



Standards of Discipline and Behavior Guidebook

East Harlem Tutorial Program

Serving Youth and Families in East Harlem Since 1958

2050 Second Avenue New York, New York 10029

Tel: (212)831-0650 Fax: (212)289-7967

www.ehtp.org

EHTP'S STANDARDS OF DISCIPLINE AND INTERVENTION MEASURES

EHTP's Mission:

As a vital East Harlem education and enrichment center, EHTP works with children from early childhood through adulthood to ensure that they have the resources needed to access opportunities for academic, social and career advancement while fully engaging parents and caregivers in their children's development. We set high expectations for ourselves and our participants and continually measure our outcomes and community needs to deliver the highest quality and most effective offerings.

In order to meet this mission, EHTP has committed itself to ensuring our participants, staff and the families we serve have access to a safe, secure and orderly environment where all members of the EHTP community promote responsible behavior and contribute to an atmosphere of dignity and respect. Thus, this document is meant to establish guidelines that help our participants become productive citizens in a diverse and ever-changing society.

All members of the EHTP community must know and adhere to the standards EHTP sets for all its members. Participants and families must understand what disciplinary measures are acceptable. The purpose of the standards set forth in this document is to ensure consistent and equitable treatment for all participants. Counseling interventions are included because inappropriate behavior or violations may be symptomatic of more serious problems that a participant may be experiencing. Thus, it is important that staff be sensitive to issues impacting a participant's behavior and respond in a manner that is **supportive** of their needs.

The standards set forth in this document apply to behavior during EHTP program hours, prior and after those program hours, while on EHTP sites, while traveling between EHTP sites, at all EHTP sponsored events or trips.

PREVENTION AND INTERVENTION

EHTP staff is responsible for developing and using strategies that promote optimal learning and positive behavior. Staff is also responsible for addressing behaviors which disrupt learning. *All* participants are to be engaged in program activities, including those with disabilities, additional intervention and prevention strategies that address a participant's behavioral issues and when possible, discuss strategies with a participant's parents/guardians.

Parents and families are viewed as partners and whenever possible, be informed of their child's progress, whether negative or positive. Outreach to parents can include, but is not limited to a phone call and/or written communication. As role models, parents and EHTP staff exhibit behaviors that we want participants to emulate. Parents/Guardians are given a copy of EHTP'S *Standards of Discipline and Intervention Measures* along with a copy of rules and regulations a participants must adhere to in his or her particular group. The availability of counseling interventions as a preventative and intervention measure is communicated to parents/guardians.

DISCIPLINARY RESPONSES

In determining the appropriate disciplinary and/or intervention measure the following is taken into consideration:

1. the participant's age, maturity
2. previous disciplinary record (including the nature of the prior misconduct, the number of prior instances of misconduct, and the disciplinary measure imposed for each).
3. the circumstances surrounding the incident
4. the participant's IEP or 504 Accommodation Plan, if any exists.

LEVELS OF INFRACTIONS

Infractions are grouped into five levels and provide a corresponding range of possible disciplinary responses. As best as possible, the lowest level of disciplinary response will be taken first. Age and general maturity of a participant is considered when one is to discipline a participant. More severe penalties will be imposed on those who engage in a pattern of persistent misconduct. Prior to imposing such severe penalties, staff exhausts less severe disciplinary responses.

NOTE:

Documentation of a participant's behavior or misconduct is submitted to social service department if the intervention to be used is referral to counseling. This is done by EHTP Teachers submitting an Incident Report or Behavior Form A.

PERMISSABLE STAFF INTERVENTIONS:

Counseling interventions are meant to promote positive behavior and support for all participants and their families. In addition to the range of disciplinary measures, it is recommended a counseling intervention be employed by staff. Certain counseling interventions can only be conducted by a certified counselor or social worker. Interventions containing an asterisk can only be done by a certified counselor or social worker.

In the event any participant requires referral for counseling services or other social services outside EHTP, participant will *first* be referred to EHTP's social services department.

TYPES OF COUNSELING/STAFF INTERVENTIONS:

