

“Enter Campus Name”
Disciplinary Management Plan
2020-2021

MOTTO: “ENTER CAMPUS MOTTO”

“Enter Campus Name” provides this Discipline Management Plan for all students in order to familiarize them with school rules and practices. The Discipline Management Plan and its contents are not intended to replace the policies and procedures established by the Donna Independent School District. “Campus Name” expects and requires responsible behavior of all students in their interaction with school staff members, others students and visitors. Staff members, parents and students are responsible in developing mature, responsible individuals capable of self-control. The Discipline Management Plan entails the Levels of Action taken by different Personnel (Teachers, Counselors, Admin, etc.) on campus. The goal is to ensure that every avenue is taken to provide a safe and secure teaching and learning environment for all students and staff.

CLASSROOM INFRACTIONS

The following classroom infractions will be dealt with by the teacher in the classroom. Teacher will document and make parental contact.

- Out of assigned seat
- Minor Insubordination (talking back to teacher, disrespectful (isolated occurrence))
- Falling asleep in class
- Refusing to follow teacher directives
- No homework
- Off task (passing notes, disrupting others, personal grooming, completing work from another class, etc.)
- Unprepared for class
- Horse playing
- Name calling (name calling without using profanity)
- Talking/blurts out (creating unwanted sound effects)

Terms:

DMP – *Disciplinary Management Plan*

I.C.S. – *In Class Suspension* – “Student remains in one class the whole day.”

I.S.S. – *In School Suspension* – “Student is removed to a classroom and monitored throughout the day for 1-5 days”.

O.S.S. – *Out of School Suspension* – “Student is prohibited to be on District grounds and/or functions” **for grades 3rd -12th only.**

L.I.S.S. – *Long term In School Suspension* - “Student is removed to a classroom and monitored throughout the day for 6-29 days”.

L.P.C. – *Licensed Professional Counselor*

Procedures:

1. Each student in your homeroom/advisory will receive and sign a copy of this plan on the 1st week of school.
 - a. Be sure that new students receive a copy as they enter
2. Teachers will review the DMP with all students in their homeroom/advisory.
3. Teachers will hold one to one conferences with **new** students to explain the DMP.
4. Team Leaders/Department Heads/Advisory teachers are responsible for explaining and maintaining the Student Behavior Logs found in Eduphoria for all students in their homeroom/advisory class.
5. **Consequences and actions may be modified or extended if deemed appropriate by the campus Principal or Superintendent.**

DOCUMENT EVERY INCIDENT AND MAKE PARENT CONTACT AT EACH LEVEL OF ALL INFRACTIONS

There are 3 levels of Disciplinary Infractions with a series of Bundles:

- I. **Level I**
- II. **Level II**
- III. **Level III**

There are **Bundles** in each level:

- I. **Level I**
 - a. **Bundle 1** – General Misbehavior
 - b. **Bundle 2** – Dress code/Grooming/Electronic Devices
 - c. **Bundle 3** – Detention/Attendance

- II. **Level II**
 - a. **Bundle 4** – Skipping
 - b. **Bundle 5** – Disruptive Behavior

- III. **Level III**
 - a. **Bundle 6** – Compliance
 - b. **Bundle 7** – Aggressive Behavior – Verbal Threats
 - c. **Bundle 8** – Gang Related Activity
 - d. **Bundle 9** – Non-Mandatory (N)
 - e. **Bundle 10** – Bullying/Harassment/Non-OCR Bullying
 - f. **Bundle 11** – Mandatory Placement (P)
 - g. **Bundle 12** – Mandatory Expulsions
 - h. **Bundle 13** - Bus/Transportation

Fieldtrip privilege removal guidelines and time to regain privilege if lost:

At least 5 Level I infractions	10 weeks after last infraction
At least 3 Level II infraction	12 weeks after last infraction
At least 1 Level III infraction	14 weeks after last infraction

LEVEL I – Bundle I

INFRACTIONS: Include but not limited to:

Cheating/Copying/Plagiarism
Classroom disruption
Disrespectful/rude
Inappropriate printed material
Lying

