



# Hutto ISD

## Elementary Discipline Management Plan

The Hutto ISD Discipline Management Plan is to be used as a guide to promote consistency of practices among all HISD elementary schools. All infractions will be thoroughly investigated and consequences will be fair and appropriate as determined by the campus administrator. Prior to any disciplinary action by an administrator, a conference will be conducted with the student. At this conference, the student will be given the opportunity to explain the incident.

Students on a specific behavior plan or under IDEA will be handled on an individual basis as determined by an ARD committee.

**Offenses:**

<b>Level I</b>	Minor/Managed by Classroom Discipline Plan
<b>Level II</b>	Serious/Office Referral
<b>Level III</b>	Persistent Serious Misconduct
<b>Level IV</b>	Mandates placement at DAEP
<b>Level V</b>	Discretionary/Mandatory Expulsion

**Abbreviation Key:**

<b>ISS</b>	In-School Suspension
<b>OSS</b>	Out of School Suspension
<b>DAEP</b>	District Alternative Education Placement
<b>SRO</b>	School Resource Officer
<b>ITALICS</b>	Refers to behavior related to possible gang affiliation

### Level I Offenses: Minor

#### A formal office referral is not required for Level 1 offenses

**Definition:** Discipline for Level I offenses are managed by the classroom teacher/team. Classroom teachers are to follow the student “**Self Management Plan**” and document any violations. If behavior becomes persistent, Level I violations may be elevated to Level II violations. Documentation will be required to show that prior interventions were used and found to be unsuccessful for a Level I offense to become a Level II offense.

**Examples of Class I Misbehaviors:**

- Any violation of the written/posted classroom and school wide expectations
- Mild disruptions/talking
- Not following directions
- Mild horse play between students
- Cheating/copying the work of others
- Failure to do assigned work
- Minor inappropriate comments
- Dress code violations

<p><b>Cell Phone</b></p> <p>Student cell phones should not be seen or heard at any time during the instructional day. Cell phones should be kept in student backpack.</p>	<p>1<sup>st</sup> incident=Warning</p> <p>2<sup>nd</sup> incident= Cell phone is taken from the student and given to an administrator. Parents are contacted to pick up the phone and must pay a \$15.00 fine.</p>
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## Hutto ISD Elementary Discipline Management Plan

### Level II Offenses: Serious Misbehavior A formal office referral is required for Level II offenses

**Definition:** Level II refers to a serious act of misconduct and/or persistent Level I offenses

#### Examples of Level II Misbehaviors:

- Inappropriate language towards a student and/or teacher
- Significant disrespect, including refusal to comply, or significant oppositional behavior
- Physical contact against a student(non-fight)
- Inappropriate and persistent manner of insubordination
- Inappropriate physical contact
- Using articles(not considered a weapon) to harm another person
- Forging a signature (notes, school documents etc.)
- *Graffiti* or writing on school property/building
- Leaving class or the school without permission
- Persistent Misbehavior (Incidents Documented)

#### Disciplinary Consequences for Level II Offenses

<b>First Referral</b>	1 day recess Detention and 1 Day Lunch Detention
<b>Second Referral</b>	2 days recess and 2 days Lunch Detention
<b>Third Referral</b>	1 day ISS or After School Detention (Campus Discretion)
<b>Fourth Referral</b>	2 days ISS
<b>Fifth Referral</b>	Possible OSS/or 3 days ISS

<b>Bus Misconduct</b>	1 <sup>st</sup> incident-Warning 2 <sup>nd</sup> incident-1 day bus suspension 3 <sup>rd</sup> incident-3 days bus suspension Additional consequences based on the misconduct apply
<b>Promoting an illegal or unsafe activity</b> For example, encourage fighting, theft, throwing objects (chairs, utensils, food, water, etc.)	Referral is written and given to administrator. Level of involvement will be investigated and consequences will be determined and assigned to all parties involved.



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### Level III Offenses: Persistent Serious Misbehaviors, Teacher Removal, and/or Severe Offenses

**Requires a mandatory removal of student from class and a formal office referral is required for Level III offenses**

**Definition:** Level III misconduct is defined as “persistent Level II misbehaviors or a formal removal by the classroom teacher under Section 37.002(b) of the Texas Education Code, or after an administrative investigation of an occurrence that finds the student engaged in a severe offense.