1. **Parent outreach:** staff are to keep parents informed of their child's behavior and enlist the parent as a partner in addressing areas of concern.
2. **Intervention by Counseling Staff*:** when available, counseling staff can intervene with students who are emotionally disturbed or at-risk of disturbances. Services can include brief interventions, consultations and assessments, screenings, crisis intervention, and referrals and linkage with outside agencies.
 - a. Please note that intervention by counselor or social worker can only apply to *registered* participants whose parent's consented to having a counselor or social worker available to their child during intake and assessment.
3. **Parent conference:** Lead Teacher and staff may request a conference with the student and parent/guardian. The purpose of this conference is to review the behavior, find solutions to the problem and address any academic, personal or social issues that might have caused or contributed to the behavior.
 - b. If participant is currently receiving counseling services with EHTP counselor or social worker, the counselor or social worker must be informed of the conference and if possible, attend the conference.
4. **Referral for Individual/Group Counseling*:** counseling provides students with an outlet to share issues in privacy that may be negatively impacting their behavior. Students discuss and formulate goals and learn problem solving strategies. Counselor conferences or contacts parents/guardians to discuss participant's progress.
 - c. Topics discussed in counseling sessions are kept confidential. Staff and parents are given information that is pertinent to better addressing the participant's needs.
5. **Conflict Resolution:** staff engages participant (s) in activities that teach them problem solving skills/techniques that can be used in everyday situations. Such skills include, but are not limited to, conflict and anger management, active listening and effective communication.
6. **Development of individual behavior contract:** participant meets with staff and/or LEAD TEACHER to create a written contract that includes objectives and the specific performance tasks that the participant will accomplish to meet those objectives. The contract is signed by staff and participant.
 - d. if participant meets with EHTP counselor or social worker, or is to be referred to EHTP counselor or social worker, then counselor or social worker must help draft

contract.

7. **Short-term behavioral progress reports:** staff may send behavioral progress reports to parents/guardians on a regular basis.
8. **Community Service (with parental consent):** staff can require participant to engage in community service activities within EHTP, such as tutoring other cohort, in order to help participant learn positive activities, avoid negative behavior, and learn the value of service to others.
9. **Referral to appropriate substance abuse counseling services:** if participant is presenting problems with substance abuse, including the use, possession or distribution of illegal drugs, drug paraphernalia and/or alcohol, referrals should be made to EHTP's social service department. EHTP's counselor or social worker will then meet with parent/guardian and/or participant to refer participant to appropriate counseling services.
10. **Referral to counseling services for youth relationship abuse or sexual violence:** when one or both persons uses a pattern of threatened or actual physical, sexual, and/or emotional abuse to control a dating partner, EHTP staff must refer participant, whether the victim or aggressor, who engages in this behavior to EHTP's social services. EHTP's counselor or social worker will then meet with parent/guardian and/or participant to refer participant to appropriate counseling services.
 - e. Neither mediation nor conflict resolution conducted by any staff are appropriate measures of intervention for suspected relationship abuse.
11. **Referral to counseling services for bias-based bullying, intimidations or harassment:** when participants or group of participants engages in bias-based bullying, intimidation, or harassment of another participant or group of participants, both the victim and participant who engages in this behavior are referred to EHTP's counselor or social worker for separate appropriate counseling, support and education services. EHTP's counselor or social worker will then meet with parent/guardian and/or participant to refer participant to appropriate counseling services or to determine what other aid is needed.
 - f. Neither mediation nor conflict resolution conducted by any staff are appropriate measures of intervention for bias-based bullying, intimidation, or harassment.
 - g. If incidents of harassment, bullying or intimidation do not occur on EHTP premises, a referral must still be made. Particularly if participants' behavior is being affected.
12. **Referral to a clinic for psychological evaluation*:** Only EHTP's social service department staff are to refer participant for a psychological evaluation.

RIGHTS AND RESPONSIBILITIES OF EHTP PARTICIPANTS

1. Be in a safe and supportive learning environment, free from discrimination, harassment, bullying and bigotry.
2. Receive courtesy and respect from others regardless of actual or perceived age, race, creed, color, gender, gender identity, gender expression, religion, national origin, citizenship/immigration status, sexual orientation, physical and/or emotional condition, disability, marital status and political beliefs.
3. Receive guidance, counseling and advice for personal, social, educational, career and vocational development.
4. Confidentiality in the handling of participants' records maintained by EHTP.
5. Be secure in their persons and effects while at EHTP or EHTP related events/functions.
6. Be free from corporal punishment.
7. Be informed by staff on what is appropriate behavior and what behaviors may result in disciplinary actions.
8. Be counseled by members of the EHTP's professional staff in matters related to their performance at EHTP.
9. Know possible outcomes for specific offenses.
10. Be accompanied by a parent/guardian at conferences that deal with possible disciplinary actions.
11. Help maintain an environment free of weapons, illegal drugs and controlled substances and alcohol.
12. Behave in a manner that contributes to a safe learning environment
13. Share information with EHTP staff that may endanger the health and welfare of other EHTP members
14. Respect the dignity and equality of others and refrain from conduct which denies or imposes on the rights of others.
15. Show respect for EHTP property and respect the property of others.
16. Be polite, courteous, and respectful toward others regardless of actual or perceived age, race, creed, color, gender, gender identity, gender expression, religion, national origin, citizenship/immigration status, sexual orientation, physical and/or emotional condition, disability, marital status and political beliefs, and refrain from making slurs based on these criteria.
17. Behave in a polite, truthful and cooperative manner toward other participants, EHTP staff, and others.
18. Use non-confrontational methods to resolve conflicts.
19. Be taught what non-confrontational methods can be used by staff.
20. Refrain from obscene and defamatory communication in speech, writing and other modes of expression in their interactions with the EHTP community.
21. Express themselves in a manner which promotes cooperation
22. Be familiar with and adhere to the conduct expected of them by their LEAD TEACHER and other EHTP staff.
23. Encourage fellow EHTP participants to follow established EHTP rules.

