAN	*Parent/Guardian Conference *Detention 1-3 days *Conference with School Psych. or Social Worker/Counselor *Withdrawal of privileges *1-3 days ISS	*Parent/Guardian Conference and Detention 3-5 days *Conference with School Psych. or Social Worker/Counselor *Withdrawal of privileges *3-5 days ISS *1-3 days OSS	*Parent/Guardian Conference and Detention 5-10 days *Conference with School Psych. or Social Worker/Counselor *Withdrawal of privileges *3-5 days ISS *3-10 days OSS *Recommendation for expulsion
Horse Play (HP) Rough, Rowdy or disruptive play that can often results in unintentional physical harm	*Parent/Guardian Conference *Detention 1-3 days *Conference with School Psych. or Social Worker/Counselor *Withdrawal of privileges *3-5 days ISS *1-3 days OSS	*Parent/Guardian Conference and Detention 3-5 days *Conference with School Psych. or Social Worker/Counselor *Withdrawal of privileges *3-5 days ISS *1-3 days OSS	*Parent/Guardian Conference and Detention 5-10 days *Conference with School Psych. or Social Worker/Counselor *Withdrawal of privileges *3-5 days ISS *3-10 days OSS *Recommendation for expulsion
Verbal Assault to Staff (VAS) Using language in a threatening or intimidating manner to a staff member	*Parent/Guardian Conference *Detention 1-3 days *Conference with School Psych. or Social Worker/Counselor *Withdrawal of privileges *3-5 days ISS *1-3 days OSS	*Parent/Guardian Conference and Detention 3-5 days *Conference with School Psych. or Social Worker/Counselor *Withdrawal of privileges *3-5 days ISS *1-3 days OSS	*Parent/Guardian Conference and Detention 5-10 days *Conference with School Psych. or Social Worker/Counselor *Withdrawal of privileges *3-10 days OSS *Recommendation for expulsion
Insubordination INS	*Parent/Guardian Conference *Detention *Parent/Guardian in-class or at recess *Removal from class *Withdrawal of privileges	*Parent/Guardian Conference *Conference with School Psych. or Social Worker/Counselor *Detention 1-3 days *Withdrawal of privileges *Written or oral assignment	*Parent/Guardian Conference *1-3 days ISS or OSS *Referral to MTSS or Diagnostic Team

Plagiarism/Academic Dishonesty (PAD)	*Parent/Guardian Conference *Detention *Parent/Guardian in-class or at recess *Removal from class *Withdrawal of privileges *Conference with School Psych. or Social	*Parent/Guardian Conference *Detention 3-5 days *Withdrawal of privileges *Written or oral assignment *Conference with School Psych. or Social Worker/Counselor	*Parent/Guardian Conference *1-3 days ISS or OSS
Lying/Cheating/Forgery LC	*Parent/Guardian Conference *Detention *Parent/Guardian in-class or at recess *Removal from class *Withdrawal of privileges *Conference with School Psych. or Social Worker/Counselor	*Parent/Guardian Conference *Detention 3-5 days *Withdrawal of privileges *Written or oral assignment *Conference with School Psych. or Social Worker/Counselor	*Parent/Guardian Conference *1-3 days ISS or OSS
Harassment/Bullying HAD HAF HAG HAO HAR HAS	*Parent/Guardian conference *Detention 1-3 days *Conference with School Psych. or Social Worker/Counselor *Withdrawal of privileges *1-3 days ISS	*Parent/Guardian conference *Detention 3-5 days *Conference with School Psych. or Social Worker/Counselor *Withdrawal of privileges *3-5 days ISS *1-3 days OSS	*Parent/Guardian Conference *Detention 5-10 days *Conference with School Psych. or Social Worker/ Counselor *Withdrawal of privileges *3-10 days OSS * Recommendation for expulsion
Threat THF THU THR THW	*Parent/Guardian conference *Detention 1-3 days *Conference with School Psych. or Social Worker/Counselor *Withdrawal of privileges *1-3 days ISS	*Parent/Guardian conference *Detention 3-5 days *Conference with School Psych. or Social Worker/Counselor *Withdrawal of privileges *3-5 days ISS *1-3 days OSS	*Parent/Guardian Conference *Detention 5-10 days *Conference with School Psych. or Social Worker/ Counselor *Withdrawal of privileges *3-10 days OSS * Recommendation for expulsion
Disruption DIB MDI	*Parent/Guardian Conference *Detention 1-3 days *Removal from class *Withdrawal of privileges *1-3 days ISS	*Parent/Guardian Conference *Conference with School Psych. or Social Worker/Counselor *Detention 3-5 days *Withdrawal of privileges *3-5 days ISS	*Parent/Guardian Conference *Conference with School Psych. or Social Worker/Counselor *1-3 OSS
Truancy/Skipping Class TRU	*Parent/Guardian Conference *Detention *1 day ISS *Possible referral to resource officer/ police	*Parent/Guardian Conference *1-3 days ISS or OSS *Possible referral to resource officer/ police	*Parent/Guardian Conference *1-5 days ISS or OSS *Referral to resource officer/police
Vandalism/ Destruction of Property DSP	*Restitution *Parent/Guardian conference *Detention *Withdrawal of privileges *Possible referral to resource/police officer	*Restitution *Parent/Guardian conference *Detention *1-2 days ISS/OSS *Withdrawal of privileges *Referral to resource/police officer	*Restitution *Parent/Guardian conference *Referral to resource officer/police *OSS administrator's discretion *Recommendation for expulsion