### Disciplinary Consequences for Level III Offenses

<b>Fighting/Mutual combat</b> (Based on Investigation and Mitigating circumstances)	1 <sup>st</sup> referral-2 days ISS/Possible 2 day OSS 2 <sup>nd</sup> referral-3 days ISS/Possible 3 OSS 3 <sup>rd</sup> referral- OSS/Additional consequences will be considered for additional referrals
<b>Gross Disrespect</b> Profanity or inappropriate gestures towards a teacher and/or student	1 <sup>st</sup> referral-2 days ISS 2 <sup>nd</sup> referral-3 days ISS possible OSS 3 <sup>rd</sup> referral- OSS/ Additional consequences will be considered for additional referrals
<b>Possession of a knife or weapon</b> This includes any type of gun (air, pellet etc.), a legal knife (less than 5.5 inches), or weapon, excluding firearms. <i>(For Firearms see TEC § 37.006 Mandatory Expulsion or DAEP Placement )</i>	Confiscated/parent picks up student 3 day OSS
<b>Theft</b> Intentionally taking personal property from a student and/or teacher	1 <sup>st</sup> referral-2 days ISS 2 <sup>nd</sup> referral-3 days ISS possible OSS 3 <sup>rd</sup> referral- OSS/Additional consequences will be considered for additional referrals plus <i>Restitution for all occurrences</i>
<b>Harassment/Bullying/Intimidation/Threat (non-terroristic)</b> See Hutto ISD Bullying Procedures and Guidelines in order to determine a Bullying or Harassment incident. If the investigation confirms a case of Bullying or Harassment, a formal referral will follow and merit the following consequences.	1 <sup>st</sup> referral-2 days ISS/Possible 2 day OSS 2 <sup>nd</sup> referral-3 days ISS/Possible 3 OSS 3 <sup>rd</sup> referral- OSS/Additional consequences will be considered for additional referrals
<b>Physical Aggression Toward an Adult</b>	1 <sup>st</sup> referral-2 days ISS/Possible 2 day OSS 2 <sup>nd</sup> referral-3 days ISS/Possible 3 OSS 3 <sup>rd</sup> referral- OSS/Additional consequences will be considered for additional referrals



## Hutto ISD Elementary Discipline Management Plan

### **Level IV Offenses: Misconduct which leads to Mandatory District Alternative Education Placement**

Requires mandatory removal to DAEP

**Definition:** The State Board of Education and the State Law require that certain offenses merit mandatory placement to the appointed district alternative educational setting. A student must be placed at DAEP if he/she commits any of the following offences on or within 300 feet of school property or while attending a school-sponsored or school-related activity on or off school property (TEC 37.006).

**See the Following Chart for Determine Offences that merit Mandatory DAEP Placement or Expulsion:**



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2011-2012 PEIMS Data Standards  
Appendix E: Additional Information Related to Discipline

