



City Day Community School 2020-2021 K-8 Discipline Management Plan

The City Day Discipline Management Plan is to be used as a guide to promote consistency of practices among the entire school. All infractions will be thoroughly investigated and consequences will be fair and appropriate as determined by the school 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 IAT committee.

Offenses:

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

Abbreviation Key:

ISR	In-School Restorative Program
OSS	Out of School Suspension
DAEP	District Alternative Education Placement
SRO	School Resource Officer
ITALICS	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 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
- Inappropriate language
- 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

Cell Phone Student cell phones should not be seen or heard at any time during the instructional day. Cell phones should be kept in student backpack.	1 st incident=Warning 2 nd incident= Cell phone is taken from the student and given to an administrator. Parents are contacted to pick up the phone.
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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:

- Significant disrespect, including refusal to comply, or significant oppositional behavior
- Repeated inappropriate language/threatening
- 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

First Referral	Three days ISR
Second Referral	Three days OSS
Third Referral	One week ISR
Fourth Referral	Five days OSS (parent meeting required to return to school)
Fifth Referral	One week ISR
Sixth Referral	Ten days OSS (parent meeting required to return to school)
Seventh Referral	One week ISR
Eighth Referral	Referral to DAEP or Expulsion

<p>Blatant disrespect For example, calling teachers names to his or her face (this could also be in the form of writing)</p>	<p>1st incident-3 days OSS 2nd incident-5 days OSS *Parent meeting held before return 3rd incident-10 days OSS Parent meeting held before return</p>
<p>Promoting an illegal or unsafe activity For example, encourage fighting, theft, throwing objects (chairs, utensils, food, water, etc.)</p>	<p>Referral is written and given to administrator. Level of involvement will be investigated and consequences will be determined and assigned to all parties involved.</p>



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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 Ohio 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

<p style="text-align: center;">Fighting/Mutual combat</p> <p>(Based on Investigation and Mitigating circumstances)</p>	<p>1st referral-3 Days ISR/immediate removal from school</p> <p>2nd referral-3 Days OSS/immediate removal from school</p> <p>3rd referral- 5 Days OSS/Mandatory Behavior Plan and Parent Meeting with Administration</p>
<p style="text-align: center;">Gross Disrespect</p> <p>Profanity or inappropriate gestures towards a teacher and/or student</p>	<p>1st referral-3 Days OSS/immediate removal from school</p> <p>2nd referral-5 Days OSS/immediate removal from school</p> <p>Behavior Plan and Parent Meeting with Administration</p> <p>3rd referral- 10 Days OSS/Expulsion or DAEP</p>
<p style="text-align: center;">Possession of a knife or weapon</p> <p>This includes any type of gun (air, pellet etc.), a legal knife (less than 5.5 inches), or weapon, excluding firearms.</p> <p>(For Firearms see OEC § 37.006 Mandatory Expulsion or DAEP Placement)</p>	<p>Confiscated/parent picks up student</p> <p>3 day OSS</p>
<p style="text-align: center;">Theft</p> <p>Intentionally taking personal property from a student and/or teacher</p>	<p>1st referral-3 Days OSS/immediate removal from school</p> <p>2nd referral-5 Days OSS/immediate removal from school</p> <p>3rd referral- 10 Days OSS/Mandatory Behavior Plan and Parent Meeting with Administration</p>
<p style="text-align: center;">Harassment/Bullying/Intimidation/Threat (non-terroristic)</p> <p>See Hutto ISD Bullying Procedures and Guidelines in order to determine a Bullying or Harassment incident.</p> <p>If the investigation confirms a case of Bullying or Harassment, a formal referral will follow and merit the following consequences.</p>	<p>1st referral-3 Days OSS/immediate removal from school</p> <p>2nd referral-5 Days OSS/immediate removal from school</p> <p>3rd referral- 10 Days OSS/Mandatory Behavior Plan and Parent Meeting with Administration (to include counseling)</p>

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Physical Aggression Toward an Adult	1 st referral-3 Days OSS/immediate removal from school 2 nd referral-5 Days OSS/immediate removal from school 3 rd referral- 10 Days OSS/Mandatory Behavior Plan and Parent Meeting with Administration (to include counseling)
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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 Offenses 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.



Discipline Procedures and Expectations

Completing an Office Referral /Incident Report

- Major office referrals/Incident Reports 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 assigned consequence.
- **Teachers do not tell students that they are going home.**