No ID
***Non-Gang Graffiti**
PDA (Public Display of Affection)
Sleeping in class
Other minor infractions

FREQUENCY / CONSEQUENCE

ACTION

1 ST	Warning *Assign Tagging Clean-Up	Student/Teacher Conference/Parent Contact
2 nd	1 to 2 days lunch detention *Assign Tagging Clean-Up	Student/Team Conference/Parent Contact Homeroom Teacher Assigns Detention
3 rd	3 to 5 days of Lunch Detention Counseling Referral to LPC *Assign Tagging Clean-Up	Parent/Student/Team Conference/Parent Contact Homeroom Teacher Assigns Detention LPC Referral (Plan TBD by LPC)
4 th	Office Referral 1 to 3 days of I.C.S. *Assign Tagging Clean-Up	Send Referral to Office Parent/Administrator Conference Administrator Assigns Consequence
5 th	Office Referral Option 1 - 1 to 3 days of I.S.S. or Option 2 - Assign Tagging Clean-Up	Send Referral to Office Administrator Assigns Consequence Parent/Student/Team Conference
6 th	Office Referral Option 1 - 3 to 5 days of I.S.S. or Option 2 - Assign Tagging Clean-Up	Send Referral to Office Administrator Assigns Consequence
7 th	Office Referral 20 - 29 days of L.I.S.S. Family Counseling Referral *Assign Tagging Clean-Up	Send Referral to Office Administrator Assigns Consequence Family Counseling Referral (Intervention Plan TBD by LPC)
8 th +	Office Referral 30 - 45 days of DAEP	Send Referral to Office Administrator Assigns Consequence

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LEVEL I – Bundle 2

INFRACTION- Included but not limited to: Dress Code Violations-

Student out of uniform (as per grade level), shirt not tucked in, not wearing a belt, oversized pants, sweaters or jackets, low riders, revealing or provocative clothing, pentagrams, skulls, crowns, and logos that are used for gang identification, torn pant, [belts and belt buckles that have gang, drug, or sex related pictures or logos], pocket chains, gloves of any type, flip flops, shower shoes or slippers are not allowed.

(Consequences begin after reasonable time has been given to comply with the Uniform Policy)

FREQUENCY / CONSEQUENCE

1ST+ Change of clothes or I.C.S./I.S.S for remainder of the day.

ACTION

Parent to bring a change of clothes

- ❖ *A student whose clothing violates the Dress Code/Uniform Policy shall be assigned to in-school suspension either for the remainder of the day or until a parent or designee brings an acceptable change of clothing to the school.*

INFRACTION- Included but not limited to Grooming Violations:

- Inappropriate haircuts, hair styles or designs (mohawks or fohawks), shaven eyebrows, hair color, piercings (girls are allowed only two earrings per ear), no other piercing is allowed (i.e. tongue, eyebrows, nose or lips). Black nail polish, lipstick or lip liner, non-prescribed colored contact lenses (if prescribed, clear by nurse), inappropriate, offensive and gang related/affiliated visible tattoos will not be allowed).
- Due to safety issues, the use of curling irons and hair straighteners is only permitted in designated areas determined by the Principal.
- Students may not wear glitter, ink, or marker, paint, stickers, letters, or other objects on the face or arms without permission from the Principal.

FREQUENCY / CONSEQUENCE

- 1ST Set deadline to comply
- 2nd + I.C.S./I.S.S. until student complies

ACTION

Student/Team Conference
Send Referral to Office-Administrator Assigns Consequence

INFRACTION: Included but not limited to-Violation of Electronic Devices policy-(Pertains to any Electronic Device)

The use of cameras or cell phones to take pictures is prohibited at all times except with expressed written permission by the Principal.

No cell phones for Elementary (Zero Tolerance) during instructional time.

***CELL PHONES** are to be TURNED OFF (not on vibrate or silent mode) as of the moment a student arrives on campus till 4:00 p.m. Phones are not to be used to take pictures or video on school property.