Note: Participant's Rights and Responsibilities listed are not limited to those above. LEAD TEACHER's and staff are responsible for developing and enforcing a specific code of conduct or rules that is age-appropriate for their specific grade levels.

PROHIBITED WEAPONS

- Firearm, including pistol and handgun, silencers, electronic dart, and stun gun.
- Shotgun, rifle, machine gun.
- Switchblade knife, gravity knife, pilum ballistic knife and cane sword.
- Dagger, stiletto, dirk, razor, box cutter, case cutter, utility knife and all other knives.
- Billy club, blackjack, bludgeon, chucka stick, and metal knuckles
- Sandbag and sandclub
- Sling shot and slung shot
- Martial arts objects including kung fu stars, nunchunks and shirkens
- Explosives, including bombs, fire crackers and bombshells
- Acid or dangerous chemicals (such as pepper spray, mace)
- Imitation gun or other imitation weapon
- Loaded or blank cartridges and other ammunition
- Stun pens or other stun weapons
- Laser beam pointers
- Any deadly, dangerous, or sharp pointed instrument which can be used or is intended for use as a weapon (such as scissors, nail file, broken glass, chains, wire, etc.)

Level 1: Insubordinate Behaviors

BEHAVIOR	STAFF RESPONSES	POSSIBLE COUNSELING/ STAFF INTERVENTIONS
Failing to be in ones' assigned place on EHTP premises	1. One on one intervention with participant.	<ul style="list-style-type: none"> • Parent outreach • Crisis intervention • Parent/staff conference • Conflict resolution • Development of individual behavior contract • Short-term behavioral progress reports • Referral for individual counseling to EHTP social service dept. • Community service (with parental consent)
Consistently behaving in a manner which disrupts the educational process	2. Participant/staff conference	
Engaging in verbally rude or disrespectful behavior	3. Parent conference or outreach	
Using EHTP computers, fax machines, telephone or other electronic equipment or devices without appropriate authorization.	4. In-program disciplinary action (exclusion from special activities)	

Level 2: Disorderly and Disruptive Behaviors

BEHAVIOR	PERMISSABLE STAFF RESPONSES	POSSIBLE COUNSELING/ STAFF INTERVENTIONS
Smoking and/or possession of matches or lighters.	1. Intervention by supervising EHTP staff.	<ul style="list-style-type: none"> • Parent outreach • Crisis intervention • Parent/staff conference • Conflict resolution • Development of individual behavior contract • Short-term behavioral progress reports • Referral for individual counseling • Community service (with parental consent) • Referral to appropriate substance abuse or counseling services (to be done by EHTP social service dept. only) • Referral to counseling services for youth relationship abuse or sexual violence (to be done by EHTP social service dept. only)
Unauthorized Gambling	2. In-program disciplinary action (such as exclusion from special activities or privileges)	
Using profane, obscene, vulgar, lewd or abusive language or gestures	3. Participant/staff conference	
Lying to, giving false information to, and/or misleading EHTP staff	4. Parent conference or outreach	
Misusing property belonging to others	5. Suspension by Director of Programs	
Leaving EHTP premises or functions without permission of supervising EHTP staff		
Engaging in inappropriate or unwanted physical contact or purposely touching someone in a private part of body.		

Level 3: Seriously Disruptive Behavior

BEHAVIOR	PERMISSABLE STAFF RESPONSES	POSSIBLE COUNSELING/STAFF INTERVENTIONS
Showing, pushing, or engaging in other similar physical behavior or throwing an object or purposely spitting at another person	1. One on one intervention with participant.	<ul style="list-style-type: none"> • Parent outreach • Crisis intervention • Parent/staff conference • Conflict resolution • Development of individual behavior contract • Short-term behavioral progress reports • Referral for individual counseling • Community service (with parental consent) • Referral to appropriate substance abuse or counseling services (to be done by EHTP social service dept. only) • Referral to counseling services for youth relationship abuse or sexual violence (to be done by EHTP social service dept. only)
Knowingly possessing property belonging to another without authorization	2. In-program disciplinary action (such as exclusion from special activities or privileges)	
Engaging in inappropriate or unwanted physical contact or touching someone in a private part of body	3. Participant/staff conference	
Engaging in gang-related behavior	4. Parent conference or outreach	
Engaging in vandalism, graffiti, or other intentional damage to EHTP property or property belonging to staff, participants or others.	5. Suspension by Director of Programs	
Posting or distributing libelous material or literature		
Using slurs based upon actual or perceived race, ethnicity, color, national origin, citizenship/immigration status, religion, gender, gender identity, gender expression, sexual orientation, or disability.		

