

## **HISD Code of Student Conduct – Secondary Schools Offenses and MAXIMUM Consequences**

This document is designed to assist school officials in determining disciplinary responses to the most common offenses committed both on and off campus. The document is based on the requirements of Texas Education Code Chapter 37 and the Board-approved *Code of Student Conduct*. It includes PEIMS Reason and Action Codes. The rules concerning student conduct apply to actions of students on school property, school buses, designated bus stops, and, in some cases, for non-school related offenses and to actions of students at all school-sponsored or school-related activities or events, such as field trips, sporting events, stadium assemblies, and fairs.

### **NOTES:**

**Expectations:** Discipline shall be administered when necessary to protect students, staff, or property and maintain essential order and discipline. Students shall be treated fairly and equitably. Discipline must be handled expediently and the student's right to due process must be safeguarded.

**Procedures:** Before a student is removed from the regular classroom setting, school officials must follow established procedure. Please consult The *Code of Student Conduct* for removal procedures for both DAEP and JJAEP placements.

**Temporary placement:** Pending expulsion (JJAEP) or DAEP placement, a student may be placed in in-school suspension (ISS), out-of-school suspension (OSS) for up to 3 days or another appropriate placement where a student can be supervised.

**Notice of Educational Opportunities:** The district is required to provide notice to the parent of a student who has been removed to DAEP of the opportunity to complete coursework required for graduation and any available methods to obtain such coursework [TEC 37.008(l-1)]. This should be included in the communication to the parent.

**Length of Removal:** Elementary DAEP: 15 days; Secondary DAEP: 30-180 days. Expulsion/JJAEP - minimum of 45 day placement. Length of removal should take into account the natural transition points in the school calendar such as end of grading cycle, end of semester, and/or end of school year.

**Mitigating factors:** The district must consider self defense, intent, and a student's disciplinary history in deciding whether to order out-of-school suspension, removal to a DAEP, or expulsion, regardless of whether the decision involves a mandatory or discretionary action [TEC 37.001(a)(4)]. Law permits an administrator to override the requirements of the Law; however, it is of utmost importance that all criminal activity be posted in Chancery and if the requirements are overridden, the campus must document the reason for this action and post in Chancery as an **Action Code 28**.

**Special Education students:** Special state and federal laws apply to the discipline of special education students.

**Considerations Regarding Length of Placement:**

- A one-time Level 3 offense should rarely result in a placement at a DAEP.
- The maximum allowed placement length should be reserved for the most severe Level 4 behavioral infractions.
- Students who have committed only one Level 4 offense should not be removed for more than one semester.
- Students with no previous DAEP enrollment history should rarely be removed for more than one semester.
- For the academic success of the student, consideration should be given to placement length as it pertains to a natural transition point such as the end of a grading cycle, semester, or school year.

Discipline shall be based on a careful assessment of the circumstances of each case. State law requires that certain factors be considered before assessing penalties. These include, but are not limited to:

- Seriousness of the offense
- Age
- Intent
- Disciplinary history
- Student's attitude
- Potential effect of misconduct on school environment
- State law
- Mitigating factors such as self defense
- Any disabilities

The tables that follow are for the maximum length of disciplinary consequences for the most common *Code of Conduct* violations. The *Code* violation is listed with the corresponding PEIMS reason/concern code, and the recommendations for 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> incident of the same violation. Administrators may choose less than the maximum length posted. However, the minimum placement for secondary DAEP is 30 days and for JJAEP is 45 days.

Tables are divided into the following categories:

- Drug Offenses
- Gang Offenses
- Other misconduct
- Retaliation
- Sexual Misconduct
- Violent Offenses
- Weapons
- Bus Rules Violations

DRUG OFFENSES MAXIMUM Consequences														
Offense	PEIMS REASON CODE	ISS (code 06)			OSS (code 05)			DAEP (code 07)			Expulsion (code 02)			Notes
		1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	
<b>Felony</b> drug or alcohol offense {TEC 37.006 (a) (2) (C) & (D)}, on campus or at a school-related activity	36										45	90	180	ISS, OSS ARE ASSIGNED AS APPROPRIATE
Same offense within 300 feet of campus or while on the property or at a school-related activity of another Texas district	36										45	90	180	See above
<b>Selling, giving, delivering</b> any amount of marijuana, a controlled substance, or a dangerous drug, on or within 300 feet of campus or at a school-related activity <b>(MISDEMEANOR)</b>	04							45	90	180			90	See above

