

SFDR - CISD

DISCIPLINE MANUAL



2021 - 2022

DISCIPLINE MANUAL RECIEPT

Please fill out and return to:

Felisha Gomez

assessment_accountability@sfdr-cisd.org

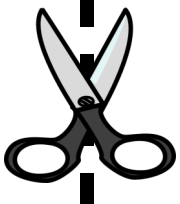
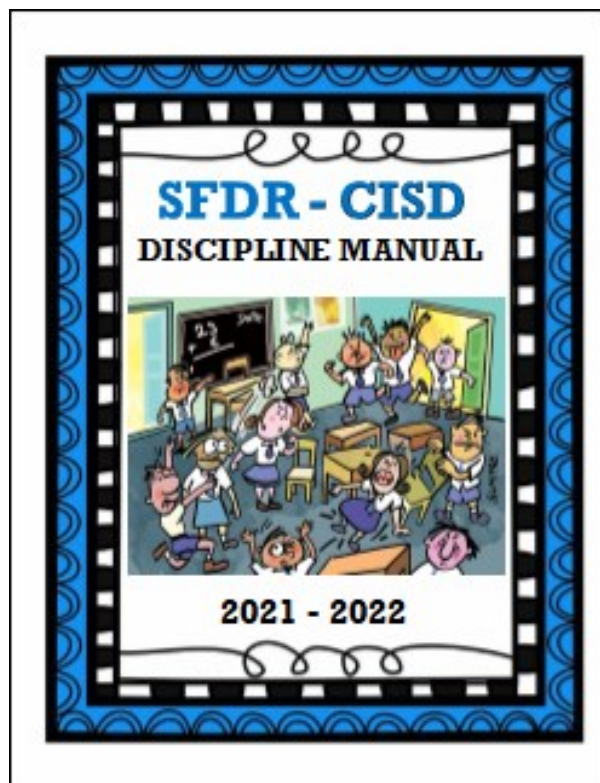
Annex III, Building 1

PEIMS Data Quality, Compliance and Accountability

Print _____

Sign _____

Date _____



A	2021-2022 Calendar: SFDR - C.I.S.D., Attendance & Discipline Entry Planner
B	PEIMS: Reporting Requirements
C	Student Discipline Referral Form (sample)
D	Disciplinary Action Reason (<u>Offense</u>) Code Table
E	PEIMS: Disciplinary Action Reasons (<u>Offense</u>) Codes and Definitions
F	<u>Possible Motivation</u> Code Table
G	Restraint: TEA PowerPoint, Code Table, Skyward Steps, Summary Form
H	<u>Location</u> Codes Table
I	PEIMS: Questions and Answers
J	Secondary Consequence Guide
K	Disciplinary <u>Action</u> Code Table
L	Description of Disciplinary <u>Action</u> Codes
M	PEIMS: Mandatory or Discretionary Placements and Expulsions
N	<u>Difference Reason</u> Code Table
O	Skyward Discipline Module
P	Data Mining Discipline Reports
Q	425 Reporting: Pre-PEIMS Report & PEIMS Edits (Disciplinary Action Context Rules)
R	TASB: Truancy Guide
S	Truancy Flow Chart
T	TEA: Safe Schools
U	Discipline FAQ'S & Steps for DAEP (SGLC)
V	Discipline Forms/Policy
W	Chapter 37 Discipline Chart
X	DAEP (SGLC) Forms/Policy
Y	Student Discipline Records
Z	Discipline Audits



Campus Attendance and Discipline Entry Planner 2021 - 2022

Campus	Responsible for completing data entry for the reported six weeks in accordance with the dates found under <u>column 4</u>	Please continue to input missing and incomplete data for internal auditing purposes.
Assessment & Accountability	Responsible for generating discipline reports from Skyward and submitting data to the appropriate CIO	

Six Weeks	Begins	Ends	<u>CAMPUS REPORTED DATA ENTERED BY 4:00 P.M.</u>	School Board Meeting*
1	Monday, August 9, 2021	Friday, September 17, 2021	<i>Tuesday, September 21, 2021</i>	Monday, October 18, 2021
2	Tuesday, September 21, 2021	Friday, October 29, 2021	<i>Tuesday, November 2, 2021</i>	Monday, November 15, 2021
3	Tuesday, November 2, 2021	Friday, December 17, 2021	<i>Tuesday, January 4, 2022</i>	Monday, January 24, 2022
4	Wednesday, January 5, 2022	Friday, February 11, 2022	<i>Tuesday, February 15, 2022</i>	Monday, March 21, 2022
5	Tuesday, February 15, 2022	Friday, April 8, 2022	<i>Tuesday, April 12, 2022</i>	Monday, April 25, 2022
6	Tuesday, April 12, 2022	Friday, May 20, 2022	<i>Tuesday, May 24, 2022</i>	Monday, June 20, 2022

*Dates subject to change

Discipline Reporting Requirements

Under TEC 37.008(m-1), failure to report all disciplinary removal actions as required by state and federal law may result in a review by the commissioner of education and notice to the local school board of any problems noted in the district's data, or a violation of a law or other rule. This review may also result in a notification to the county attorney, district attorney, criminal district attorney, as appropriate, and the attorney general. This provision can apply to missing, inaccurate, and/or falsified information/data.

For purposes of discipline data reported to TEA, the **attendance/PEIMS data personnel** are only responsible for entering information that has been provided to them by the Superintendent or their designee(s) who are responsible for applying the Student Code of Conduct to student behavior. **In no case should attendance/PEIMS data personnel be responsible for determining a student's coding information for discipline actions taken.**

Reporting Requirements

Discipline records are reported at the end of the current school year, and are a part of Submission 3.

Discipline record data is required by TEC, Chapter 37, P.L. 107-110 - No Child Left Behind (NCLB), and IDEA 2004, which includes students who are receiving special education and related services. TEA will maintain the privacy of this personally identifiable information in accordance with FERPA.

*A PEIMS discipline record **must** be reported for each disciplinary action that results in a removal of a student from any part of their regular academic program. A single student will have multiple discipline records if removed from his classroom more than once.*

Refer to the Data submission>Technical Resources>PEIMS Discipline Data guidance for additional information related to discipline reporting that includes detailed definitions of DISCIPLINARY-ACTION-CODES and DISCIPLINARY-ACTION-REASON-CODES.



SAN FELIPE-DEL RIO
Consolidated Independent School District

Student Discipline Referral

Action Code: _____
Ref.# _____
Incident # _____
Offense Code: _____

Student: _____ ID#: _____ Grade: _____

Campus: _____

Date of Incident: _____ Time of Incident: _____ Staff Member: _____

Teacher Action(s) Taken Prior To Referral

(Indicate date by each action)

_____ Classroom Consequence	_____ Consulted counselor	_____ Parent conference
_____ Detention	_____ Intervention plan	_____ Student conference
_____ Seating change	_____ Sent previous report home	_____ Referred to Crisis Core Team
_____ Police involvement	_____ Other actions taken (explain)	
_____ Parental Aide	_____ Contacted parent	

Teacher signature: _____ Counselor signature: _____

Parent signature: _____

Reason(s) For The Referral Date _____

Give a brief, factual account of the incident

Administrative Action(s) Taken

_____ Student conference	_____ Parent Conf./Date	_____ Refer to Law Enforcement	_____ ARD/504
_____ Warning/Verbal	_____ ISS _____ days	_____ Level 1	_____ PO notified
_____ Counselor	_____ Discipline contract	_____ Community Service	
_____ Det./Lunch After School	_____ Intervention plan	_____ Community Agency	
_____ Loss of privilege	_____ OSS _____ days	_____ Discipline contract	

Student signature: _____ Administrator signature: _____

Parent/Guardian Contact

Parent/Guardian: _____ Home # _____ Work # _____

Parent Contact (date/time): _____ Cell # _____

Parent signature: _____ Date: _____ Date referral mailed/sent home: _____

2021 - 2022
Disciplinary Action Reason Codes
(OFFENSE CODES)