FREQUENCY / CONSEQUENCE

1st Confiscate Item and submit to Administrator
Warning/Submit Referral
\$15.00 fine **IF** applicable

ACTION

Turn item in to the school secretary.
May pick up item at the end of the school day.
Parent **may** pay fine and pick up phone.

2nd Confiscate Item and submit to Administrator
Office Referral
1 to 2 days in I.S.S.
\$15.00 fine **IF** applicable

Turn item in to the school secretary.
Assign Consequences
Student Administrator Conference
Parent **may** pay fine and pick up phone.

3rd Confiscate Item and submit to Administrator
3+ days of I.S.S.
Item **may** be kept until end of the year.

Turn item in to the school secretary.
Assign Consequences
Parent/Administrator Conference
Parent **may** pay fine and pick up phone.

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LEVEL I - Bundle 3

INFRACTION-Include but not limited to:

Failure to report to *Detention (Any type)*

FREQUENCY / CONSEQUENCE

1ST Add 1 day to detention

ACTION

Student/Team Conference/Parent Contact
Homeroom Teacher Assigns Detention

2nd + Becomes a Serious Infraction

See Bundle 6

INFRACTION-Include but not limited to:

Truancy – Excessive unexcused absences/tardiness

Definition: “Absent from school on 3 or more days or PARTS of day within a 4-week period and/or absent from school on 10 or more days or PARTS of day within a 6-month period.”

FREQUENCY / CONSEQUENCE

1st Tardy

Warning

ACTION

Document on Aware/Parent Contact

2nd Tardy

Parent Contact by Teacher

3rd Tardy

Office Referral *Elementary Only
2 Days of Lunch Detention
(In a 4 week Period)
or
Attending 2 days of Tutorials

Assign Consequence
Warning Notification sent by Attendance Clerk
Parent/Student/Team Conference

4th Tardy

Office Referral
Option 1 - 2 days of After School Detention
or
Option 2 - 1 day of I.S.S.
or
Option 3 - Attending 3 days of Tutorials
or
Option 4 - Assign 3 days of School Duties

Send Referral to Office
Parent/Administrator Conference
Administrator Assigns Consequence

5th Tardy +

Office Referral
Option 1 - 5 days of After School Detention
or
Option 2 - 3 days of I.S.S.
or
Option 3 - Attending 1 week of Tutorials
or
Option 4 - Assign 1 week of School Duties

Send Referral to Office
Parent/Administrator Conference
Administrator Assigns Consequence
File Truancy Charges – Attendance Clerk sends Notification

10th Tardy+

(In a 6 month Period)
Office Referral
Option 1 - 5 days of I.S.S.

Assigns Consequence
Parent/Administrator Conference
File Truancy Charges – Attendance Clerk sends Notification

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LEVEL II – Bundle 4

INFRACTION Include but not limited to:
Skipping

Definition: Student is more than 10 minutes late to class, fails to report to class and is present at school.

FREQUENCY / CONSEQUENCE

ACTION

<p>1st Office Referral</p> <p>Option 1 - 1 - 2 days of I.C.S. or Option 2 - 1 day of ISS</p>	<p>Assign Consequences Student/Administrator Conference/Parent Contact</p>
<p>2nd Office Referral</p> <p>Option 1 - 1 day of I.S.S. or Option 2 - 2 days of after school Detention</p>	<p>Assign Consequences Student/Parent/Administrator Conference Notify Attendance Clerk for possible Truancy Charges</p>
<p>3rd Office Referral 3 days of ISS</p> <p>With option to replace the 2nd & 3rd day of ISS in the classroom during the entire school day with parent. If parent option is accepted, student may return back to class as per schedule. *Modify TEAMS</p>	<p>Assign Consequences Notify Attendance Clerk for possible Truancy Charges</p>
<p>4th Office Referral 5 days of ISS</p> <p>With option to replace the 4th & 5th day of ISS in the classroom during the entire school day with parent. If parent option is accepted, student may return back to class as per schedule. *Modify TEAMS</p>	<p>Assign Consequences Notify Attendance Clerk for possible Truancy Charges</p>
<p>5th Office Referral 10 days of LISS</p>	<p>Placement Hearing LISS Committee to conduct hearing with appropriate documentation Committee may recommend up to "10 days in LISS with a 5 day review" Notify Attendance Clerk for possible Truancy Charges</p>
<p>6th Office Referral If in LISS, reduction of exit points by 20%. If not in LISS, LISS up to 15 days.</p>	<p>Placement Hearing LISS Committee to conduct hearing with appropriate documentation Committee may recommend up to "15 days in LISS with a 10 day review" Notify Attendance Clerk for possible Truancy Charges</p>
<p>7th Office Referral If in LISS, reduction of exit points by 40%. If not in LISS, LISS up to 29 days.</p>	<p>Placement Hearing LISS Committee to conduct hearing with appropriate documentation Committee may recommend up to "29 days in LISS with a 10 day review" Notify Attendance Clerk for possible Truancy Charges</p>
<p>8th Office Referral DAEP Placement</p>	<p>Placement Hearing</p>