Level 4: Dangerous or Violent Behaviors

BEHAVIOR	PERMISSIBLE STAFF RESPONSES	POSSIBLE STAFF/COUNSELING INTERVENTIONS
Posting or distributing literature or material containing a threat of violence, injury or harm, or depicting violent actions against participants or staff.	1. Admonishment by supervising EHTP staff.	<ul style="list-style-type: none"> • Parent outreach • Crisis intervention • Parent/staff conference • Conflict resolution
Engaging in an altercation and/or physically aggressive behavior, other than horseplay, that creates a substantial risk of or results in minor injury.	2. In-program disciplinary action by LEAD TEACHER (such as exclusion from special activities or privileges)	<ul style="list-style-type: none"> • Development of individual behavior contract • Short-term behavioral progress reports
Engaging in an act of coercion or threatening violence, injury or harm to another or others.	3. Participant/staff conference	<ul style="list-style-type: none"> • Referral for individual counseling • Community service (with parental consent)
Engaging in intimidating and bullying behavior—threatening, stalking, or seeking to coerce or compel a participant or staff member to do something; engaging in verbal or physical conduct that threatens another with harm; taunting and/or intimidation through the use of epithets or slurs.	4. Parent conference or outreach 5. Suspension by Director of Programs 6. Expulsion by Director of Programs	<ul style="list-style-type: none"> • Referral to appropriate substance abuse or counseling services (to be done by EHTP social service dept. only) • Referral to counseling services for youth relationship abuse or sexual violence (to be done by EHTP social service dept. only) • Referral to counseling services for bias-based bullying, intimidation, or harassment
Making unwelcome sexually suggestive comments, innuendos, propositions or similar remarks, or engaging in nonverbal or physical conduct of a sexual nature.		
Possessing controlled substances without appropriate authorization, illegal drugs, drug paraphernalia, and/or alcohol.		
Taking property belonging to another without appropriate authorization		
Falsely activating a fire alarm or other alarm		
Starting a fire		
Possessing any prohibited weapon		
Using controlled substances without appropriate authorization, illegal drugs and/or alcohol.		
Causing a serious injury by engaging in reckless behavior.		
Engaging in sexual conduct on EHTP premises or at EHTP-related functions		

Level 5: Seriously Dangerous or Violent Behavior

BEHAVIOR	PERMISSIBLE STAFF RESPONSES	POSSIBLE STAFF/COUNSELING INTERVENTIONS
Threatening to use or using force to take property belonging to another	1. Participant/staff conference	<ul style="list-style-type: none"> • Parent outreach • Crisis intervention
Using force against or inflicting and/or attempting to inflict serious injury against EHTP staff, participants or others*	2. Parent conference or outreach	<ul style="list-style-type: none"> • Parent/staff conference • Conflict resolution
Using extreme force against or inflicting and/or attempting to inflict serious injury upon participants or others*	3. Suspension by Director of Programs	<ul style="list-style-type: none"> • Development of individual behavior contract • Short-term behavioral progress reports
Participating in an incident of group violence	4. Expulsion by Director of Programs	<ul style="list-style-type: none"> • Referral for individual counseling
Engaging in threatening, dangerous or violent behavior that is gang-related*	5. When necessary, contacting police.	<ul style="list-style-type: none"> • Community service (with parental consent)
Engaging in physical sexual aggression/compelling or forcing another to engage in sexual activity *		<ul style="list-style-type: none"> • Referral to appropriate substance abuse or counseling services (to be done by EHTP social service dept. only)
Selling or distributing illegal drugs or controlled substances*		<ul style="list-style-type: none"> • Referral to counseling services for youth relationship abuse or sexual violence (to be done by EHTP social service dept. only)
Possessing any prohibited weapon*		<ul style="list-style-type: none"> • Referral to counseling services for bias-based bullying, intimidation, or harassment
Using any weapon to attempt to inflict injury upon EHTP staff, participants or others*		

***In instances labeled 3, 4, 5 are responded to by EHTP staff. In the event police are contacted, parents/guardians are notified.**

It is important to note the following:

- Levels 1-3 of behavior can only require intervention by LEAD TEACHER 's and direct line staff.
- *Persistent* Level 1-3 behavior require referral to social services and possibly, intervention by Director of Programs.
- Levels 4-5 require referral to social service department and intervention by Director of Programs.