DRUG OFFENSES MAXIMUM Consequences														
Offense	PEIMS REASON CODE	ISS (code 06)			OSS (code 05)			DAEP (code 07)			Expulsion (code 02)			Notes
		1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	
Using, or being <b>under the influence</b> of any amount of marijuana, a controlled substance, or a dangerous drug, on or within 300 feet of campus or at a school-related activity	04	5	5			3				30				ISS, OSS ARE ASSIGNED AS APPROPRIATE
<b>Possessing</b> any amount of <b>marijuana</b> , a controlled substance, or a dangerous drug, on or within 300 feet of campus or at a school-related activity (MISDEMEANOR)	04							30	60	90			45	See above
Selling, giving, delivering <b>alcohol</b> on or within 300 feet of campus or at a school-related activity	05							30	45	90			45	See above
<b>Possessing alcohol</b> on or within 300 feet of campus or at a school-related activity	05							30	45	60				See above

DRUG OFFENSES MAXIMUM Consequences														
Offense	PEIMS REASON CODE	ISS (code 06)			OSS (code 05)			DAEP (code 07)			Expulsion (code 02)			Notes
		1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	
Using, being <b>under the influence</b> of, or committing an offense while under the influence of <b>alcohol</b> , on or within 300 feet of campus or at a school-related activity	05	5	5			3				30				ISS, OSS ARE ASSIGNED AS APPROPRIATE
Possessing or using <b>tobacco</b> products	33	5	5	5			3			30				See above
Possessing, selling, giving, or using drug paraphernalia	21	5							30	45				See above
<b>Possessing</b> or <b>selling look-alike drugs</b> or items attempted to be passed off as drugs	04							30	60	90				See above
Improper use, possession, or being under the influence of <b>prescription drugs</b>	21	5							30	60				See above
Improper use or being under the influence of <b>over-the counter drugs</b>	21	5							30	60				See above

GANG RELATED OFFENSES MAXIMUM Consequences														
Offense	PEIMS REASON CODE	ISS (Code 06)			OSS (Code 05)			DAEP (Code 07)			Expulsion (Code 02)			Notes
		1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	
Visual <b>display of gang symbols</b> on body, clothing, property	21	3	5							30				ISS, OSS ARE ASSIGNED AS APPROPRIATE
School related <b>gang violence</b>	34							45	90	120				See above
Participation in gangs	21	3	5							30				See above
Participation in illegal organization including direct or indirect <b>leadership, guidance, recruiting</b>	21							45	90	120				See above

**OTHER MISCONDUCT/PERSISTENT MISBEHAVIOR**  
**MAXIMUM Consequences**

Offense	PEIMS REASON CODE	ISS (Code 06)			OSS (Code 05)			DAEP (code 07)			Expulsion (code 02)			Notes
		1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	
Arson [TPC28.02(a)], on campus or at a school – related activity	16										45	60	90	ISS, OSS ARE ASSIGNED AS APPROPRIATE
Same offense within 300 feet of campus or while on the property or at a school-related activity of another Texas district.	16										45	60	90	See above
Terroristic threat [TPC 22.07(a)] or false alarm [TPC 42.06(a)] involving a public school	26 35							30	60				45	See above
On or off campus <b>felony criminal mischief</b> [TPC 28.03(a)]	02							30	45	60				See above
<b>Non-felony</b> criminal mischief	22							30	45	60				See above
<b>Non-school related, non-violent felony</b> , with special findings by superintendent or designee [TEC 37.006(d)]	10							30	60	90				See above

OTHER MISCONDUCT/PERSISTENT MISBEHAVIOR														
MAXIMUM Consequences														
Offense	PEIMS REASON CODE	ISS (Code 06)			OSS (Code 05)			DAEP (code 07)			Expulsion (code 02)			Notes
		1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	
Bullying, dating violence, harassment, making hit lists	21							30	60	90				ISS, OSS ARE ASSIGNED AS APPROPRIATE
Sending, posting, or possessing electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal, including sexting either on or off school property if the conduct causes a substantial disruption to the educational environment	21	5			3				45	90				See above
Breach of computer security if a student accesses a district's computers, computer system or computer network and knowingly alters, damages, or deletes district property or information	21							45	90	120				See above
Non- Felony Stealing/theft	21	5	5			3				60				See above