Behavior Location Code	Code	Short Description	Long Description	PEIMS Code	PEIMS Description
<i>* SEE TAB M</i>	01	PERM REMOVAL	PERMANENT REMOVAL BY TEACHER	01	Permanent removal by a teacher from class
<i>* SEE TAB M</i>	02	CONDUCT FELONY	CONDUCT PUNISHABLE AS FELONY	02	Engages in Conduct Punishable as a Felony
<i>* SEE TAB M</i>	04	MARI/CONT SUBST	MARIHUANA/CONTROLLED SUBSTANCE	04	Marihuana or Controlled Substance or Dangerous Drug
<i>* SEE TAB M</i>	05	ALCOHOL	ALCOHOL USE/SELL/GIVE/DELIVER	05	Alcohol
<i>* SEE TAB M</i>	06	VOLATILE CHEM	VOLATILE CHEMICAL ABUSE	06	Abuse of a Volatile Chemical
<i>* SEE TAB M</i>	07	PUB LEWDNESS	PUBLIC LEWDNESS/INDECENT EXPOS	07	Public Lewdness/Indecent Exposure
<i>* SEE TAB M</i>	08	RETALIATION EMP	RETALIATION SCHOOL EMPLOYEE	08	Retaliation against School Employee
	09	O/C FELNY 5	OFF CAMPUS- TITLE 5 FELONY	09	Title 5 Felony Committed Off Campus
	10	O/C FELNY NOT 5	OFF CAMPUS- NON TITLE 5 FELONY	10	Non-Title 5 Felony Committed Off Campus
<i>* SEE TAB M</i>	11	FIREARM	FIREARM OBTAIN/USE/EXHIBIT	11	Firearm
<i>* SEE TAB M</i>	12	ILLEGAL KNIFE	ILLEG. KNIFE BLADE LONGER 5.5"	12	Location Restricted Knife
<i>* SEE TAB M</i>	14	PROHIB WEAPON	PROHIBITED WEAPON	14	Prohibited Weapon
<i>* SEE TAB M</i>	16	ARSON	ARSON- START FIRE, EXPLOSION	16	Arson
<i>* SEE TAB M</i>	17	MURDER	MURDER- CAP./CRIM. ATPT/COMMIT	17	Murder, Capital Murder, or Criminal Attempt to Commit Murder/Capital Murder
<i>* SEE TAB M</i>	18	INDEC W/CHILD	INDECENCY W/ CHILD YOUNGER 17	18	Indecency with a Child
<i>* SEE TAB M</i>	19	AGRVATED KIDNAP	AGGRAVATED KIDNAPPING	19	Aggravated Kidnapping
	21	CONDUCT CODE	VIOLATION STUDENT CODE CONDUCT	21	Violation of Student Code of Conduct
	22	CRIM MISCHIEF	CRIMINAL MISCHIEF	22	Criminal Mischief
	23	EMERG PLACEMENT	EMERGENCY PLACEMENT/EXPULSION	23	Emergency Placement/Expulsion
<i>* SEE TAB M</i>	26	TERRORISTIC THR	TERRORISTIC THREAT	26	Terroristic Threat
<i>* SEE TAB M</i>	27	ASL TO EMPLOYEE	ASSAULT- TO EMPLOYEE	27	Assault of School Staff
<i>* SEE TAB M</i>	28	ASL NON EMPL	ASSAULT- TO NON EMPLOYEE	28	Assault of Someone other than School Staff
<i>* SEE TAB M</i>	29	AG ASSAULT EMPL	AGGRAVATED ASSAULT- TO EMPLOYEE	29	Aggravated Assault against School Staff
<i>* SEE TAB M</i>	30	AGGRAV ASL STUD	AGGRAVATED ASSAULT- TO STUDENT	30	Aggravated Assault against Student
<i>* SEE TAB M</i>	31	SEX ASL EMPL	SEXUAL ASSAULT- TO EMPLOYEE	31	Sexual Assault/Aggravated Sexual Assault against School Staff
<i>* SEE TAB M</i>	32	SEX ASL NON EMP	SEXUAL ASSAULT- TO NON EMPLOYEE	32	Sexual Assault/Aggravated Sexual Assault against Student
<i>* SEE TAB M</i>	35	FALSE ALARM	FALSE ALARM/FALSE REPORT	35	False Alarm/False Report
<i>* SEE TAB M</i>	36	FEL CONTRL SUB	FELONY CONTROLLED SUBSTANCE	36	Felony Controlled Substance Violation (Confirmed)
<i>* SEE TAB M</i>	37	FELONY ALCOHOL	FELONY ALCOHOL VIOLATION	37	Felony Alcohol Violation (Confirmed)
	41	FIGHTING	FIGHTING/MUTUAL COMBAT	41	Fighting/Mutual Combat (2 or More/Same Incident)
<i>* SEE TAB M</i>	46	AG ROBBERY	AGGRAVATED ROBBERY	46	Aggravated Robbery
<i>* SEE TAB M</i>	47	MANSLAUGHTER	MANSLAUGHTER	47	Manslaughter
<i>* SEE TAB M</i>	48	HOMICIDE	CRIMINALLY NEGLIGENT HOMICIDE	48	Criminally Negligent Homicide
<i>* SEE TAB M</i>	49	DEAD CONDUCT	DEADLY CONDUCT	49	Deadly Conduct
	55	SEX OFF-CRT	RG SEX OFFENDER- SUPRVISED	55	Student Is Required To Register As A Sex Offender Under And Court Supervision
	56	SEX OFF-NO CRT	RG SEX OFFENDER- NON SUPERVIS	56	Student Is Required To Register As A Sex Offender Under And Is Not Under Court Supervision
<i>* SEE TAB M</i>	57	CONT SEX ABUSE	CONTINUOUS SEX ABUSE OF CHILD	57	Continuous Sexual Abuse Of Young Child Or Children Under Penal Code §21.02
<i>* SEE TAB M</i>	58	BREACH OF COMP	BREACH OF COMPUTER SECUR (AUP)	58	Breach of Computer Security Under Penal Code §33.02 – TEC 37.007
	59	SERIOUS MISBEH	SERIOUS MISBEHAVIOR (@SGLC)	59	Serious Misbehavior, as defined by TEC §37.007(c), while expelled to/placed in a DAEP
<i>* SEE TAB M</i>	60	HARASS EMPLOYEE	HARASSMENT TO EMPLOYEE OF DISTRICT	60	Harassment To Employee of School District Employee under Texas Penal Code
	61	BULLYING	BULLYING TEC 37.0052(b)	61	Bullying – TEC 37.0052(b)
	L05	BULLY SEX PREF	BULLYING-BASIS OF SEX	21	Violation of Student Code of Conduct
	L10	BULLY RACE,COLO	BULLYING-RACE,COLOR,NLT ORIGIN	21	Violation of Student Code of Conduct
	L15	BULLY DISABIL	BULLYING-BASIS OF DISABILITY	21	Violation of Student Code of Conduct
	L20	SEX HARASSMNT	OFFENSIVE ACTION-SEXUAL NATURE	21	Violation of Student Code of Conduct
	L25	BULLYING-CYBER	BULLYING-CYBER	21	Violation of Student Code of Conduct
	L30	BULLYING-GROUP	BULLYING-GROUP (2 OR MORE)	21	Violation of Student Code of Conduct
	L35	BULLYING-PRISIT	BULLYING-PERSISTENT BEHAVIOR	21	Violation of Student Code of Conduct
	L40	DEFIANCE AUTHOR	INSUBORDINATION	21	Violation of Student Code of Conduct
	L50	NON ILLGL KNIFE	NON ILLGL KNF (= or - 5.5")	21	Violation of Student Code of Conduct
	L59	DST SCH PROPRTY	DESTRUCTION SCHOOL PROPERTY	21	Violation of Student Code of Conduct
	L60	FORGERY	FORGERY/PLAGERISM	21	Violation of Student Code of Conduct
	L61	THEFT	THEFT	21	Violation of Student Code of Conduct
	L62	SKIPPING CLASS	SKIPPING CLASS	21	Violation of Student Code of Conduct
	L64	CELL PHONE	VIOLATION CELL PHONE POLICY	21	Violation of Student Code of Conduct
	L65	LV CL NO PERMIS	LEAVE CLASS W/O PERMISSION	21	Violation of Student Code of Conduct
	L66	PG/BEEPER/CELL	INAPPROPRIATE USE ELECT DEVICE	21	Violation of Student Code of Conduct
	L67	POSS PORN	POSSESSION OF PORNOGRAPHY	21	Violation of Student Code of Conduct
	L68	DIST PORN	DISTRIBUTION OF PORNOGRAPHY	21	Violation of Student Code of Conduct
	L72	DRESS CODE	DRESS CODE VIOLATION	21	Violation of Student Code of Conduct
	L73	PROFANITY	PROFANITY-VERBAL/GESTURES	21	Violation of Student Code of Conduct
	L75	BUS CONDUCT	BUS CONDUCT	21	Violation of Student Code of Conduct
	L76	TARDIES	TARDIES	21	Violation of Student Code of Conduct
	L80	MSBHVR ON CMPUS	HABITUAL MSBHVR ON CAMPUS	21	Violation of Student Code of Conduct
	L85	CLASS DISRUPT	HABITUAL CLASSROOM DISRUPTIONS	21	Violation of Student Code of Conduct
	L90	HANDS/FEET	DISREGARD OF PERSONAL SPACE	21	Violation of Student Code of Conduct
	L95	NAME CALLING	NAME CALLING (ELEMENTARY)	21	Violation of Student Code of Conduct
<i>* SEE TAB M</i>	VPC	VAPE - CONTROLLED SUBSTANCE	VAPE - CONTROLLED SUBSTANCE	04	Marihuana or Controlled Substance or Dangerous Drug
<i>* SEE TAB M</i>	VPF	VAPE - FELONY CONTROLLED SUB	VAPE - FELONY CONTROLLED SUB	36	Felony Controlled Substance Violation
	VPT	VAPE - TOBACCO PRODUCT	VAPE - TOBACCO PRODUCT	21	Violation of Student Code of Conduct