**Chart for Determining if Discipline Action Reason Codes are Mandatory Expulsion or DAEP Placement**

Disciplinary Action Reason Codes (C165)		Disciplinary Action Codes	
Code and Translation		Mandatory DAEP Placement	Mandatory Expulsion
01	Permanent removal by a teacher from class (Teacher has removed the student from classroom and denied the student the right to return. TEC §37.003 has been invoked.) – TEC §37.002(b)		
02	Conduct punishable as a felony-TEC §37.006(a)(2)(A)	X	
04	Possessed, sold, or used marihuana or other controlled substance-TEC §37.006(a)(2)(C) and 37.007(b) for under the influence	X	
05	Possessed, sold, used, or was under the influence of an alcoholic beverage-TEC §37.006(a)(2)(D) and 37.007(b)	X	
06	Abuse of a volatile chemical- TEC §37.006(a)(2)(E)	X	
07	Public lewdness or indecent exposure-TEC §37.006(a)(2)(F)	X	
08	Retaliation against school employee-TEC §37.006(b) and 37.007(d)	X	X*
09	Based on conduct occurring off campus and while the student is not in attendance at a school-sponsored or school-related activity for felony offenses in Title 5, Penal Code-TEC §37.006(c) , TEC §37.007(b)(4), and TEC §37.0081	X	
10	Based on conduct occurring off campus and while the student is not in attendance at a school-sponsored or school-related activity for felony offenses not in Title 5, Penal Code-TEC §37.006(d) and TEC §37.007(b)(4)		
11	Used, exhibited, or possessed a firearm-TEC §37.007(a) (1) (A) and/or 37.007(e) brings a firearm to school.		X
12	Used exhibited, or possessed an illegal knife-TEC §37.007(a)(1)(B)		X
13	Used exhibited, or possessed an illegal club-TEC §37.007(a)(1)(C)		X
14	Used exhibited, or possessed a prohibited weapon under Penal Code Section 46.05-TEC §37.007(a)(1)(D)		X
16	Arson-TEC §37.007(a)(2)(B)		X
17	Murder, capital murder, criminal attempt to commit murder, or capital murder-TEC §37.007(a)(2)(C)		X
18	Indecency with a child-TEC §37.007(a)(2)(D)		X
19	Aggravated kidnapping-TEC §37.007(a)(2)(E)		X
20	Serious or persistent misconduct violating the student code of conduct while placed in a DAEP-TEC §37.007(c)		
21	Violation of student code of conduct not included under TEC §37.006, 37.007, or 37.002(b)		
22	Criminal mischief-TEC §37.007(f)		
23	Emergency Placement/Expulsion-TEC §37.019		
26	Terroristic threat-TEC §37.006(a)(1) or 37.007(b)	X	
27	Assault under Penal Code Section 22.01(a)(1) against a school district employee or volunteer-TEC §37.007(b)(2)(C)	X	
28	Assault under Penal Code Section 22.01(a)(1) against someone other than a school district employee or volunteer-TEC §37.006(a)(2)(B)	X	
29	Aggravated assault under Penal Code Section 22.02 against a school district employee or volunteer-TEC §37.007(d)		X
30	Aggravated assault under Penal Code Section 22.02 against someone other than a school district employee or volunteer-TEC §37.007(a)(2)(A)		X
31	Sexual assault under Penal Code Section 22.011 or aggravated sexual assault under 22.021 against a school district employee or volunteer-TEC §37.007(d)		X
32	Sexual assault under Penal Code Section 22.011 or aggravated sexual assault under 22.021 against someone other than a school district employee or volunteer-TEC §37.007(a)(2)(A)		X
33	Possessed, purchased, used or accepted a cigarette or tobacco product as defined in the Health and Safety Code, Section 3.01, Chapter 161.252		
34	School-related gang violence		
35	False alarm/false report-TEC §37.006(a)(1) and 37.007(b)	X	
36	Felony controlled substance violation-TEC §37.007(a)(3)		X
37	Felony alcohol violation-TEC §37.007(a)(3)		X
41	Fighting/Mutual Combat-Excludes all offenses under Penal Code §22.01		
42	Truancy (failure to attend school) – Parent contributing to truancy - TEC §25.093(a)		
43	Truancy (failure to attend school) – Student with at least 3 unexcused absences - TEC §25.094		
44	Truancy (failure to attend school) – Student with 10 unexcused absences - TEC §25.094		
45	Truancy (failure to attend school) – Student failure to enroll in school - TEC §25.085		
46	Aggravated robbery - TEC §37.007(a)(2)(F), TEC §37.006(c) -(d)	X	X
47	Manslaughter - TEC §37.007(a)(2)(G)		X
48	Criminally negligent homicide - TEC §37.007(a)(2)(H)		X
49	Engages in deadly conduct - TEC §37.007(b)(3)		
50	Used, exhibited, or possessed a non-illegal knife as defined by the district's student code of conduct and as allowed under TEC 37.007. (Knife length equal to or less than 5.5 inches.)		
51	Firearm (Off Campus 300 ft Zone) - TEC §37.007(a)(1)(A)		
52	Illegal Knife, Club, or Prohibited Weapon (Off Campus 300 ft Zone) - TEC §37.007(a)(1)(B-D)		
53	Serious Offense Conduct (Off Campus 300 ft Zone) - TEC §37.007(a)(2)(A-H)		
54	Felony Marihuana, Controlled Substance, Dangerous Drug, or Alcoholic Beverage (Off Campus 300 ft Zone) - TEC §37.006(a)(2)(C) or (D)		
55	Student is required to register as a sex offender under Chapter 62 of the Code of Criminal Procedure and is under court supervision - TEC §37.304. The offense(s) for which the student is required to register as a sex offender must have occurred on or after Sept. 1, 2007.	X	
56	Student is required to register as a sex offender under Chapter 62 of the Code of Criminal Procedure and is not under court supervision - TEC §37.305. The offense(s) for which the student is required to register as a sex offender must have occurred on or after Sept. 1, 2007.		
57	Continuous sexual abuse of young child or children under Penal Code §21.02, occurring on school property or while attending a school-sponsored or school-related activity on or off school property – TEC §37.007(a) (2) (I).		X
58	Breach of Computer Security Under Penal Code §33.02 – TEC 37.007(b)(5)		