OTHER MISCONDUCT/PERSISTENT MISBEHAVIOR														
MAXIMUM Consequences														
Offense	PEIMS REASON CODE	ISS (Code 06)			OSS (Code 05)			DAEP (code 07)			Expulsion (code 02)			Notes
		1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	
Directing profanity or obscene gestures at students or staff	21	3	5			3				45				ISS, OSS ARE ASSIGNED AS APPROPRIATE
Fighting/mutual combat	41	5	5			3				45				See above
Truancy	Per The Code of Conduct "Students who are determined to be truant shall be promptly referred to the attendance officer for referral to the courts for enforcement of the compulsory attendance laws <b>and not dealt with through a referral to a DAEP.</b> "													
Burglary of an HISD facility	02							30	60	90				See above
Vandalism, defacing of school property, graffiti	21	5							30	45				See above

SEXUAL MISCONDUCT MAXIMUM Consequences														
Offense	PEIMS REASON CODE	ISS (Code 06)			OSS (Code 05)			DAEP (code 07)			Expulsion (code 02)			Notes
		1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	
Sexual assault {TPC 22.011 (a)}, aggravated sexual assault {TPC 22.021 (a)}, or continuous sexual abuse {TPC 21.02}, on campus or at a school-related activity	31 32										180	180	180	ISS, OSS ARE ASSIGNED AS APPROPRIATE
Same offense within 300 feet of campus or while on the property or at a school-related activity of another Texas district	31 32										180	180	180	See above
Arrest, conviction, deferred adjudication, or probation for sexual assault or aggravated sexual assault ( <b>Non-school related Title 5 Felony</b> )	09							180				180	180	See above
Indecency with a child {TPC 21.11 (a)}, <b>on campus or at a school-related activity</b>	18										180	180	180	See above

SEXUAL MISCONDUCT MAXIMUM Consequences														
Offense	PEIMS REASON CODE	ISS (Code 06)			OSS (Code 05)			DAEP (code 07)			Expulsion (code 02)			Notes
		1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	
Same offense within 300 feet of campus or while on the property or at a school-related activity of another Texas district	18										180	180	180	ISS, OSS ARE ASSIGNED AS APPROPRIATE
Public lewdness {TPC 21.07 (a)} or indecent exposure {TPC 21.08 (a)}, on or within 300 feet of campus or at a school-related activity	07							30	45	60				See above
Inappropriate exposure of body parts (not determined to be public lewdness or indecent exposure)	21	5				3				30				See above

VIOLENT OFFENSES MAXIMUM Consequences														
Offense	PEIMS REASON CODE	ISS (Code 06)			OSS (Code 05)			DAEP (code 07)			Expulsion (code 02)			Notes
		1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	
Murder or attempt to commit murder [TC 19.02(b), 19.03(a) and 15.01(a)], <b>on campus or at school-related activity.</b>	17										180	180	180	ISS, OSS ARE ASSIGNED AS APPROPRIATE
Same offense within 300 feet of campus or while on the property or at a school-related activity of another Texas district.	17										180	180	180	See above
Aggravated assault [TPC 22.02(a)] on campus or at a school-related activity.	29 30										90	180	180	See above
Same offense within 300 feet of campus or while on the property or at a school-related activity of another Texas district.	29 30										90	180	180	See above
Aggravated robbery [TPC 29.03] <b>on campus or at a school-related activity.</b>	46										90	120	180	See above

VIOLENT OFFENSES MAXIMUM Consequences														
Offense	PEIMS REASON CODE	ISS (Code 06)			OSS (Code 05)			DAEP (code 07)			Expulsion (code 02)			Notes
		1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	
Same offense within 300 feet of campus or while on the property or at a school-related activity of another Texas district.	46										90	120	180	ISS, OSS ARE ASSIGNED AS APPROPRIATE
Manslaughter [TPC 19.04] on campus or at a school-related activity.	47										180	180	180	See above
Same offense within 300 feet of campus or while on the property or at a school-related activity of another Texas district.	47										180	180	180	See above
Criminally negligent homicide [TPC 19.05] on campus or at a school-related activity.	48										180	180	180	See above
Same offense within 300 feet of campus or while on the property or at a school-related activity of another Texas district.	48										180	180	180	See above

VIOLENT OFFENSES MAXIMUM Consequences															
Offense	PEIMS REASON CODE	ISS (Code 06)			OSS (Code 05)			DAEP (code 07)			Expulsion (code 02)			Notes	
		1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>		
<b>Assault with bodily injury</b> [TPC 22.01(a)(1)], on or within 300 feet of campus or at a school-related activity ( <b>Against staff</b> )	27							90					90	180	ISS, OSS ARE ASSIGNED AS APPROPRIATE
<b>Assault with bodily injury</b> [TPC 22.01(a)(1)], on or within 300 feet of campus or at a school-related activity ( <b>Student on Student</b> )	28							90	120	180					See above
Arrest, deferred prosecution, court finding of delinquent conduct [TPC <b>Title 5</b> or aggravated robbery], ( <b>Non-school related</b> ).	09							90	180					180	See above
<b>Assault by Contact</b> {TPC 22.01(a)(3)}	21							30	60	90					See above
<b>Verbal Assault</b> , Assault by threat {TPC 22.01(a)(2)}	21	5	5		3					60					See above
Terroristic threat {TPC 22.07 (a)}	26							30	60					45	See above