**Note: Consequences listed in each category are subject to administrator's discretion. Other consequences could be implemented based on frequency, and/or individual student circumstances (\*). For all Level 2 Referrals, parent(s)/Guardians will be contacted by phone in addition to referral being mailed home. Possession or use of alcohol or drugs may carry an intervention of a 5-day out of school suspension, to be reduced to 2 days if a student has a professional chemical dependency assessment at an approved agency. Administrators may implement more than one consequence.**

<b>Level 2 Discipline – Grades 1-5</b>	<b>Minor Violation</b>	<b>Major Violation</b>	<b>Severe Violation</b>
Theft/Possession of Stolen Property TWF TPD TWO TWW	*Restitution *Parent/Guardian Conference *Withdrawal of privileges *Detention *Possible referral to resource/police officer	*Restitution *Parent/Guardian conference *Detention *1-2 days ISS/OSS *Withdrawal of privileges *referral to resource/police officer	*Restitution *Parent/Guardian conference *Referral to resource officer/police *OSS administrator's discretion *Recommendation for expulsion
Technology Violation/Improper Use of Electronic Devices TEC	*Parent/Guardian Conference *Withdrawal of privileges *Detention *Conference with School Psych. or Social Worker/Counselor *ISS- administrator's discretion	*Parent/Guardian Conference *Withdrawal of privileges *Detention 3-5 days *Conference with School Psych. or Social Worker/Counselor *ISS – 3-5 days	*Parent/Guardian Conference *Withdrawal of privileges *Conference with School Psych. or Social Worker/Counselor *OSS- administrator's discretion *Recommendation for expulsion
Public Display of Affection PDA	*Parent Conference *Detention 1-2 days *Withdrawal of privileges	*Parent Conference *Detention 3-4 days *Withdrawal of privileges *ISS 1 day	*Parent Conference *Detention 5 days *Withdrawal of privileges *ISS – 1-3 days
Inappropriate Location/Out of Bounds Area NAA	*Parent/Guardian Conference *Detention *Possible referral to police *Withdrawal of privileges	*Parent/Guardian Conference *Detention 1-3 days *ISS 1-3 days *Possible referral to police	*Parent/Guardian Conference *Detention 3-5 days *ISS 3-5 days *Referral to police
Gang Affiliation GAN	*Parent/Guardian Conference *Conference with School Psych. or Social Worker/Counselor *Detention 1-3 days *Removal from class *Withdrawal of privileges *1-3 days ISS	*Parent/Guardian Conference *Conference with School Psych. or Social Worker/Counselor *Detention 3-5 days *Withdrawal of privileges *3-5 days ISS	*Parent/Guardian Conference *Conference with School Psych. or Social Worker/Counselor *1-3 OSS *OSS – Administrator's discretion *Recommendation for expulsion
Drug/Alcohol violation or possession/distribution of combustibles ALC ALD SMO DRD DRU SMD	*Parent Conference *Contact law enforcement *Detention *ISS/OSS	*Parent Conference *Contact law enforcement *Detention *OSS *Follow up to outside agency or authority	*Parent Conference *Contact law enforcement *Detention *5-10 Days OSS *Follow up to outside agency or authority *Recommendation for expulsion

