



**Ganado Elementary School
Discipline Management Plan
2021 – 2022**

As per GISD Student Code of Conduct:

Standards for Student Conduct

Every student is expected to:

- Demonstrate courtesy, even when others do not.
- Behave in a responsible manner, always exercising self-discipline.
- Attend all classes, regularly and on time.
- Prepare for each class; take appropriate materials and assignments to class.
- Meet district and campus standards of grooming and dress.
- Obey all campus and classroom rules.
- Respect the rights and privileges of students, teachers, and other district staff and volunteers.
- Respect the property of others, including district property and facilities.
- Cooperate with and assist the school staff in maintaining safety, order, and discipline.
- Adhere to the requirements of the Student Code of Conduct.

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Ganado Elementary School Guidelines on Tardiness

Students not in class at the 7:55 a.m. bell are tardy. Tardy students should report to the office to obtain a tardy slip before going to the classroom. Student will need to report the reason for the

Excused Tardies are for one of the following reasons:

1. Medical/dental appointment with note
2. Detained by teacher/school official with note from that person
3. Delayed school bus
4. All excused absence reasons apply
5. Unusual weather circumstances or other reasons approved by an administrator

Unexcused Tardies include:

1. Overslept/late start
2. Car trouble
3. Missed the bus, ride was late
4. Eating breakfast
5. All unexcused absence reasons apply

After 3 tardies, students will receive a warning letter regarding tardiness. After 5 tardies, parents will be contacted to have a conference with the principal/assistant principal to discuss tardiness. **After 7 unexcused tardies, students will be assigned attendance at Saturday School for a period of three hours.** (Dates for Saturday School are listed on the 21-22 GISD School Calendar.)

Discipline Management Techniques

Discipline will be designed to improve conduct and to encourage students to adhere to their responsibilities as members of the school community. Disciplinary action will draw on the professional judgment of teachers and administrators and on a range of discipline management techniques, including restorative discipline practices. Discipline will be correlated to the seriousness of the offense, the student's age and grade level, the frequency of misbehavior, the student's attitude, the effect of the misconduct on the school environment, and statutory requirements. Because of these factors, discipline for a particular offense (unless otherwise specified by law) may bring into consideration varying techniques and responses.

The Ganado Elementary School Discipline Management Plan is to be used as a guide to promote consistency of practices among our school. 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. Each student will be handled independently, and prior disciplinary actions will be taken into consideration each time referrals are made. Parents will be contacted for all Level II referrals.

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

Offenses:

Level I	Minor/Managed by Classroom Discipline Plan
Level II	Office Referral
Level III	Persistent Serious Misconduct/Office Referral
Level IV	Serious offenses/Suspension/DAEP

Abbreviation Key:

ISS	In School Suspension
OSS	Out of School Suspension
DAEP	District Alternative Education Placement

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 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 (Contacted Guardian) and found to be unsuccessful for a Level I offense to become a Level II offense.

Some Examples of Level I Misbehaviors:

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

Most times, it's better to be proactive. So if a student is taken by an administrator from the classroom or from the hall, the following actions are examples of what could take place without a referral:

Call home
Conference in hall
Cool-off time/period
No recess
Letter or verbal apology
Lunch Detention

Cell Phones

Student cell phones should not be seen or heard at any time during the instructional day at GES. If brought to school, they should be powered down and turned in to Homeroom Teacher until they are dismissed from school.

1st Incident: Warning and reminder to turn off/place in backpack

2nd Incident: Cell Phone will be taken from student and given to an administrator. Parents will be contacted to pick up the phone.

3rd and after Incident: Cell Phone will be taken from student and given to an administrator. Parents will be contacted to pay \$15.00 and pick up the phone.

Elementary Discipline Management Plan

Level II Offenses: Office Referral

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

Some Examples of Level II Misbehaviors:

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

Disciplinary Consequences for Level II Offenses

Note: All Level II incidents will result in a phone conference with parents.

First Referral	1 Day ISS
Second Referral	2 Days ISS
Third or more Referrals	3 Days ISS/ Possible OSS

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

Disciplinary Consequences for Level III Offenses

Persistent Level II Behaviors (or Higher Severity Level II Behaviors)	1st Referral 1-3 days ISS or OSS 2nd Referral 2-3 days ISS or OSS 3rd Referral 3 days OSS
Fighting/ Mutual combat Based on investigation and circumstances	1st Referral 1 days OSS 2nd Referral 2 days OSS 3rd Referral 3 days OSS/ Additional consequences will be considered for additional referrals
Gross Disrespect Profanity of inappropriate gestures towards a teacher and/or student	1st Referral 1-2 days ISS 2nd Referral 3-5 days ISS 3rd Referral 1-3 days OSS/ Additional consequences for additional referrals
Possession of a Knife or Weapon This includes any type of gun (Air, pellet etc.) a legal knife or weapon.	Confiscated/ Parent Picks up student 3 days OSS/ DAEP placement
Theft Intentionally taking personal property from a student and/ or teacher	1st Referral ISS placement/1 day OSS 2nd Referral ISS placement/2 days OSS 3rd Referral OSS/ Additional consequences for additional referrals plus restitution for all occurrences
Harassment/Bullying/Intimidation/Threat	1st Referral ISS Placement/ 1-2 days OSS 2nd Referral ISS Placement/2-3 days OSS 3rd Referral 3 Days OSS
Physical Aggression toward an adult	1st Referral ISS Placement/1 Day OSS 2nd Referral ISS Placement/2 Days OSS/ Possible DAEP placement 3rd Referral- DAEP placement
Promoting an illegal or unsafe activity (For example, encouraging fighting, theft throwing objects (chairs, utensils, food))	Referral is written and given to administrator. Level of involvement will be investigated and consequences will be determined and assigned to all parties involved.