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LEVEL II – Bundle 5

INFRACTION-Include but not limited to:

- Severe/Persistent Class disruption**
- Engage in Careless Act Causing Harm or Injury**
- Insubordination**
- Not suiting out for P.E.**
- Obscene gestures**
- Possession of prescription/over the counter drugs**
- Possessing/Using a Laser Pointer/Lighter/Matches**
- Possession of a stolen item**
- Throwing objects at a Student/Parent/Teacher/Administrator and causing harm (See Bundle 11)**

- Throwing objects at a student without harm or injury**
- Sell/Solicit for sale unauthorized Merchandise**
- Unruly Conduct**
- Verbal Arguments**
- Violation of safety rules**
- Vulgarity**
- Walking out of class without permission**
- Theft**

FREQUENCY / CONSEQUENCE

- 1st Office Referral
Option 1 – 2 to 4 days of After School Detention
or
Option 2 – 1 to 2 days of I.S.S.
- 2nd Office Referral
Option 1 – 3 to 5 days of I.S.S.
or
Option 2 – 2 days of O.S.S
- 3rd Office Referral
Option 1 – 5 days of I.S.S.
or
Option 2 – 2 day O.S.S.
- 4th Office Referral
29 days in L.I.S.S.

ACTION

- Assign Consequences
Parent/Student/Administrator Conference
Counselor Referral
- Assign Consequences
Parent/Administrator Conference
- Assign Consequences
Parent/Administrator Conference
- Placement Hearing
LISS Committee to conduct hearing with appropriate documentation
Committee may recommend up to “29 days in LISS with a 10 day review”

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LEVEL III – Bundle 6

INFRACTION Include but not limited to:
Failure to comply with in-school suspension rules
Failure to attend in-school suspension
Failure to comply with other discipline techniques
Leaving Class/School/Event without permission

FREQUENCY / CONSEQUENCE

ACTION

1 st + Office Referral/Counselor Plan 1-3 days O.S.S.	Student/Teacher/ Parent Contact
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LEVEL III – Bundle 7

INFRACTION Include but not limited to:

Aggressive behavior (causing injury) Fighting Food fight Instigating a fight Making a hit list Send/post obscene/threatening messages	Profanity or obscene gestures Possession or distribution or viewing or showing pornographic material Trespassing on School Grounds Use of vulgarity toward school employee Verbal threats Possession of drug paraphernalia
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FREQUENCY / CONSEQUENCE

ACTION

1 st Office Referral LPC Referral Option 1 – 3 to 5 days of I.S.S. or Option 2 – 2 to 3 days of O.S.S.	Student/Counselor Conference Parent/Team/Administrator Conference Assign Consequences
2 nd Office Referral Option 1 - 3 days of O.S.S.	Parent/Administrator Conference Student/Counselor Conference Assign Consequences Family Counseling Referral
3 rd Office Referral 29 days in L.I.S.S.	Placement Hearing LISS Committee to conduct hearing with appropriate documentation Committee may recommend up to "29 days in LISS with a 10 day review"
4 th + Office Referral 3 days of O.S.S. pending DAEP Placement	Parent/Administrator Conference Assign Consequences DAEP Placement Hearing Intervention Plan TBD by LPC

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LEVEL III – Bundle 8

INFRACTION Include but not limited to:
Gang affiliation
Gang graffiti
Gang solicitation
Gang identification/attire/signs
Gang Violence
Congregation of gangs

FREQUENCY / CONSEQUENCE

1st + Office Referral
 5 days I.S.S. or 1-3 days of O.S.S.