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Level 2 Discipline Grades 1-5	Minor Violation	Major Violation	Severe Violation
Inciting Others to Act INC	<ul style="list-style-type: none"> <li>*Parent/Guardian Conference</li> <li>*Detention 1-3 days</li> <li>*Conference with School Psych. or Social Worker/Counselor</li> <li>*Withdrawal of privileges</li> <li>*1-3 days ISS or OSS</li> <li>*Develop behavior plan</li> </ul>	<ul style="list-style-type: none"> <li>*Parent/Guardian Conference and Detention 3-5 days</li> <li>*Conference with School Psych. or Social Worker/Counselor</li> <li>*Withdrawal of privileges</li> <li>*3-5 days ISS or OSS</li> <li>*Develop behavior plan</li> </ul>	<ul style="list-style-type: none"> <li>*Parent/Guardian Conference and Detention 5-10 days</li> <li>*Conference with School Psych. or Social Worker/Counselor</li> <li>*Withdrawal of privileges</li> <li>*5-10 days OSS</li> <li>*Recommendation for expulsion</li> </ul>
Sexual Contact – Non-consensual SXC	<ul style="list-style-type: none"> <li>*Parent/Guardian Conference</li> <li>*Detention 1-3 days</li> <li>*Conference with School Psych. or Social Worker/Counselor</li> <li>*Withdrawal of privileges</li> <li>*1-3 days ISS or OSS</li> <li>*Develop behavior plan</li> </ul>	<ul style="list-style-type: none"> <li>*Parent/Guardian Conference and Detention 3-5 days</li> <li>*Conference with School Psych. or Social Worker/Counselor</li> <li>*Withdrawal of privileges</li> <li>*3-5 days ISS or OSS</li> <li>*Develop behavior plan</li> </ul>	<ul style="list-style-type: none"> <li>*Parent/Guardian Conference and Detention 5-10 days</li> <li>*Conference with School Psych. or Social Worker/Counselor</li> <li>*Withdrawal of privileges</li> <li>*5-10 days OSS</li> <li>*Recommendation for expulsion</li> </ul>
Arson (Level 2 Severe Behavior – Major) FIR			<ul style="list-style-type: none"> <li>*Parent Conference</li> <li>*Contact law enforcement</li> <li>*Detention</li> <li>*OSS –Administrator’s discretion</li> <li>*Follow up to outside agency or authority</li> <li>*Recommendation for expulsion</li> </ul>