\* Retaliation against school employee or volunteer coupled with an offense in TEC 37.007 (a) or (d).

Shaded areas indicate that the disciplinary action reason code has more than one corresponding disciplinary action code.

While a school may find it necessary to temporarily remove a student for safety reasons using in-school or out-of-school suspension, the mandatory actions taken against a student for a particular offense should include at least one (1) 425 record that matches this chart.



# Hutto ISD Elementary Discipline Management Plan

## Discipline Procedures and Expectations

### Completing an Office Referral

- Office referrals should be submitted after repeated interventions to correct the Level I misbehaviors have been tried, documented, and found to be unsuccessful.
- If a child causes extreme physical danger (cuts, stabs, fights, pushes etc.) then the office should be notified and an office referral completed.
- Office referrals should be completed by the classroom teacher after having spoken with the student(s) involved. The referral should be factual and objective with no teacher opinions included and no other student names.
- A separate referral should be written for each child involved in the incident.
- For each referral:
  - **The classroom teacher will contact parent by the end of the working day on the day of the referral.**
  - Administrator will discuss offenses with all students involved.
  - Administrator will assign consequences
  - Administrator will contact parents and inform them of consequences
  - Administrator will inform teacher of consequence

### In-School Suspension Guidelines

- The classroom teacher will be notified by an administrator before the end of the day when a student is receiving ISS.
- The classroom teacher will prepare work for the student in ISS and bring to the office before 7:45 a.m. on each day the student is assigned to ISS. The student should work on the assignments that would have been completed in the classroom for each day the student is assigned.
- The classroom teacher is expected to check on the student(s) during his/her conference time to assess work that has been completed and determine if more work will be needed. A student serving one day of ISS needs enough work for 7 hours. Students usually complete work faster when in ISS.
- If the student receives services from a special education teacher or for reading/math intervention, this teacher will be required to meet with the student even though he/she is in ISS and document this time.
- The student should report to the office after arriving at school on the day(s) he/she is serving ISS.
- The administrator will monitor student(s) and give breaks at specific times.
- The administrator will take students to the bus or car pick up at the end of the day.

### Student Expectations for ISS

- **Voice Level 0/No Talking**
- **Work independently**
- **Remain in the ISS room**
- **Complete work assigned**



Hutto ISD  
Elementary Student Self-Management Plan  
PK-1<sup>st</sup> grade

STUDENT NAME: \_\_\_\_\_ GRADE: \_\_\_\_\_

I understand that I am responsible for the way that I treat myself and others. In order to follow the school-wide expectations, I will ask myself:

Of the things we think, say or do:

- Is it the TRUTH?
- Is it FAIR to all concerned?
- Will it build GOOD WILL and BETTER FRIENDSHIPS?
- Will it be BENEFICIAL to all concerned?

I also understand that inappropriate choices have consequences and that once the *fifth* behavior issue has occurred, I will receive a referral to the office for the next offense.