** See Tab M "PEIMS: Mandatory or Discretionary Placements and Expulsions" to determine the appropriate Behavior Location Code*

PEIMS Discipline Data - Disciplinary Action Reason Codes and Definitions

Discipline Reason Code	Translation/Definition
01	<u>Permanent removal by a teacher from class</u> – TEC §37.002(c) A teacher may permanently remove a student from the classroom (1) who has been documented by the teacher to repeatedly interfere with the teacher's ability to communicate effectively with the students in the class or with the ability of the student's classmates to learn; or (2) whose behavior the teacher determines is so unruly, disruptive, or abusive that it seriously interferes with the teacher's ability to communicate effectively with the students in the class or with the ability of the student's classmates to learn.
02	<u>Engages in Conduct Punishable as a Felony</u> - TEC §37.006(a)(2)(a) - Includes all felony activities that are not otherwise more specifically defined or included as a behavior that requires a mandatory expulsion action.
04	<p><u>Non-Felony Marihuana or Controlled Substance or Dangerous Drug</u> - TEC §37.006(a)(2)(C) and §37.007(b)(2)(A) sells, gives, or delivers to another person or possesses or uses or is under the influence of marihuana or a controlled substance, as defined by Health and Safety Code Chapter 481, , or a dangerous drug, as defined by Health and Safety Code Chapter 483.</p> <p>Health and Safety Code Chapter 481 defines marihuana as Cannabis Sativa whether growing or not, the seeds of the plant, and every compound, manufacture, salt, derivative, mixture, or preparation of that plant or its seeds. The term does not include resin extracted from a part of the plant, the mature stalks of the plant or fiber produced from the stalks, oil or cake made from the seeds of the plant, the sterilized seeds of the plant or a compound, manufacture, salt, derivative, mixture, or preparations of the mature stalks, fiber, oil or cake.</p> <p>Health and Safety Code Chapter 481 defines a controlled substance as a substance, including a drug and an immediate precursor, listed in Schedules I-V or penalty Groups 1-4 of the Health and Safety Code. Possession of any amount in Penalty Groups 1 and 2 is a felony. Possession of a controlled substance in Penalty Groups 3 and 4 is a felony if the amount is more than 28 grams. It is also a felony to deliver a controlled substance to a minor. (However, this offense does not apply to minors in some circumstances.)</p> <p>Health and Safety Code Chapter 483 defines a dangerous drug as a device or a drug that is unsafe for self-medication and that is not included in Schedules I-V or penalty Groups 1-4 of the Health and Safety Code. The term includes a device or drug that bears or is required to bear the legend:</p> <ul style="list-style-type: none"> (a) Caution: federal law prohibits dispensing without a prescription; or (b) Caution: federal law restricts this drug to use by or on the order of a licensed veterinarian. <p>"Marihuana or Controlled Substance or Dangerous Drug" <i>violation is also a discretionary expellable offense dependent on the local Student Code of Conduct.</i></p> <p>If a violation under this category is committed at a felony level, then the student must be expelled from their regular education setting. Use Disciplinary Action Reason Code 36 for reporting when this occurs.</p>
05	<p><u>Non-Felony Alcohol</u> - sells, gives, or delivers to another person an alcoholic beverage, as defined by Alcoholic Beverage Code Section 1.04 commits a serious act or offense while under the influence of alcohol, or possesses, uses, or is under the influence of an alcoholic beverage.</p> <p>Alcoholic Beverage Code Section 1.04 defines an alcoholic beverage as alcohol, or any beverage containing more than one-half of one percent of alcohol by volume, which is capable of use for beverage purposes, either alone or when diluted.</p> <p>"Alcohol" <i>violation is also a discretionary expellable offense dependent on the local Student Code of Conduct.</i></p> <p>If a violation under this category is committed at a felony level, then the student must be</p>

Discipline Reason Code	Translation/Definition
	expelled from their regular education setting. Use Disciplinary Action Reason Code 37 for reporting when this occurs.
06	<p><u>Abuse of a Volatile Chemical</u> - engages in conduct that contains the elements of an offense relating to an abusable volatile chemical (glue, aerosol paint, etc.) under Sections 485.031 through 485.034, Health and Safety Code, or relating to volatile chemicals under Chapter 484, Health and Safety Code.</p> <p>Chapter 485.031, Health and Safety Code, defines the offense abuse of a volatile chemical as when a person inhales, ingests, applies, uses, or possesses a volatile chemical with the intent to inhale, ingest, apply, or use a volatile chemical (glue, aerosol paint, etc.) in a manner contrary to the directions for use, cautions or warnings appearing on a label of a container of chemical and is designed to affect the persons central nervous system, create or induce a condition of intoxication, hallucination, or elation or change or distort or disturb the person's eyesight, thinking process, balance or coordination.</p> <p>"Abuse of a Volatile Chemical" violation is also a discretionary expellable offense dependent on the local Student Code of Conduct.</p>
07	<p><u>Public Lewdness/Indecent Exposure</u>- engages in conduct that contains the elements of the offense of public lewdness under Penal Code Section 21.07 or indecent exposure under Section 21.08, Penal Code.</p> <p>Penal Code Chapter 21.07 defines public lewdness as when a person knowingly engages in any of the following acts in a public place or, if not in a public place, is reckless about whether another is present or will be offended or alarmed by:</p> <ul style="list-style-type: none"> (a) an act of sexual intercourse; (b) act of deviate sexual intercourse; (c) act of sexual contact; or (d) act involving contact between the person's mouth or genitals and the anus or genitals of an animal or fowl. <p>Penal Code Chapter 21.08 defines indecent exposure as an offense when a person exposes his anus or any part of his genitals with intent to arouse or gratify the sexual desire of any person, and he is reckless about whether another is present who will be offended or alarmed by his act.</p>
08	<p><u>Retaliation against School Employee</u> - engages in conduct that contains the elements of the offense of retaliation under Penal Code Section 36.06 against any school employee.</p> <p>Penal Code Section 36.06 defines the offense of retaliation as when a person intentionally or knowingly harms or threatens to harm another by an unlawful act in retaliation for or on account of the service of another as a public servant, witness, prospective witness, informant, or a person who has reported or who the actor knows intends to report the occurrence of a crime or to prevent or delay the service of another as a public servant, witness, prospective witness, informant, or a person who has reported or who the actor knows intends to report the occurrence of a crime.</p> <p>"Retaliation against School Employee" violation is also a discretionary expellable offense dependent on the local Student Code of Conduct.</p> <p>If a violation under this reason is committed at a felony level, then the student must be expelled from their regular education setting.</p>
09	<p><u>Title 5 Felony Committed Off Campus</u>- A student who commits an off-campus felony must be removed from their regular education program and placed in a DAEP if:</p> <ul style="list-style-type: none"> (a) the student receives deferred prosecution for conduct and the conduct is defined as a felony under Title 5 of the Penal Code; (b) a court or jury finds that the off-campus conduct engaged in by the student constitutes delinquent conduct and is defined as a felony under Title 5 of the Penal Code; or,