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<b>Level 2 Discipline – Grades 4-5</b>	<b>Minor Violation</b>	<b>Major Violation</b>	<b>Severe Violation</b>
Use/Possession of weapons/Dangerous objects/including look-alikes PFE WED WE S WEL WEF WEM WEO WEA NER	*Parent/Guardian Conference *w/o intent – 1-5 days ISS *w/intent 3-5 days OSS *Conference with School Psych. or Social Worker/Counselor	*Parent/Guardian Conference *w/o intent – 3-8 days ISS *w/intent 3-8 days OSS *Conference with School Psych. or Social Worker/Counselor	*Parent/Guardian Conference *w/o intent – 8-10 days ISS *w/intent 8-10 days OSS *Conference with School Psych. or Social Worker/Counselor *Recommendation for expulsion
Inappropriate Language/ Profanity/gestures to students or staff LAN LTS	*Parent/Guardian Conference *Detention *Withdrawal of privileges *1-3 days ISS or OSS	*Parent Guardian Conference *Parent/Guardian in-class *Withdrawal of privileges *3-5 days OSS * 1-3 days OSS	*Conference with School Psych. or Social Worker/Counselor *5-10 days OSS
Fight/Physical Aggression/Dangerous FIT BAT PAF PAO PAS PAW DAN	*Parent/Guardian Conference *Detention 1-3 days *Conference with School Psych. or Social Worker/Counselor *Withdrawal of privileges *1-3 days ISS or OSS *Develop behavior plan	*Parent/Guardian Conference and Detention 3-5 days *Conference with School Psych. or Social Worker/Counselor *Withdrawal of privileges *3-5 days ISS or OSS *Develop behavior plan	*Parent/Guardian Conference and Detention 5-10 days *Conference with School Psych. or Social Worker/Counselor *Withdrawal of privileges *3-5 days ISS *5-10 days OSS *Recommendation for expulsion
Insubordination INS	*Parent/Guardian Conference *Detention *Parent/Guardian in-class or at recess *Removal from class *Withdrawal of privileges	*Parent/Guardian Conference *Conference with School Psych. or Social Worker/Counselor *Detention 3-5 days *Withdrawal of privileges *Written or oral assignment	*Parent/Guardian Conference *1-5 days ISS or OSS *Referral to MTSS or Diagnostic Team
Lewd or Lascivious Behavior (LLB)	1-3 ISS 5-10 OSS Consider for Expulsion Referral to law enforcement	5-10 OSS Consider for Expulsion Referral to Law Enforcement	10 OSS Consider for Expulsion Referral to Law Enforcement
Plagiarism/Academic Dishonesty PAD	*Parent/Guardian Conference *Detention *Parent/Guardian in-class or at recess *Removal from class *Withdrawal of privileges *Conference with School Psych. or Social Worker/Counselor	*Parent/Guardian Conference *Detention 3-5 days *Withdrawal of privileges *Written or oral assignment *Conference with School Psych. or Social Worker/Counselor	*Parent/Guardian Conference *1-5 days ISS or OSS
Lying/Cheating/Forgery LC	*Parent/Guardian Conference *Detention *Parent/Guardian in-class or at recess *Removal from class *Withdrawal of privileges *Conference with School Psych. or Social Worker/Counselor	*Parent/Guardian Conference *Detention 3-5 days *Withdrawal of privileges *Written or oral assignment *Conference with School Psych. or Social Worker/Counselor	*Parent/Guardian Conference *1-5 days ISS or OSS