2nd + Possible placement in DAEP
 Possible criminal charges

ACTION

Parent/Administrator Conference
 Assign Consequence

Parent/Administrator Conference
 Assign Consequence

LEVEL III – Bundle 9

INFRACTION Include but not limited to:
Igniting fires on school property
False Alarms (fire, bomb threats, etc.)
Instigating an Evacuation
Extortion/Coercion/Blackmail

Distribution/selling of prescription drugs/over the counter drugs
Unauthorized discharge of fire extinguisher
Possession of firearm ammunition
Possession/igniting/exploding of fireworks

FREQUENCY / CONSEQUENCE

1st + Office Referral
 Counseling Referral to LPC
 Committee will decide:
 Option 1 - 3 days of O.S.S.
 Option 2 - 29 days in L.I.S.S.
 Option 3 - Possible placement in DAEP
 Donna ISD will decide:
 Possible criminal charges

ACTION

Parent/Administrator Conference
 Counseling Referral
 Assign Consequences
 Contact Donna ISD PD

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LEVEL III – Bundle 10

INFRACTION Include but not limited to: OCR Bullying, Non-OCR Bullying (General bullying – V04)

Bullying (OCR) Definition: (see definition below).. See District policy FFI for additional information regarding bullying

Bullying is

A single significant act or a pattern of acts by one or more students directed another student that exploits an imbalance of power and involves written or verbal expression, including electronic communication, or physical conduct that occurs on or is delivered to school property or to the site of a school-sponsored or school-related activity on or off school property or on a publicly or privately owned school bus or vehicle being used for transportation of students to or from school or a school-sponsored or school-related activity, and that: (1) has the effect or will have the effect of physically harming a student, damaging a student’s property, or placing a student in reasonable fear of harm to the student’s person or of damage to the student’s property; (2) is sufficiently severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student; (3) materially and substantially disrupts the educational process or the orderly operation of a classroom or school; or (4) infringes on the rights of the victim at school, including cyberbullying.

(i.e. hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name-calling, rumor spreading, or ostracism).

Cyber bullying

Cyberbullying is:

Bullying arising from a pattern of acts or one significant act that is done through the use of any electronic communication device, including through the use of a cellular or other type of telephone, a computer, a camera, electronic mail, instant messaging, text messaging, a social media application, an Internet website, or any other Internet based or electronic communication tool and that occurs on/off school property or outside of a school-sponsored or school-related activity, if the cyberbullying interferes with a student’s educational opportunities or substantially disrupts the orderly operation of a classroom, school, or school-sponsored or school-related activity.

Hazing

Any act, occurring on or off the campus, by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purposes of pledging, initiation into, affiliation with, holding office in, or maintaining membership in an organization. Hazing includes soliciting, encouraging, directing, aiding, or attempting to aid another student in engaging in hazing, as well as having firsthand knowledge of the planning or occurrence of a specific student hazing incident without reporting the incident to a school administrator in writing. Consent to or acquiescence in the hazing activity does not excuse the student of responsibility for the misconduct.

Harassment

Threatening to cause harm or bodily injury to another, engaging in intimidating conduct, causing physical damage to the property of another, subjecting another to physical confinement or restraint, maliciously taking any action that substantially harms another’s physical or emotional health or safety, or other conduct prohibited by District policy FFH or DIA that is so severe, persistent, or pervasive that it has the purpose or effect of substantially or unreasonably interfering with a student’s performance; creates an intimidating, threatening, hostile, or offensive educational environment; affects a student’s ability to participate in or benefit from an educational program or activity; or otherwise adversely affects the student’s educational opportunities.