Discipline Reason Code	Translation/Definition
	<p>(c) the superintendent or the superintendent's designee has a reasonable belief that the student engaged in conduct defined as a felony under Title 5 of the Penal Code.</p> <p>Title 5 felonies include: murder; capital murder; manslaughter; criminally negligent homicide; kidnapping; aggravated kidnapping; indecency with a child; felony assault; sexual assault; aggravated assault; aggravated sexual assault; injury to a child, elderly individual, or disabled individual; abandoning or endangering a child; deadly conduct; terroristic threat; aiding suicide; and tampering with a consumer product.</p> <p>A student who is at least 10 years of age may be expelled if the student engages in conduct that contains the elements of any offense listed in Subsection (a)(2)(A) or (C) (murder, capital murder, criminal attempt to commit murder or capital murder; aggravated assault under Penal Code §22.02; sexual assault under Penal Code §22.011 or aggravated sexual assault under Penal code §22.021), against another student from the same campus, without regard to whether the conduct occurs on or off of school property or while attending a school-sponsored or school-related activity on or off of school property.</p> <p>"The provision for a <i>discretionary expulsion</i> under for these offenses is <i>dependent on the local Student Code of Conduct.</i>"</p>
10	<p>Non-Title 5 Felony Committed Off Campus- A student may be removed from class and placed in a DAEP under TEC §37.008 based on conduct occurring off campus and while the student is not in attendance at a school-sponsored or school-related activity if;</p> <p>(a) the superintendent or the superintendent's designee has a reasonable belief that the student has engaged in conduct defined as a felony offense other than those defined in Title 5, Penal Code; and</p> <p>(b) the continued presence of the student in the regular classroom threatens the safety of other students or teachers or will be detrimental to the educational process.</p> <p>A student who is at least 10 years of age may be expelled if the student engages in conduct that contains the elements of aggravated robbery under Penal Code §29.03, against another student from the same campus, without regard to whether the conduct occurs on or off of school property or while attending a school-sponsored or school-related activity on or off of school property.</p> <p>"The provision for a <i>discretionary expulsion</i> under this offense is <i>dependent on the local Student Code of Conduct.</i>"</p>
11	<p>Firearm- Brought a Firearm to School – TEC 37.007(e) or Unlawful Carrying of a Handgun under Penal Code 46.02 – TEC 37.007(a)(1) 18 U.S.C. Section 921</p> <p>Under 18 U.S.C. Section 921, the term "firearm" means</p> <p>(A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;</p> <p>(B) the frame or receiver of any such weapon;</p> <p>(C) any firearm muffler or firearm silencer; or</p> <p>(D) any destructive device.</p> <p>Under 18 U.S.C. Section 921, antique firearms (manufactured prior to 1899) are not included in the definition of a firearm.</p> <p>BB and pellet guns are not considered firearms under this definition. The use, exhibition, or possession of these items, while probably prohibited by the local Student Code of Conduct, is not an acceptable reason for expelling a student.</p>
12	<p>Location Restricted Knife - Unlawful Carrying of a Location-restricted Knife under Penal Code 46.02 – TEC 37.007(a)(1) (Location Restricted knife - blade longer than 5.5 inches).</p>

Discipline Reason Code	Translation/Definition
	<p>Penal Code Section 46.01(6) defines a Location-restricted Knife as a knife with a blade length longer than 5.5 inches.</p>
14	<p>Prohibited Weapon - Conduct Containing the Elements of an Offense Relating to Prohibited Weapons Under Penal Code 46.05 – TEC 37.007(a)(1).</p> <p>Penal Code Section 46.05 defines a prohibited weapon as one of the following: an explosive weapon (Penal Code 46.01(2)), a machine gun (Penal Code 46.01(9)), a short-barrel firearm (Penal Code 46.01(10)), a firearm silencer (Penal Code 46.01(4)), armor-piercing ammunition (Penal Code 46.01(12)), a chemical dispensing device (i.e. Mace or Pepper Gas) (Penal Code 46.01(14)), or a zip gun (Penal Code 46.01(16)), or a tire deflation device (Penal Code 46.01(17)).</p>
16	<p>Arson – Penal Code Section 28.02 defines arson as when a person starts a fire or causes an explosion with intent to destroy or damage any vegetation, fence, structure, open-space land, building or vehicle knowing that it is within the limits of an incorporated city or town, it is insured, it is subject to mortgage or it is located on property belonging to another.</p>
17	<p>Murder, Capital Murder, or Criminal Attempt to Commit Murder/Capital Murder – Penal Code Section 19.02 defines murder as when a person intentionally or knowingly causes the death of another person, intends to cause serious bodily injury and commits an act clearly dangerous to human life that causes the death of an individual or commits or attempts to commit a felony, other than manslaughter, and in the course thereof he commits an act clearly dangerous to human life that causes the death of an individual.</p> <p>Penal Code Section 19.03 defines capital murder as when a person commits an offense defined under Section 19.02 and the person murders a peace officer or fireman who is acting in the lawful discharge of an official duty, the person intentionally commits murder during the course of committing or attempting to commit kidnapping, burglary, robbery, aggravated sexual assault, arson, or obstruction or retaliation. A person also commits capital murder if the person commits murder for remuneration or the promise of remuneration or employs another to commit murder for remuneration.</p> <p>Section 15.01, Penal Code, defines criminal attempt as when a person if, with specific intent to commit an offense, does the act amounting to more than mere preparation but fails to effect the commission of the offense intended.</p>
18	<p>Indecency with a Child – Penal Code Section 21.11 defines indecent with a child as when a person, with a person younger than 17 years, engages in sexual contact with student or exposes his anus or any part of his genitals knowing the student is present with intent to arouse or gratify the sexual desire of any person.</p>
19	<p>Aggravated Kidnapping – Penal Code Section 20.04 defines aggravated kidnapping as when a person intentionally or knowingly abducts another person with intent to hold him for ransom, use him as a hostage, facilitate the commission of a felony, afflict bodily injury on him or abuse him sexually, terrorize him or a third person, or interfere with the performance of any governmental or political function.</p>
21	<p>Violation of Student Code of Conduct - This category includes bullying, harassment, and making hit lists (TEC §37.001) and reasons not specifically identified in TEC Chapter 37 that are adopted by the local school board and itemized and identified in the local Student Code of Conduct.</p>
22	<p>Criminal Mischief- A student may be expelled under Section 37.007(f) for conduct that contains the offense of criminal mischief if that conduct is punishable as a felony. Otherwise, the most severe action that may be taken would be placement in a DAEP.</p> <p>Penal Code Section 28.03 defines criminal mischief as when a person intentionally or knowingly damages or destroys the tangible property of the owner, intentionally or knowingly tampers with the tangible property of the owner and causes a pecuniary loss or substantial inconvenience to the owner or a third person. A felony under this section occurs when damage exceeds \$1,500. For</p>