Elementary Discipline Management Plan
Level IV Offenses: Misconduct which leads to Mandatory District Alternative
Education Placement

Requires mandatory removal to DAEP

Definition: Level IV misconduct is defined as “persistent Level II/III 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. These offenses are considered immediate dangers and should be addressed and reported immediately to an administrator.

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 (See explanation below, TEC 37.006).

The next page(s) explain Mandatory removals and the DAEP placement system, as addressed in GISD Student Code of Conduct.

Disciplinary Alternative Education Program (DAEP) Placement

The DAEP shall be provided in a setting other than the student's regular classroom. An elementary school student may not be placed in a DAEP with a student who is not an elementary school student. For purposes of DAEP, elementary classification shall be kindergarten–grade 6 and secondary classification shall be grades 7–12. Summer programs provided by the district shall serve students assigned to a DAEP in conjunction with other students.

A student who is expelled for an offense that otherwise would have resulted in a DAEP placement does not have to be placed in a DAEP in addition to the expulsion. In deciding whether to place a student in a DAEP, regardless of whether the action is mandatory or discretionary, the district shall take into consideration:

1. Self-defense
2. Intent or lack of intent at the time the student engaged in the conduct, and
3. The student's disciplinary history.

Discretionary Placement: Misconduct That May Result in DAEP Placement

A student **may** be placed in a DAEP for behaviors prohibited in the General Conduct Violations section of this Code.

Misconduct Identified in State Law

In accordance with state law, a student **may** be placed in a DAEP for any one of the following offenses:

- Involvement in a public school fraternity, sorority, or secret society, including participating as a member or pledge, or soliciting another person to become a pledge or member of a public school fraternity, sorority, secret society, or gang.
- Involvement in criminal street gang activity.
- Any criminal mischief, including a felony.
- Assault (no bodily injury) with threat of imminent bodily injury.
- Assault by offensive or provocative physical contact.

In accordance with state law, a student **may** be placed in a DAEP if the superintendent or the superintendent's designee has reasonable belief that the student has engaged in conduct punishable as a felony, other than aggravated robbery or those listed as offenses involving injury to a person in Title 5 of the Texas Penal Code, that occurs off school property and not at a school-sponsored or school-related event, if the student's presence in the regular classroom threatens the safety of other students or teachers or will be detrimental to the educational process. The appropriate administrator **may**, but is not required to, place a student in a DAEP for off-campus conduct for which DAEP placement is required by state law if the administrator does not have knowledge of the conduct before the first anniversary of the date the conduct occurred.

Mandatory Placement: Misconduct That Requires DAEP Placement

A student **must** be placed in a DAEP if the student:

- Engages in conduct relating to a false alarm or report (including a bomb threat) or a terroristic threat involving a public school.
- Commits the following offenses on school property or within 300 feet of school property as measured from any point on the school's real property boundary line, or while attending a school-sponsored or school-related activity on or off school property:
 - Engages in conduct punishable as a felony.
 - Commits an assault under Texas Penal Code 22.01(a)(1).
 - Sells, gives, or delivers to another person, or possesses, uses, or is under the influence of marijuana, a controlled substance, or a dangerous drug in an amount not constituting a felony offense. (School-related felony drug offenses are addressed in the Expulsion section.)
 - Sells, gives, or delivers to another person an alcoholic beverage; commits a serious act or offense while under the influence of alcohol; or possesses, uses, or is under the influence of alcohol, if the conduct is not punishable as a felony offense. (School-related felony alcohol offenses are addressed in the Expulsion section.)
- Behaves in a manner that contains the elements of an offense relating to abusable volatile chemicals.
- Behaves in a manner that contains the elements of the offense of public lewdness or indecent exposure.
- Engages in expellable conduct and is between six and nine years of age.
- Commits a federal firearms violation and is younger than six years of age.
- Engages in conduct that contains the elements of the offense of retaliation against any school employee or volunteer on or off school property. (Committing retaliation in combination with another expellable offense is addressed in the Expulsion section of this Code.)
- Engages in conduct punishable as aggravated robbery or a felony listed under Title 5 of the Texas Penal Code when the conduct occurs off school property and not at a school-sponsored or school-related event and:
 1. The student receives deferred prosecution
 2. A court or jury finds that the student has engaged in delinquent conduct or
 3. The superintendent or designee has a reasonable belief that the student engaged in the conduct.

Out-of-School Suspension

Process

State law allows a student to be suspended for no more than three school days per behavior violation, with no limit on the number of times a student may be suspended in a semester or school year. Before being suspended a student shall have an informal conference with the appropriate administrator, who shall advise the student of the conduct of which he or she is accused. The student shall be given the opportunity to explain his or her version of the incident before the administrator's decision is made.

The number of days of a student's suspension shall be determined by the appropriate administrator, but shall not exceed three school days. The appropriate administrator shall determine any restrictions on participation in school-sponsored or school-related extracurricular and co-curricular activities.