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<b>Level 2 Discipline Grades 4-5</b>	<b>Minor Violation</b>	<b>Major Violation</b>	<b>Severe Violation</b>
Harassment/Bullying HAA HAD HAF HAG HAO HAR HAS	*Parent/Guardian conference *Detention 1-5 days *Conference with School Psych. or Social Worker/Counselor *Withdrawal of privileges *1-3 days ISS	*Parent/Guardian conference *Detention 3-8 days *Conference with School Psych. or Social Worker/Counselor *Withdrawal of privileges *3-5 days ISS *3-5 days OSS	*Parent/Guardian Conference *Detention 5-10 days *Conference with School Psych. or Social Worker/Counselor *Withdrawal of privileges *5-10 days OSS *Recommendation for expulsion
Threat THF THU THR THW	*Parent/Guardian conference *Detention 1-3 days *Conference with School Psych. or Social Worker/Counselor *Withdrawal of privileges *1-3 days ISS	*Parent/Guardian conference *Detention 3-5 days *Conference with School Psych. or Social Worker/Counselor *Withdrawal of privileges *3-5 days ISS *1-3 days OSS	*Parent/Guardian Conference *Detention 5-10 days *Conference with School Psych. or Social Worker/Counselor *Withdrawal of privileges *3-10 days OSS *Recommendation for expulsion
Disruption DIB MDI	*Parent/Guardian Conference *Detention 1-5 days *Removal from class Withdrawal of privileges *1-3 days ISS	*Parent/Guardian Conference *Conference with School Psych. or Social Worker/Counselor *Detention 3-8 days *Withdrawal of privileges *3-5 days ISS	*Parent/Guardian Conference *Conference with School Psych. or Social Worker/Counselor *1-3 OSS
Truancy/Skipping Class TRU	*Parent/Guardian Conference *Detention *1 day ISS *Conference with School Psych. or Social Worker/Counselor *possible referral to resource officer/ police	*Parent/Guardian Conference *1-3 days ISS or OSS *Conference with School Psych. or Social Worker/Counselor *possible referral to resource officer/ police	*Parent/Guardian Conference *3-5 days ISS or OSS *Conference with School Psych. or Social Worker/Counselor *Referral to resource officer/police

**Note: Consequences listed in each category are subject to administrator's discretion. Other consequences could be implemented based on frequency, and/or individual student circumstances (\*). For all Level 2 Referrals, parent(s)/Guardians will be contacted by phone in addition to referral being mailed home. Possession or use of alcohol or drugs may carry an intervention of a 5-day out of school suspension, to be reduced to 2 days if a student has a professional chemical dependency assessment at an approved agency. Administrators may implement more than one consequence.**

<b>Level 2 Discipline Grades 4-5</b>	<b>Minor Violation</b>	<b>Major Violation</b>	<b>Severe Violation</b>
Vandalism/Destruction of Property DSP	*Restitution *Parent/Guardian conference *Detention *1-2 days ISS or OSS *Withdrawal of privileges *Possible referral to resource/police officer	*Restitution *Parent/Guardian conference *Detention *3-5 days ISS/OSS *Withdrawal of privileges *Referral to resource/police officer	*Restitution *Parent/Guardian conference *Referral to resource officer/police *OSS administrator's discretion *Recommendation for expulsion
Theft/Possession of Stolen Property TWF TPD TWO TWW	*Restitution *Parent/Guardian Conference *Withdrawal of privileges *1-2 days ISS or OSS *Detention *Possible referral to resource/police officer	*Restitution *Parent/Guardian conference *Detention *3-5 days ISS/OSS *Withdrawal of privileges *Referral to resource/police officer	*Restitution *Parent/Guardian conference *Referral to resource officer/police *OSS administrator's discretion *Recommendation for expulsion
Technology Violation/Improper Use of Electronic Devices TEC	*Parent/Guardian Conference *Withdrawal of privileges *Detention 3-5 days *Conference with School Psych. or Social Worker/Counselor *ISS administrator's discretion	*Parent/Guardian Conference *Withdrawal of privileges *Detention 5-8 days *Conference with School Psych. or Social Worker/Counselor *ISS – 3-5 days	*Parent/Guardian Conference *Withdrawal of privileges *Conference with School Psych. or Social Worker/Counselor *OSS administrator's discretion *Recommendation for expulsion
Public Display of Affection PDA	*Parent Conference *Detention 1-3 days *Withdrawal of privileges	*Parent Conference *Detention 3-5 days *Withdrawal of privileges *ISS 1-3 days	*Parent Conference *Detention 5-10 days *Withdrawal of privileges *ISS – 3-5 days
Inappropriate Location/Out of Bounds Area NAA	*Parent/Guardian Conference *Detention 3-5 days *ISS 1-3 days *Possible referral to police *Withdrawal of privileges	*Parent/Guardian Conference *Detention 5-8 days *ISS 3-5 days *Possible referral to police	*Parent/Guardian Conference *Detention 8-10 days *ISS 5-8 days *Referral to police
<b>Note: Consequences listed in each category are subject to administrator's discretion. Other consequences could be implemented based on frequency, and/or individual student circumstances (*). For all Level 2 Referrals, parent(s)/Guardians will be contacted by phone in addition to referral being mailed home. Possession or use of alcohol or drugs may carry an Intervention of a 5-day out of school suspension, to be reduced to 2 days if a student has a professional chemical dependency assessment at an approved agency. Administrators may implement more than one consequence.</b>			
<b>Level 2 Discipline Grades 4-5</b>	<b>Minor Violation</b>	<b>Major Violation</b>	<b>Severe Violation</b>
Gang Affiliation GAN	*Parent/Guardian Conference *Conference with School Psych. or Social Worker/Counselor *Detention 1-5 days *Removal from class *Withdrawal of privileges *1-3 days ISS or OSS	*Parent/Guardian Conference *Conference with School Psych. or Social Worker/Counselor *Detention 3-8 days *Withdrawal of privileges *3-5 days ISS or OSS	*Parent/Guardian Conference *Conference with School Psych. or Social Worker/Counselor *5-10 days OSS *Recommendation for expulsion