Discipline Reason Code	Translation/Definition
	example, this section would apply to cases of graffiti if the total cost of repair and cleaning exceeds \$1,500.
23	<p><u>Emergency Placement/Expulsion</u> - The use of this code is limited based upon the behavior the student has committed.</p> <p><u>Emergency DAEP Placement</u> If the student has committed a behavior that either under state law (TEC §37.006) or the local Student Code of Conduct requires a DAEP placement and the principal or their designee reasonably believes that the student's behavior is so unruly, disruptive, or abusive that it seriously interferes with a teacher's ability to communicate effectively with the students in a class, with the ability of the student's classmates to learn, or with the operation of school or a school-sponsored activity, then the student may be placed on an emergency and temporary basis to a DAEP pending a conference hearing required under TEC §37.009 taking place.</p> <p><u>Emergency Expulsion</u> If the student has committed a behavior under state law (TEC §37.007) that would require an expulsion or the student has committed a behavior under state law (TEC §37.007) that would allow for a discretionary expulsion and the local Student Code of Conduct requires/allows for the discretionary expulsion and the principal or their designee reasonably believes that the immediate expulsion of the student is necessary to protect persons or property from imminent harm, then the student may be expelled on an emergency and temporary basis to a setting without educational services available pending an expulsion hearing required under TEC §37.009 taking place.</p>
26	<p><u>Terroristic Threat</u> - Under <u>Penal Code Section 22.07</u>, a person commits an offense if he threatens to commit any offense involving violence to any person or property with the intent to:</p> <ul style="list-style-type: none"> (a) cause a reaction of any type to his threat by an official or volunteer agency organized to deal with emergencies; or (b) place any person in fear of imminent serious bodily injury; or (c) prevent or interrupt the occupation or use of a building; room; place of assemble; place to which the public has access; place of employment or occupation; aircraft, automobile, or other form of conveyance; or other public place; or (d) cause impairment or interruption of public communications, public transportation, public water, gas, or power supply or other public service. <p>A person who receives a terroristic threat must not only believe the threat, but also believe that the person making the threat will carry it out.</p> <p><i>"Terroristic Threat" violation is also a discretionary expellable offense dependent on the local Student Code of Conduct.</i></p>
27	<p><u>Assault of School Staff</u> - Penal Code Section 22.01 (a) (1) defines assault as when a person intentionally, knowingly, or recklessly causes bodily injury to another person.</p> <p>For purposes of this reason, an assault must involve a victim and a perpetrator(s) and the victim must receive bodily injury.</p> <p>If these criteria are not met, then the proper Discipline Action Reason Code would be Other Student Code of Conduct Violation (Action Reason Code 21).</p>
28	<p><u>Assault of Someone other than School Staff</u> - Penal Code Section 22.01 (a) (1) defines assault as when a person intentionally, knowingly, or recklessly causes bodily injury to another person. Two or more students cannot assault each other.</p> <p>For purposes of this reason, an assault must involve a victim and a perpetrator(s) and the victim must receive bodily injury.</p>

Discipline Reason Code	Translation/Definition
	If these criteria are not met, then the proper Discipline Action Reason Code would be Other Student Code of Conduct Violation (Action Reason Code 21).
29	<p><u>Aggravated Assault against School Staff</u> - Aggravated assault against a school district employee or volunteer under Penal Code Section 22.02.</p> <p>Penal Code Section 22.02 defines aggravated assault as an offense as defined in §22.01 if the person causes serious bodily injury to another, including the person's spouse, or uses or exhibits a deadly weapon during the commission of the assault.</p> <p>For this Action Reason there must be a victim(s) and a perpetrator(s). Two persons cannot commit aggravated assault against each other.</p>
30	<p><u>Aggravated Assault against Student</u> - Aggravated assault against someone other than a school district employee or volunteer under Penal Code Section 22.02.</p> <p>Penal Code Section 22.02 defines aggravated assault as an offense as defined in §22.01 if the person causes serious bodily injury to another, including the person's spouse, or uses or exhibits a deadly weapon during the commission of the assault.</p> <p>For this Action Reason there must be a victim(s) and a perpetrator(s). Two persons cannot commit aggravated assault against each other.</p>
31	<p><u>Sexual Assault/Aggravated Sexual Assault against School Staff</u> - sexual assault under Penal Code Section 22.011, or aggravated sexual assault under Penal Code Section 22.021 against a school district employee or volunteer.</p> <p>Penal Code Section 22.011 defines sexual assault as when a person intentionally or knowingly causes the penetration of the anus or female sexual organ of another person by any means without that person's consent, causes the penetration of the mouth of another person by the sexual organ of the actor without the person's consent or causes the sexual organ of another person, without the person's consent, to contact, or penetrate the mouth, anus, or sexual organ of another person, including the actor.</p> <p>Sexual assault is also defined as when a person intentionally or knowingly causes the penetration of the anus or female sexual organ of a child by any means, causes the penetration of the mouth of a child by the sexual organ of the actor, causes the sexual organ of a child to contact or penetrate the mouth, anus, or sexual organ of another person, including the actor, or causes the anus of a child to contact the mouth, anus, or sexual organ of another person, including the actor.</p> <p>Penal Code Section 22.021, , defines aggravated sexual assault as any of the offenses listed above in Penal Code Section 22.011 if the person causes serious bodily injury or attempts to cause the death of the victim or another person in the course of the same criminal episode, places the victim in fear that death, serious bodily injury, or kidnapping will be imminently inflicted on any person, by acts or words threatens to cause death or serious bodily injury or kidnapping of any person or who uses or exhibits a deadly weapon in the course of the same criminal episode. A person also commits the offense of aggravated sexual assault if they act in concert with another who engages in such conduct or commits the offense of sexual assault on a person who is younger than 14 or 65 years of age or older (Chapter 318, Section 9).</p>
32	<p><u>Sexual Assault/Aggravated Sexual Assault against Student</u> - sexual assault under Penal Code Section 22.011, or aggravated sexual assault under Penal Code Section 22.021 against someone other than a school district employee or volunteer.</p> <p>Penal Code Section 22.011 defines sexual assault as when a person intentionally or knowingly causes the penetration of the anus or female sexual organ of another person by any means without that person's consent, causes the penetration of the mouth of another person by the sexual organ of the actor without the person's consent or causes the sexual organ of another person, without the person's consent, to contact, or penetrate the mouth, anus, or sexual organ of another person, including the actor.</p>

Discipline Reason Code	Translation/Definition
	<p>Sexual assault is also defined as when a person intentionally or knowingly causes the penetration of the anus or female sexual organ of a child by any means, causes the penetration of the mouth of a child by the sexual organ of the actor, causes the sexual organ of a child to contact or penetrate the mouth, anus, or sexual organ of another person, including the actor, or causes the anus of a child to contact the mouth, anus, or sexual organ of another person, including the actor.</p> <p><u>Penal Code Section 22.021</u> defines aggravated sexual assault as any of the offenses listed above in Penal Code Section 22.011 if the person causes serious bodily injury or attempts to cause the death of the victim or another person in the course of the same criminal episode, places the victim in fear that death, serious bodily injury, or kidnapping will be imminently inflicted on any person, by acts or words threatens to cause death or serious bodily injury or kidnapping of any person or who uses or exhibits a deadly weapon in the course of the same criminal episode. A person also commits the offense of aggravated sexual assault if they act in concert with another who engages in such conduct or commits the offense of sexual assault on a person who is younger than 14 or 65 years of age or older (Chapter 318, Section 9).</p>
35	<p>False Alarm/False Report - A student who commits an offense if he knowingly initiates, communicates or circulates a report of a present, past, or future bombing, fire, offense, or other emergency that he knows is false or baseless and that would ordinarily:</p> <ul style="list-style-type: none"> (a) cause action by an official or volunteer agency organized to deal with emergencies; (b) place a person in fear of imminent serious bodily injury; or (c) prevent or interrupt the occupation of a building, room, place of assembly, place to which the public has access, or aircraft, automobile, or other mode of conveyance. <p>"False Alarm/False Report" <i>violation is also a discretionary expellable offense dependent on the local Student Code of Conduct.</i></p>
36	<p>Felony Controlled Substance Violation - Examples would include four (4) ounces or more of marijuana, any amount of cocaine, and other controlled substances.</p> <p>Always get corroboration from law enforcement before using this Action Reason code.</p>
37	<p>Felony Alcohol Violation - An example would be intoxication manslaughter.</p> <p>Always get corroboration from law enforcement before using this Action Reason code.</p>
41	<p>Fighting/Mutual Combat - Fighting is defined as two or more students or persons that choose to mutually engage in physical combat using blows or force to strive to overcome the other student(s) or person(s).</p>
46	<p>Aggravated Robbery - Penal Code §29.03 defines aggravated robbery as when a person commits robbery as defined in Section 29.02, and he: (1) causes serious bodily injury to another; (2) uses or exhibits a deadly weapon; or (3) causes bodily injury to another person or threatens or places another person in fear of imminent bodily injury or death, if the other person is: (A) 65 years of age or older; or (B) a disabled person. Penal Code §29.02 defines robbery as a person commits an offense if, in the course of committing theft as defined in Chapter 31 and with intent to obtain or maintain control of the property, he: (1) intentionally, knowingly, or recklessly causes bodily injury to another; or (2) intentionally or knowingly threatens or places another in fear of imminent bodily injury or death.</p>
47	<p>Manslaughter - Penal Code §19.04 defines manslaughter as a person commits an offense if he recklessly causes the death of an individual.</p>
48	<p>Criminally Negligent Homicide - Penal Code §19.05 defines criminally negligent homicide as a person commits an offense if he causes the death of an individual by criminal negligence.</p>
49	<p>Deadly Conduct - Penal Code §22.05 defines deadly conduct as when a person recklessly engages in conduct that places another in imminent danger of serious bodily injury, or a person commits an offense if he knowingly discharges a firearm at or in the direction of: (1) one or more individuals; or (2) a habitation, building, or vehicle and is reckless as to whether the habitation, building, or vehicle is occupied. Recklessness and danger are presumed if the actor knowingly pointed a firearm at or in the direction of another whether or not the actor believed the firearm to be loaded. For purposes of this section, "building," "habitation," and "vehicle" have the meanings</p>