By Gender

By Disability

By National Origin/Race

Sexual Harassment

Inappropriate written, verbal, physical, sexual contact

Name Calling

Stalking

FREQUENCY / CONSEQUENCE

ACTION

<p>1st Office Referral Anti-Bullying Packets Counseling Referral to LPC</p>	<p>Student/Administrator/Parent Conference Counseling Referral (Plan TBD by LPC) Project HELP (Counseling) Mediation</p>
<p>2nd Office Referral Option 1 - 2 to 5 days of I.S.S. Anti -Bullying Packets Review or Option 2 – 2 to 3 days of O.S.S.</p>	<p>Parent/Team/Administrator Conference Assign Consequences Post Packet Counseling Session (Exit from ISS) Possible Harassment Charges Penal Code 42.07</p>

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LEVEL III – Bundle 10 con't

3 rd	Office Referral 29 days in L.I.S.S.	Parent/Administrator Conference Assign Consequences/Placement Hearing Possible Harassment Charges Penal Code 42.07
4 th +	Office Referral Possible Placement at the District Alternative Education Program	Parent/Administrator Conference Assign Consequences/Placement Hearing Possible Harassment Charges Penal Code 42.07

LEVEL III – Bundle 11 (Mandatory Placements)

INFRACTION Include but not limited to:
Assault against a student/school employee
Conduct punishable as a felony on/off campus
Indecent exposure
Possession/Sold/Used/Under Influence of marijuana or controlled substance/alcohol or other illegal drugs
Public lewdness
Retaliation against a school employee or volunteer
Throwing objects at student/parent/school employee causing harm or injury
Terroristic threat
Any student intentionally coughing, sneezing, or spitting on another student or staff member with the intention of infecting the other student with COVID-19 while on the bus, campus, or at a school-related event

FREQUENCY / CONSEQUENCE

ACTION

1 st	Office Referral 3 days of O.S.S. Pending DAEP placement hearing Criminal charges	Contact Campus Security, Police and Administrator immediately Secure the safety of other students Placement at DAEP (in district)
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LEVEL III – Bundle 12 (Mandatory Expulsions)

INFRACTION Include but not limited to:
Aggravated assault against a student/school employee/volunteer
Arson
Felony possession of drugs
Used/exhibited/possessed a firearm
Used/exhibited/possessed a prohibited weapon

FREQUENCY / CONSEQUENCE

ACTION

1 st	Office Referral 3 days of O.S.S. Pending JJAEP placement hearing Criminal charges	Contact Campus Security, Police and Administrator immediately Secure the safety of other students Placement at JJAEP (out of the district)
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LEVEL III – Bundle 13 (Bus Transportation)

INFRACTION Include but not limited to:
Bus Referral
Disrupting Transportation

- The severity of the infraction can result in automatic bus suspension, as well as administrative action (ex. Fighting, vulgarity towards bus driver, tagging, disruption of transportation, etc....)
- Furthermore, students will refrain from disruptive behavior of any kind while waiting for the school bus. If not, their bus riding privileges may also be suspended. As a result, parents will be required to pick up students at the front office during the suspension period.

<u>FREQUENCY / CONSEQUENCE</u>	<u>CAMPUS ACTION</u>
1 st + Bus Referral Warning Student Conference	Student Conference
2 nd Bus Referral 3 to 5 days of Bus Suspension	Assign Consequence
3 rd Bus Referral 5 to 10 days of Bus Suspension Admin/Parent/Student Conference	Assign Consequence Conference
4 th Bus Referral 20 to 30 days of Bus Suspension	Assign Consequence
5 th Bus Referral Suspension for remainder of school year	Assign Consequence

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[CAMPUS NAME]

Disciplinary Management Plan
2020-2021

Student Name _____

Grade Level: _____

Homeroom Teacher: _____

I have received, read and discussed the Discipline Management plan for the 2020-2021 school year with my child. Both my student and I understand its purpose and contents.

Student Signature

Parent Signature

Date