Drugs/alcohol violation or possession/distribution of combustibles ALC ALD SMO DRD DRV SMD	*Parent/Guardian Conference *Conference with School Psych. or Social Worker/Counselor *Contact law enforcement *Detention *ISS/OSS	*Parent/Guardian Conference *Conference with School Psych. or Social Worker/Counselor *Contact law enforcement *Detention *OSS *Follow up to outside agency or authority	*Parent/Guardian Conference *Contact law enforcement *5-10 Days OSS *Follow up to outside agency or authority *Recommendation for expulsion
Inciting Others to Act INC	*Parent/Guardian Conference *Detention 1-3 days *Conference with School Psych. or Social Worker/Counselor *Withdrawal of privileges *1-3 days ISS or OSS *Develop behavior plan	*Parent/Guardian Conference and Detention 3-5 days *Conference with School Psych. or Social Worker/Counselor *Withdrawal of privileges *3-5 days ISS or OSS *Develop behavior plan	*Parent/Guardian Conference and Detention 5-10 days *Conference with School Psych. or Social Worker/Counselor *Withdrawal of privileges *5-10 days OSS *Recommendation for expulsion
Sexual Contact – Non-consensual SXC	*Parent/Guardian Conference *Detention 1-3 days *Conference with School Psych. or Social Worker/Counselor *Withdrawal of privileges *1-3 days ISS or OSS *Develop behavior plan	*Parent/Guardian Conference and Detention 3-5 days *Conference with School Psych. or Social Worker/Counselor *Withdrawal of privileges *3-5 days ISS or OSS *Develop behavior plan	*Parent/Guardian Conference and Detention 5-10 days *Conference with School Psych. or Social Worker/Counselor *Withdrawal of privileges *5-10 days OSS *Recommendation for expulsion

***Note: Consequences listed in each category are subject to administrator's discretion. Other consequences could be implemented based on frequency, and/or individual student circumstances (\*). For all Level 2 Referrals, parent(s)/Guardians will be contacted by phone in addition to referral being mailed home. Possession or use of alcohol or drugs may carry an Intervention of a 5-day out of school suspension, to be reduced to 2 days if a student has a professional chemical dependency assessment at an approved agency. Administrators may implement more than one consequence.***

<b>Level 2 Discipline Grades 4-5</b>	<b>Minor Violation</b>	<b>Major Violation</b>	<b>Severe Violation</b>
Arson (Level 2 Severe Behavior – Major) FIR			*Parent/Guardian Conference *Contact law enforcement *Detention *OSS –Administrator's discretion *Follow up to outside agency or authority *Recommendation for expulsion
Use/Possession of weapons/Dangerous objects/including look-alikes PFE WED WE S WEL WEF WEM WEO WEA NER	*Parent/Guardian Conference *w/o intent – 3-5 days ISS *w/intent 5-10 days OSS *Conference with School Psych. or Social Worker/Counselor	*Parent/Guardian Conference *w/o intent – 5-10 days ISS *w/intent 8-10 days OSS *Conference with School Psych. or Social Worker/Counselor	*Parent/Guardian Conference *w/o intent – 8-10 days ISS *w/intent 10 days *Conference with School Psych. or Social Worker/Counselor *Recommendation for expulsion