Discipline Reason Code	Translation/Definition
	assigned those terms by Section 30.01. An offense under Penal Code §22.05(a) is a Class A misdemeanor. An offense under Penal Code §22.05(b) is a felony of the third degree.
55	<u>Student Is Required to Register as A Sex Offender Under Chapter 62 Of The Code Of Criminal Procedure And Is Under Court Supervision</u> - 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.
56	<u>Student Is Required to Register as A Sex Offender Under Chapter 62 Of The Code Of Criminal Procedure And Is Not Under Court Supervision</u> - 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	<u>Continuous Sexual Abuse of Young Child or Children Under Penal Code §21.02</u> - 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)
58	<u>Breach of Computer Security Under Penal Code §33.02 – TEC 37.007 -</u> A student engages in conduct that contains the elements of the offense of breach of computer security under Section 33.02 if the person knowingly accesses a computer, computer network, or computer system without the effective consent of the owner if the conduct involves accessing a computer, computer network, or computer system owned by or operated on behalf of a school district; and the student knowingly: (i) alters, damages, or deletes school district property or information; or, (ii) commits a breach of any other computer, computer network, or computer system.
59	<u>Serious Misbehavior, as defined by TEC §37.007(c), while expelled to/placed in a Disciplinary Alternative Education Program (DAEP) -</u> TEC §37.007(c) defines "serious misbehavior" as: (1) deliberate violent behavior that poses a direct threat to the health or safety of others; (2) extortion, meaning the gaining of money or other property by force or threat; (3) conduct that constitutes coercion, as defined by Penal Code §1.07.; or (4) conduct that constitutes the offense of: (A) public lewdness under Penal Code §21.07, (B) indecent exposure under Penal Code §21.08; (C) criminal mischief under Penal Code §28.03; (D) personal hazing under Penal Code §37.152; or (E) harassment under Penal Code §42.07(a)(1), of a student or district employee.
60	<u>Harassment Against an Employee of the School District under Texas Penal Code 42.07(a)(1), (2), (3), or (7) – TEC 37.006(a)(2)(G)</u> Texas Penal Code Section 42.07(a)(1), (2), (3), and (7) defines this behavior as: (a) A person commits an offense if, with intent to harass, annoy, alarm, abuse, torment, or embarrass another, the person: (1) initiates communication and in the course of the communication makes a comment, request, suggestion, or proposal that is obscene; (2) threatens, in a manner reasonably likely to alarm the person receiving the threat, to inflict bodily injury on the person or to commit a felony against the person, a member of the person's family or household, or the person's property; (3) conveys, in a manner reasonably likely to alarm the person receiving the report, a false report, which is known by the conveyor to be false, that another person has suffered death or serious bodily injury; (7) sends repeated electronic communications in a manner reasonably likely to harass, annoy, alarm, abuse, torment, embarrass, or offend another.
61	<u>Bullying – TEC 37.0052(b)</u> TEC Sec.37.0052 (b) defines bullying behavior as: (1) engages in bullying that encourages a student to commit or attempt to commit suicide; (2) incites violence against a student through group bullying; or (3) releases or threatens to release intimate visual material of a minor or a student who is 18 years of age or older without the student's consent.

2021 - 2022

Possible Motivation Codes

Code	Short Description	Long Description
BU	BULLYING	PERPETRATING BULLYING BEHAVIOR
DIS	DISABILITY	DISABILITY SUBSTANTIALLY IMPAIRS CAPACITY
GA	GANG AFFILIATE	GANG AFFILIATION/INITIATION
HIS	DISC HISTORY	DISC HISTORY - LACK OF
INT	INTENT	INTENT
LOI	LACK OF INTENT	LACK OF INTENT
MB	MOB MENTALITY	MOB MENTALITY
RE	RETALIATION	RETALIATION FOR PRIOR ACTION
SD	SELF DEFENSE	SELF DEFENSE
TA	TAUNTING	ACTION AS A RESULT OF BEING TAUNTED

TIP: Where to add/edit Motivation Code

PATH: WS\ST\TB\DI

- 1. EDIT Offense**
- 2. Select Possible Motivation Code**
- 4. SAVE**

The screenshot shows the 'Discipline Tab' interface. The 'Edit Offense' form is open, displaying the following information:

- Student:** DOE JAM000, DOE JAMES
- Grade:** 09
- Student Type:** R
- Entity:** 002 - DEL RIO FRESHMAN SCHOOL
- Offense Entered:** 04/22/2016 12:18 pm
- Offense:** 41 - FIGHTING
- Incident:** Existing Incident
- Incident #:** 2899
- School:** 002 - DEL RIO FRESHMAN SCHOOL
- School Year:** 2015-16
- Location:** 00 - Not Applicable
- Cost (\$):** 0.00
- Offense Date:** 04/22/2016, Friday
- Offense Time:** 11:24 AM
- Parent Notified:** ☒
- Campus ID:** 233-901-002
- Possible Motivation:** RE - RETALIATION (highlighted with a red arrow)
- Referred By:** Staff
- Staff:** (dropdown menu)
- Comments:** Student got in a fight with another student in courtyard during lunch. He was upset for an confrontation that occurred in the morning.

Data Standards

Data Reporting

- **435 Student Restraint Data**

2012-2013 brought new reporting for law enforcement restraints that are performed at school or school related activities.

Texas Education Agency –
PEIMS Data Standards Changes Addendum/Post
Addendum Release

1

Data Standards

Data Reporting

- **435 Student Restraint Data**

All restraints that are performed by school district police officers or School Resource Officers (SROs) while providing a police presence at school or at a school related activity must be reported.

Texas Education Agency –
PEIMS Data Standards Changes Addendum/Post
Addendum Release

2

Data Standards

Data Reporting

- **435 Student Restraint Data**

Beginning with 2013-2014, all reportable restraints performed by police officers or SROs are to be reported with Restraint Reason Code 08.

Texas Education Agency –
PEIMS Data Standards Changes Addendum/Post
Addendum Release

3

Data Standards

Data Reporting

- **435 Student Restraint Data**

Do not report restraints that are performed by non-school district police officers that are result of calling emergency services (i.e. calling 911).

Texas Education Agency –
PEIMS Data Standards Changes Addendum/Post
Addendum Release

4

Data Standards

Data Reporting

- **435 Student Restraint Data**

Restraint Staff Type Codes

-01 - School district/Charter School employee or volunteer

-02 - School district police officer or school resource officer (SRO)

Texas Education Agency –
PEIMS Data Standards Changes Addendum/Post
Addendum Release

5

Data Standards

Data Reporting

- **435 Student Restraint Data**

Restraint Staff Type Code 01 - School district/Charter School employee or volunteer can only be reported with special education students

Restraint Staff Type Code 02 - School district police officer or school resource officer (SRO) can be reported for any kind of student (special education or not).