WEAPONS MAXIMUM Consequences														
Offense	PEIMS REASON CODE	ISS (Code 06)			OSS (Code 05)			DAEP (code 07)			Expulsion (code 02)			Notes
		1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	
Using, exhibiting, or possessing a <b>firearm</b> [TPC 46.01(3)], on campus or at a school related activity	11										180	180	180	ISS, OSS ARE ASSIGNED AS APPROPRIATE
Same offense within 300 feet of campus or while on the property or at a school-related activity of another Texas district	11										180	180	180	See above
Using, exhibiting, or possessing an <b>illegal knife</b> [TPC 46.01(6)] on campus or at a school-related activity	12										60	90	120	See above
Same offense within 300 feet of campus or while on the property or at a school-related activity of another Texas district	12										60	90	120	See above
Using, exhibiting, or possessing <b>prohibited weapon</b> [TPC 46.05] on campus or at school-related activity	14										60	90	180	See above

WEAPONS MAXIMUM Consequences														
Offense	PEIMS REASON CODE	ISS (Code 06)			OSS (Code 05)			DAEP (code 07)			Expulsion (code 02)			Notes
		1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	
Same offense within 300 feet of campus or while on the property or at a school-related activity of another Texas district	14										60	90	180	ISS, OSS ARE ASSIGNED AS APPROPRIATE
Possessing or using a <b>replica</b> of a gun	21							30	45	60				See above
Possessing or using BB gun or air gun	21							30	45	60				See above
Possessing or using razors, box cutters, pocket knives <b><i>with intent to use as a weapon</i></b>	50							60	90				60	See above
Possessing or using razors, box cutters, pocket knives <b><i>without intent to use as a weapon</i></b>	50	3	5			3				30				See above
Live ammunition, bullets	21	3	5			3				30				See Above
Possession pepper spray, mace	21	3	5			3				30				See above
Dispensing of pepper spray or mace resulting in school disturbance	21							30	45	60				See above



<b>WEAPONS</b>														
<b>MAXIMUM Consequences</b>														
<b>Offense</b>	<b>PEIMS REASON CODE</b>	<b>ISS (Code 06)</b>			<b>OSS (Code 05)</b>			<b>DAEP (code 07)</b>			<b>Expulsion (code 02)</b>			<b>Notes</b>
		1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	
Stun guns	21							30	45	60				ISS, OSS ARE ASSIGNED AS APPROPRIATE

### School Bus Discipline Policy for the Daily Transportation of Students

The following bus rules and regulations are provided in order to support the district's goal to provide safe transportation to and from school for all eligible students. **Please keep in mind that it is a privilege, not a right, to ride school buses in Texas.**

Students who have the opportunity to ride district school buses may do so as long as they display behavior that is reasonable and safe. Choosing to follow unacceptable behavior may result in loss of bus service.

The bus driver is responsible for the safety and discipline of students on the bus.

The campus administrator is responsible for assisting the bus driver with his/her responsibility in providing safe transportation services and will determine consequences of misbehavior and the reinstatement of bus service for the offending student should a suspension of bus privileges (**SBP**) become necessary.

Besides bus related consequences, students may also be subject to school related consequences (i.e. ISS, OSS, DAEP, JJAEP) when the bus-related offense significantly endangers the safety of the other passengers and/or when the student has participated in criminal activity.

Consequences for Class 1 and Class 2 Offenses apply when student/parent has been given written warning of previous misbehavior. Consequences may vary for 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> offenses.

**Mitigating factors that may affect consequences may include, but are not limited to the following: age of student, self defense, previous disciplinary history, seriousness of the offense, and any identified disability.**

CLASS 1 OFFENSES	MAXIMUM Consequences			
	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>
Eating or drinking on bus without permission of the bus driver	Verbal warning	Written warning	1 day SBP	3 day SBP per offense
Excessive noise that may contribute to safety risk	Verbal warning	Written warning	1 day SBP	3 day SBP per offense
Excessive horse play that may contribute to safety risk	Written warning	1 day SBP	3 day SBP	5 day SBP per offense
Spitting on the floor	Verbal warning	Written warning	1 day SBP	3 day SBP per offense
Leaving seat/standing while bus is in motion	Verbal warning	Written warning	1 day SBP	3 day SBP per offense
Use of inappropriate language	Verbal warning	Written warning	1 day SBP	3 day SBP per offense