## ***ELEMENTARY CONDUCT/DISCIPLINE CODE DEFINITIONS***

**ARSON (FIR)** – By means of fire, cause harm to property or any person or participate in or enable or attempt to cause the burning of property of any person.

**BATTERY (BAT)** - Use of excessive force causing bodily harm to another person.

**BULLYING/HARASSMENT (HAA, HAD, HAF, HAG, HAO, HAR, HAS)** – (could also include on basis of: Race, Gender, Disability, Sexual Orientation, and Religion) - Bullying occurs when a person intentionally injures, demeans, humiliates, intimidates, or isolates another through physical contact, words or other means repeatedly and over time.

**DANGEROUS BEHAVIOR (DAN)** – Behavior that has the likelihood of causing harm to self or others.

**DANGEROUS OBJECTS (DNO)** - Any device, object, or substance that can be reasonably considered sufficient to cause harm.

**DISRUPTION (DIB)** - More than briefly diverting the concentration or attention of others.

**DRUGS/ALCOHOL POSSESSION/USE/DISTRIBUTION (ALC/ALD, DRD, DRU)** Selling, giving, possessing, having under one's control, or using any controlled substance or alcoholic beverage; possession or control means on one's person, in a locker, car, desk, or hidden in any location on or next to school property. Also includes any transfer of a prescription drug and using or having under one's control any related paraphernalia in the sale or use of drugs.

**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 handheld games as well as headphones.

**FIGHTING (FIT)** - The exchange of mutual, physical contact, 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.

**FORGERY** – The action of forging a document or signature

**GANG ACTIVITIES (GAN)** - Participation in any activity that serves to advertise or promote gang activity including but not limited to the wearing or displaying of jewelry, clothing, signs, or other gang-related items.

**HARASSMENT/BULLYING (HAA, HAD, HAF, HAG, HAO, HAR, HAS)** – Could also include on basis of: Race, Gender, Disability, Sexual Orientation and Religion) 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, or social media, etc.

**HORSE PLAY (HP)** - Rough, rowdy or disruptive play that can often result in unintentional physical harm.

**INAPPROPRIATE LANGUAGE/GESTURES TO STUDENTS OR STAFF (LAN. LTS)** – Language, conduct or behavior offensive to accepted standards of decency and modesty. Such behavior directed to an individual is Abusive Behavior. May include obscenity or profanity.

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

**INSUBORDINATION (INS)** – Refusal or failure to comply with a direction or instruction of a staff member.

**LEWD OR LASCIVIOUS (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 provided communication device (including a computer) or computer network, and/or personal electronic device on school grounds.

Examples:

Student participating in sexual activity in front of another person

Student intentionally exposing genitals

Two or more students engaging in sexual activity

Student soliciting or encouraging a person to commit a sexual act

Student touching the buttocks or any other private body part of another in lewd, lascivious manner

Student communicating any of the above on an electronic device while on school grounds

### **Additional Guidelines:**

Incidents involving sexual activity between students on school grounds should include timely consultation with law enforcement so an investigation can be conducted regarding illegal conduct.

Consideration should be given to developmentally age-appropriate behaviors in coding sexual offenses for students as young children and students with exceptionalities may expose themselves without conscious sexual intent.

**LYING/CHEATING (LC)** – To make a statement that one knows is untrue; to use unfair or dishonest methods to gain an advantage.

**MAJOR DISRUPTION (MDI)** – A singular event which is significantly disruptive to the educational environment, endangering others.