Texas Education Agency –
PEIMS Data Standards Changes Addendum/Post
Addendum Release

6

2021 - 2022
Restraint Reason Codes

Code	Skyward Long Description	<i>PEIMS Equivalent</i>
(Code 8 Reported for Special Education and Non-Special Education Students)		
08	RESTRAINT BY SCHOOL DIST POLICE	<i>Restraint by School District Police Officer/School Resource Officer Performing Law Enforcement Duties and/or Providing a Police Presence on School Property or at a School-Sponsored or School-Related Activity.</i>

2021 - 2022
Restraint Staff Type

Code	Skyward Long Description	<i>PEIMS Equivalent</i>
02	School district police officer or school resource officer (SRO)	School district police officer or school resource officer (SRO)

Restraint Steps

Path: WS\ST\TB\SP\TB\CH

1. Select Child Res

2. Select Add

3. Fill out the fields with an * asterisk and Save

4. The Child Restraint record is now posted

Child Restraint									
Views: General		Filters: Skyward Default Clone							
	Year	Date	Campus	Instance	Instr Setting	Pri Disability	Reason	Staff Type	Restraint Type
1	2020	07/07/2020	233901000	000103	MAINSTREAM	SPEECH IMPAIR	HARM TO SELF	School district police officer or school resource officer (SRO)	Physical

5. Data Mining Report to process at your convenience

Report Name	Report Title	Favorite	Created By
AA Discipline - w/ Student Restraints	AA Discipline - w/ Student Restrai	★	GOMEZFEL001

2021 - 2022 Restraint Summary

District Police/Security Officers Complete Part I and II

I. Student Information

Name _____ Student ID _____ Date _____ Time _____

Campus _____ Grade _____ Special Education: Y N

II. PEIMS Information

Restraint Reason:

(Code 8 Reported for Special Education and Non-Special Education Students)

_____ **08** Restraint by School District Police Officer/School Resource Officer Performing Law Enforcement Duties and/or Providing a Police Presence on School Property or at a School-Sponsored or School-Related Activity.

Staff Type:

_____ 02-District Police Officer

Restraint Type:

_____ Mechanical

_____ Physical

District Police/Security Officer Name: _____

District Police/Security Officer Signature

Date

FOR OFFICE USE ONLY

Make 3 copies of this form

☐ Original is attached to referral and given to the Campus Administrator – Used for data entry and retained in the discipline folder with discipline referral for auditing purposes

☐ One copy must be placed in the mail, or otherwise provided to the parent, on the day of the restraint

☐ One copy is sent to the Department of Special Education (Director)

Entered by _____ Date _____

2021 -2022

Behavior Location Codes

Campus Location Codes		SGLC Location Codes	
Code:	Translation:	Code:	Translation:
00	NOT APPLICABLE	SGLC0	NOT APPLICABLE SGLC CAMPUS
01	ON CAMPUS	SGLC1	ON SGLC CAMPUS
02	OFF CAMPUS, BUT WITHIN 300 FEET OF CAMPUS PROPERTY LINE	SGLC2	OFF SGLC CAMPUS WITHIN 300'
03	OFF CAMPUS, BUT AT A SCHOOL SPONSORED OR SCHOOL RELATED ACTIVITY	N/A	
04	OFF CAMPUS, AND FURTHER THAN 300 FEET FROM THE CAMPUS BOUNDARY (STUDENT WAS NOT IN ATTENDANCE AT A SCHOOL SPONSORED OR SCHOOL RELATED ACTIVITY)	SGLC4	OFF SGLC CAMPUS GREATER 300'
05	ON CAMPUS OF ANOTHER SCHOOL DISTRICT, OR WHILE IN ATTENDANCE AT A SCHOOL SPONSORED OR SCHOOL RELATED ACTIVITY OF ANOTHER SCHOOL DISTRICT	N/A	

** See TAB M "PEIMS: Mandatory or Discretionary Placements and Expulsions" to determine the appropriate Behavior Location Code*

PEIMS Discipline Data - Questions and Answers

Additional PEIMS Reporting Information Regarding Disciplinary Alternative Education Program (DAEP) Conferences, Expulsion Hearings, Placement Reviews, and Other Actions

1. **What is required if a student brings a firearm to school?**

In accordance with federal law (20 U.S.C. Section 7151), a local educational agency (LEA), including a school district, home-rule school district, or open-enrollment charter school, shall expel a student who brings a firearm, as defined by 18 U.S.C. Section 921, to school. The student must be expelled from the student's regular campus for a period of at least one year, except that:

- (a) the superintendent or other chief administrative officer of the school district or of the other LEA, as defined by 20 U.S.C. Section 2891, may modify the length of the expulsion in the case of an individual student;
- (b) the district or other LEA shall provide educational services to [the] an expelled student in an alternative education program as provided by TEC §37.008 if the student is younger than 10 years of age on the date of expulsion; and
- (c) the district or other LEA may provide educational services to an expelled student who is older than 10 years of age in an alternative education program as provided in TEC §37.008.

TEC 37.007(a)(1) requires that a school expel a student whose conduct contains the elements of the offense of "Unlawfully Carrying Weapons" on school property or while attending a school-sponsored or school related activity on or off school property.

2. **What is a Campus Behavior Coordinator?**

Under the requirements of TEC 37.0012, each campus must have a staff person designated as the Campus Behavior Coordinator. The person designated may be the principal of the campus or any other campus administrator selected by the principal.

The campus behavior coordinator is primarily responsible for maintaining student discipline and the implementation of this subchapter.

The campus behavior coordinator is required to promptly notify a student's parent or guardian if the student is placed into in-school or out-of-school suspension, placed in a disciplinary alternative education program, expelled, or placed in a juvenile justice alternative education program or is taken into custody by a law enforcement officer. A campus behavior coordinator must comply with this subsection by:

- (1) promptly contacting the parent or guardian by telephone or in person; and
- (2) making a good faith effort to provide written notice of the disciplinary action to the student, on the day the action is taken, for delivery to the student's parent or guardian.

If a parent or guardian entitled to notice of a student's disciplinary removal has not been reached by telephone or in person by 5 p.m. of the first business day after the day the disciplinary action is taken, the campus behavior coordinator must mail written notice of the disciplinary action to the parent or guardian at the parent's or guardian's last known address. If a Campus Behavior Coordinator is unable or not available to promptly provide the required notice to a parent or guardian of a student, the principal or other designee shall provide the notice.

3. **What is required in order to send a student to a Disciplinary Alternative Education Program?**

Before removing a student to a DAEP under Texas Education Code (TEC) §37.008, the appropriate administrator shall schedule a conference among the principal or other appropriate administrator, a parent or guardian of the student, the teacher removing the student from class, if any, and the student. At the conference, the student is entitled to written or oral notice of the reasons for the removal, an explanation of the basis for the removal, and an opportunity to respond to the reasons for the removal. **If the student has been alleged to have committed an offense as described in TEC §37.006 then the district official holding the conference meeting must present substantiated documentation of the alleged behavior as provided by a law enforcement agency or as created/obtained by the school district administrator.**

4. **What is required in order to expel a student?**

Before a student may be expelled under TEC §37.007, the board or the board's designee must provide the student a hearing at which the student is afforded appropriate due process as required by the federal constitution and which the student's parent or guardian is invited, in writing, to attend. At the hearing, the student is entitled

to be represented by the student's parent or guardian or another adult who can provide guidance to the student and who is not an employee of the school district. If the decision to expel a student is made by the board's designee, the decision may be appealed to the board. The decision of the board may be appealed by trial de novo to a district court of the county in which the school district's central administrative office is located. **If the student has been alleged to have committed an offense as described in TEC §37.007 then a district official holding the expulsion hearing must present substantiated documentation of the alleged behavior as provided by a law enforcement agency or as created/obtained by the school district administrator.**

5. What is the maximum length for an out-of-school suspension placement?

In accordance with TEC §37.005, under no circumstance may an out-of-school suspension (OSS) for a particular incident exceed (3) three school days. If a student receives OSS for a partial school day (even if for one class period), that partial day is considered one of the three total allowable out-of-school suspension days.

6. What is the minimum grade for suspending a student with an out-of-school suspension?

In accordance with TEC 37.005(c), a student who is enrolled in a grade level below grade three may not be placed in out-of-school suspension unless while on school property or while attending a school-sponsored or school-related activity on or off school property, the student engages in:

1. conduct that contains the elements of an offense related to weapons under Section 46.02 or 46.05, Penal Code;
2. conduct that contains the elements of a violent offense under Section 22.01, 22.011, 22.02, or 22.021, Penal Code; or
3. selling, giving, or delivering to another person or possessing, using, or being under the influence of any amount of:
 - (A) marihuana or a controlled substance, as defined by Chapter 481, Health and Safety Code, or by 21 U.S.C. Section 801 et seq.;
 - (B) a dangerous drug, as defined by Chapter 483, Health and Safety Code; or
 - (C) an alcoholic beverage, as defined by Section 1.04, Alcoholic Beverage Code.