CLASS 2 OFFENSES	MAXIMUM Consequences			
	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>
Ridding unassigned bus or using unassigned bus stop without permission of HISD	Written warning	3 day SBP	5 day SBP	SBP (max six weeks)
Hanging out of windows while bus is in motion	Written warning	3 day SBP	5 day SBP	SBP (max six weeks)
Throwing/shooting of any object inside or out of bus	Written warning	3 day SBP	5 day SBP	SBP (max six weeks)
Vandalism to bus (restitution will be made)	Written warning	3 day SBP	5 day SBP	SBP (max six weeks)
Lighting of firecrackers or any flammable object or substance	3 day SBP	5 day SBP	SBP (max one semester)	
Physical aggression against any person that does not result in criminal charges	Written warning	3 day SBP	5 day SBP	SBP (max six weeks)
Any form of bullying	Written warning	3 day SBP	5 day SBP	SBP (max six weeks)
Any form of harassment, racial slurs, or verbal aggression against any person	Written warning	3 day SBP	5 day SBP	SBP (max six weeks)
Unauthorized entering or leaving, use of emergency door, or/and tampering with bus equipment	3 day SBP	5 day SBP	SBP (max one semester)	
Possession of illegal contraband including drugs and weapons	Indefinite SBP (max one semester)			

## PROCEDURAL REQUIREMENTS

**NOTES:**

Any time there is a variance in the student’s schedule, classroom assignment, or delivery of instruction as a result of disciplinary decision, school officials must make all attempts to notify guardians verbally and in writing.

Students protected under Special Education or 504 regulations must be identified and appropriate procedures followed if student’s removal from his/her program as prescribed by the individual education plan will exceed ten days.

Keep in mind that there are multiple interventions that can and should be used by campus administrators before considering any level of removal (i.e. conferences, detention, mentor program, referral to social services, school/community work hours, etc.).

DISCIPLINARY ACTION	REQUIREMENTS
In-School Suspension (ISS)	<ul style="list-style-type: none"> <li>• GUARDIAN/student - verbal communication/conference</li> <li>• Written communication explaining reason for the action and the number of days assigned.</li> <li>• Posted in Chancery</li> </ul>
Out of School Suspension (OSS)	<ul style="list-style-type: none"> <li>• GUARDIAN /student - Verbal communication/conference</li> <li>• Written communication explaining reason for the action and the number of days assigned.</li> <li>• Posted in Chancery</li> <li>• Submitted via the DAEP/On-line application to the Department of Student Discipline</li> </ul>
Discipline Alternative Education Program (DAEP)	<ul style="list-style-type: none"> <li>• GUARDIAN /student - Conference within three days (3) of the offense – extended by mutual consent of all parties involved</li> <li>• GUARDIAN /student - Written communication explaining reason for the placement and the number of days assigned, appeals process if appropriate, - within (7) days of the offense – extended by mutual consent of all parties involved.</li> <li>• The district is required to provide notice to the parent of a student who has been removed to DAEP of the opportunity to complete coursework required for graduation and any available methods to obtain such coursework [TEC 37.008(1-1)].</li> <li>• Posted in Chancery</li> <li>• Submitted via the DAEP/On-line application</li> </ul>

<p>Expulsion to the JJAEP</p>	<ul style="list-style-type: none"> <li>• GUARDIAN /student - Hearing with three days (3) of the offense – extended by mutual consent of all parties involved</li> <li>• GUARDIAN /student - Written communication explaining reason for the expulsion and the length of expulsion, appeals process if appropriate, - within (7) days of the offense – extended by mutual consent of all parties involved.</li> <li>• The district is required to provide notice to the parent of a student who has been removed to DAEP of the opportunity to complete coursework required for graduation and any available methods to obtain such coursework [TEC 37.008(l-1)].</li> <li>• Posted in Chancery</li> <li>• Submitted via the DAEP/On-line application</li> </ul>
<p>In Cases of:</p> <ul style="list-style-type: none"> <li>• Student victim of a violent crime</li> <li>• Student victim of bullying, harassment, or any form of discrimination</li> <li>• Student victim of dating violence</li> </ul>	<p>Notification to Guardian</p> <ul style="list-style-type: none"> <li>• Description of situation/concern/offense</li> <li>• Action taken by campus to investigate and safeguard the student's safety</li> <li>• Guardian's right to transfer to another campus chosen by district</li> </ul>