**NOT IN ASSIGNED AREA (NAA)** – Student who is subject to compulsory school attendance and who is absent without cause for a school day or portion thereof.

**PHYSICAL AGGRESSION (PHA) (FIT, BAT, PAF, PAO, PAS, PAW, DAN)** - Behavior that intentionally harms others.

**PUBLIC DISPLAY OF AFFECTION (PDA)** – Behavior such as kissing, long embracing, and mutual in nature.

**SEXUAL CONTACT (Non-Consensual)/ SEXUAL HARASSMENT (SXC)** - Unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact or other verbal or physical conduct or communication of a sexual nature. May include, but is not limited to: Subtle pressure for sexual activity, inappropriate patting or pinching, intentional brushing against another's body.

**SEXUAL HARASSMENT (HAS)** - Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual or sex-based nature (to include distribution of inappropriate text messages and/or pictures) by students, imposed on the basis of sex, that has the purpose or effect of substantially interfering with a student's/staff member's educational environment and creating an intimidating, hostile, or offensive educational environment.

**SEXUAL MISCONDUCT (SXC)** - A. Using words, pictures, objects, touching, gestures, or other actions relating to a sexual, suggestive, or obscene message or a person's gender that may have the effect of causing embarrassment, discomfort, or a reluctance to participate in school activities. B. Sexual activities at school or school-related activities

**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 websites; accessing district files; accessing staff/student files; tampering with or damaging equipment. Note: consequences listed in each category are subject to administrator discretion.

**THEFT/POSSESSION OF STOLEN PROPERTY (TWF, THU, THR, THW)** - Taking property belonging to an individual or the school without permission, such as removing items from another's desk or locker without permission.

**THREATS/INTIMIDATION (THF, THU, THR, THW)**-- An expression of word or deed to inflict pain, injury, damage, or punishment that prevents another from moving or acting in accordance with school policies or personal choice.

**TOBACCO, USE/POSSESSION (SMO)** - Use or possession of tobacco in any form at school, at school-sponsored activities or on a school bus

**TRESPASSING (TRE)** - Entering any school facility or onto school property/bus without proper authority, includes any school entry during a period of suspension or expulsion. Trespassing also includes entering a school other than where a student is registered.

**TRUANCY (TRU)** – Truancy/Skipping class

**VANDALISM/DESTRUCTION OF PROPERTY (DSP)** - Intentionally or recklessly causing damage to or defacing school or property of others, or such action causing disruption to the educational process and/or school activities.

**VAPE/TOBACCO DISTRIBUTION (SMD)** - Selling or passing any Vape or tobacco-related paraphernalia. Students distributing vapes may be referred to law enforcement and possibly be considered for expulsion from school.

**USING VAPE/TOBACCO AND PARAPHERNALIA (SMO):** Possession of any smoking materials including vapes, pipes, matches, rolling papers, lighters, cigarette making machines, and any other materials used in smoking will be subject to disciplinary action.

**VERBAL ABUSE** - Offensive language, behavior or gesture directed toward staff or student.<sup>32</sup>

**VERBAL ASSAULT to STAFF (VAS)** - Using language in a threatening or intimidating manner to a staff member.

**VERBAL CORRECTION** - Verbal direction by staff member to state the unexpected behavior

**WEAPON/LOOK ALIKE (WEA/WEL)** - 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, any type of firearm, any type of imitation or look-alike firearm, BB guns, chains, razors, clubs, mace or other chemicals or gas, etc. Possession of a weapon is prohibited on School District premises, school buses, or any other premises where an official school function is being conducted. Possession is defined to include, but not be limited to, having a weapon found: in a space assigned to a student such as a locker or desk, on the student's person or property (on the student's body, in student clothing, in an automobile) under the student's control; or having a weapon accessible or available, for example, hidden on school property.

**WEAPON, USE OF A LEGITIMATE TOOL AS A WEAPON** - Using legitimate tools and 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.