6 week cycle (Dates) \_\_\_\_\_

1 <sup>st</sup> behavior issue		Date:
I was supposed to...		
Instead, my choice was to...		
I understand that the consequence for this behavior will be: <b>Verbal Warning/ Contact Parent (Optional)</b>		
Signature and date		
Notes (Teacher):		



Hutto ISD  
Elementary Student Self-Management Plan  
PK-1<sup>st</sup> grade

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2 <sup>nd</sup> behavior issue	Date:
I was supposed to...	
Instead, my choice was to...	
I understand that the consequence for this behavior will be: <b>Student/Teacher Conference and Contact Parent</b>	
Signature and date	
Notes (Teacher):	



Hutto ISD  
Elementary Student Self-Management Plan  
PK-1<sup>st</sup> grade

3 <sup>rd</sup> behavior issue	Date:
I was supposed to...	
Instead, my choice was to...	
I understand that the consequence for this behavior will be: <b>Lunch Detention and Contact Parent</b>	
Signature and date	
Notes (Teacher):	



Hutto ISD  
Elementary Student Self-Management Plan  
PK-1<sup>st</sup> grade

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4 <sup>th</sup> behavior issue	Date:
I was supposed to...	
Instead, my choice was to...	
I understand that the consequence for this behavior will be: <b>Recess Detention and Contact Parent</b>	
Signature and date	
Notes (Teacher):	



Hutto ISD  
Elementary Student Self-Management Plan  
PK-1<sup>st</sup> grade

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5 <sup>th</sup> behavior issue	Date:
I was supposed to...	
Instead, my choice was to...	
I understand that the consequence for this behavior will be: <b>Parent/Teacher/Conference (Possible Administrator Tune-Up Talk)</b>	
Signature and date	



Hutto ISD  
Elementary Student Self-Management Plan  
PK-1<sup>st</sup> grade

Notes (Teacher):

**6<sup>th</sup> behavior issue**

Date:

I was supposed to...

Instead, my choice was to...

I understand that the consequence for this behavior will be:

**Office Referral and Contact Parent**



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Elementary Student Self-Management Plan  
PK-1<sup>st</sup> grade

Signature and date
Notes (Teacher):



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Elementary Student Self-Management Plan  
2<sup>nd</sup>-5<sup>th</sup> grade

STUDENT NAME: \_\_\_\_\_ GRADE: \_\_\_\_\_

I understand that I am responsible for the way that I treat myself and others. In order to follow the school-wide expectations, I will ask myself:

Of the things we think, say or do:

- Is it the TRUTH?
- Is it FAIR to all concerned?
- Will it build GOOD WILL and BETTER FRIENDSHIPS?
- Will it be BENEFICIAL to all concerned?

I also understand that inappropriate choices have consequences and that once the *fifth* behavior issue has occurred, I will receive a referral to the office for the next offense.

6 week cycle (Dates) \_\_\_\_\_

1 <sup>st</sup> behavior issue		Date:
I was supposed to...		
Instead, my choice was to...		
I understand that the consequence for this behavior will be: <b>Verbal Warning/ Contact Parent (Optional)</b>		
Signature and date		
Notes (Teacher):		

2 <sup>nd</sup> behavior issue		Date:
I was supposed to...		
Instead, my choice was to...		
I understand that the consequence for this behavior will be: <b>Student/Teacher Conference and Contact Parent</b>		
Signature and date		
Notes (Teacher):		



Hutto ISD  
Elementary Student Self-Management Plan  
2<sup>nd</sup>-5<sup>th</sup> grade

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3 <sup>rd</sup> behavior issue	Date:
I was supposed to...	
Instead, my choice was to...	
I understand that the consequence for this behavior will be: <b>Lunch Detention and Contact Parent</b>	
Signature and date	
Notes (Teacher):	

4 <sup>th</sup> behavior issue	Date:
I was supposed to...	
Instead, my choice was to...	
I understand that the consequence for this behavior will be: <b>Recess Detention and Contact Parent</b>	
Signature and date	
Notes (Teacher):	



Hutto ISD  
Elementary Student Self-Management Plan  
2<sup>nd</sup>-5<sup>th</sup> grade

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5 <sup>th</sup> behavior issue	Date:
I was supposed to...	
Instead, my choice was to...	
I understand that the consequence for this behavior will be: <b>Parent/Teacher/Conference (Possible Administrator Tune-Up Talk)</b>	
Signature and date	
Notes (Teacher):	

6 <sup>th</sup> behavior issue	Date:
I was supposed to...	
Instead, my choice was to...	
I understand that the consequence for this behavior will be: <b>Office Referral and Contact Parent</b>	
Signature and date	
Notes (Teacher):	



Hutto ISD  
Elementary Student Self-Management Plan  
2<sup>nd</sup>-5<sup>th</sup> grade