7. What is the statutory alternative to suspending a student less than grade three with an out-of-school-suspension?

In accordance with TEC 37.0013, each school district and open-enrollment charter school may develop and implement a program, in consultation with campus behavior coordinators employed by the district or school and representatives of a regional education service center, that provides a disciplinary alternative for a student enrolled in a grade level below grade three who engages in conduct described by Section 37.005(a) and is not subject to Section 37.005(c). The program must:

1. be age-appropriate and research-based;
2. provide models for positive behavior;
3. promote a positive school environment;
4. provide alternative disciplinary courses of action that do not rely on the use of in-school suspension, out-of-school suspension, or placement in a disciplinary alternative education program to manage student behavior; and
5. provide behavior management strategies, including:
 - (A) positive behavioral intervention and support;
 - (B) trauma-informed practices;
 - (C) social and emotional learning;
 - (D) a referral for services, as necessary; and
 - (E) restorative practices.

8. What is required if a student's DAEP placement will extend beyond the end of the next grading period?

If the student's **placement** in a DAEP is to extend beyond the end of the next grading period, a student's parent or guardian is entitled to notice of and an opportunity to participate in a proceeding before the board of trustees of the school district or the board's designee, as provided by policy of the board of trustees of the district. Any decision of the board or the board's designee under this subsection is final and may not be appealed.

9. What is required if the student's DAEP placement will extend beyond the end of the current school year and into the next school year?

Before assigning a student to a disciplinary alternative education setting that extends beyond the end of the school year in which the initial assignment was made, the board or the board's designee must determine that: **(1)** the student's presence in the regular classroom program or at the student's regular campus presents a danger of physical harm to the student or to another individual, **or (2)** the student has engaged in serious or persistent misbehavior that violates the district's student code of conduct.

A student placed in a DAEP under TEC §37.002 or 37.006 shall be provided a review of the student's status, including a review of the student's academic status, by the board's designee at intervals not to exceed 120 days. In the case of a high school student, the board's designee, with the student's parents or guardian, shall review the student's progress towards meeting high school graduation requirements and shall establish a specific graduation plan for the student.

At the review, the student or the student's parent or guardian must be given the opportunity to present arguments for the student's return to the regular classroom or campus.

10. What is required regarding special education students who commit behaviors that require a disciplinary removal action?

The disciplinary placement of all students who are served in special education with an Individualized Education Program (IEP) must be determined by an Admission, Review, and Dismissal (ARD) committee. TEC §37.004(a) Further, any disciplinary action regarding a student with a disability who receives special education services that would constitute a change in placement under federal law may be taken only after the student's ARD committee conducts a manifestation determination review under 20 U.S.C. Section 1415(k)(4) and its subsequent amendments. Any disciplinary action regarding the student shall be determined in accordance with federal law and regulation, including laws or regulations requiring the provision of:

1. Functional behavioral assessments;
2. Positive behavioral interventions, strategies, and supports; and
3. Behavioral intervention plans. TEC §37.004(b)

For disciplinary removals of a student, who is receiving special education and related services, from the student's current educational placement, a change of placement occurs if the removal is for more than 10 consecutive days (CFR §300.530 - §300.536). The ARD committee that deals with the change of placement must review the student's IEP to detail the special education and related services to be administered to the student while he is removed for discipline reasons. Be careful not to confuse the 10-day change of placement requirement for special education purposes with the 1-day removal requirement for reporting student disciplinary removals. The 44425 Student Discipline Interchange data is required for all students who are receiving special education and related services and are removed from their regularly scheduled classes for one day or more. A change of placement occurs when the removal is for more than 10 consecutive days, and a change of placement may occur when the removal is for more than 10 cumulative days in a school year based on factors such as the length of each removal, the total amount of the time the child is removed, and the proximity of the removals to one another. An ARD committee must be involved when the removal or series of removals constitute a change in placement.

11. What is the minimum age that a student can be placed in a Disciplinary Alternative Education Program?

Under TEC §37.006(a), (b), (c), and (l), all students, who are at least 6 years of age on the date that an offense is committed, **must be removed to a DAEP**, for a time period that is determined by the local Student Code of Conduct, if one of the following acts are committed: on or within 300 feet of school property, or while the student is attending a school-sponsored, or school related activity, on or off of school property. The school administrator designated must first establish a reasonable belief that the act has been committed and then corroborate and document that belief with appropriate law enforcement officials.

12. What is the minimum age that a student can be expelled?

Under TEC §37.007(a), (d), and (h), and §37.007(f) students who are younger than 10 years of age on the date that an offense is committed, and have committed a mandatory expellable offense other than bringing a firearm to school, **must be placed in a DAEP** for a period of time that is determined by the superintendent or their designee.

Under TEC §37.007(e), (student brings a firearm to school), students who are younger than 10 years of age on the date that an offense is committed, **must be expelled and placed in a DAEP** for a minimum term of one year, unless the expulsion term is reduced by the superintendent or their designee.

13. What are the required procedures for using Discipline Action Reason Code 23 – Emergency Placement/Emergency Expulsion?

DISCIPLINARY-ACTION-REASON-CODE 23, as authorized by TEC §37.019, allows for either emergency placement or emergency expulsion. The law states that immediate placement (Emergency Placement) of a student in an alternative program is allowed if the principal or principal's designee has a reasonable belief that the student is unruly, disruptive, or has abusive behavior that seriously interferes with a teacher's ability to communicate effectively with the students in a class, with the ability of the student's classmates to learn, or with the operation of a school or school-sponsored activity. The law also states that immediate expulsion (Emergency Expulsion) of a student is allowed if the principal or the principal's designee has a reasonable belief that immediate action is needed to protect persons or property from imminent harm. Thus, emergency action under TEC §37.019 should not be the only/final action taken. Code 23 allows for emergency action prior to the due process required under TEC §37.009. Within a reasonable time after the emergency action, due process must then be accorded the student. These two situations may overlap with other codes on the Disciplinary Action Code Table. However, the central focus of this code is the principal's decision to take immediate action in an emergency situation that cannot wait for due process to occur. This code should not be used on a routine basis, only for emergency situations.

14. What are the requirements for keeping documentation under Article 15.27, Code of Criminal Procedure received from law enforcement personnel investigating alleged criminal behaviors at/for a school?

With regards to the documentation related to “TEC §37.017 Destruction of Certain Records” states Information received by a school district under Article 15.27, Code of Criminal Procedure, these records may not be attached to the permanent academic file of the student who is the subject of the report. The school district shall destroy the information at the end of the school year in which the report was filed. Despite the requirement to destroy information received under Article 15.27, Code of Criminal Procedure, the district must retain documentation other than the information received under Article 15.27, Code of Criminal Procedure to support the discipline data submitted through the 44425 Student Discipline Interchange data for a period of 5 years.

15. How should a school handle situations where a student(s) has committed multiple violations in the course of one disciplinary event?

Multiple violations are sometimes committed in the course of one disciplinary event. When reporting the 44425 Student Discipline Interchange data, the district should report only the violations DISCIPLINARY-ACTION-REASON-CODE(s) for which disciplinary action(s) DISCIPLINARY-ACTION-CODE(s) are taken. If actions are only taken for the most serious violation, then only one DISCIPLINARY-INCIDENT-NUMBER should be reported in the 44425 Student Discipline Interchange data when reporting the DISCIPLINARY-ACTION-REASON-CODEs and DISCIPLINARY-ACTION-CODEs.

If the district takes disciplinary action on each violation that occurred during one disciplinary event, the district should enter a new DISCIPLINARY-INCIDENT-NUMBER for each separate DISCIPLINARY-ACTION-REASON-CODE (violation) being reported.

16. What should a school do if a student attempts to withdraw from school before a disciplinary removal action has been determined for a particular incident?

If a student is involved in a reportable disciplinary incident, and the student attempts to withdraw from school before the disciplinary assignment is made, the district/school should complete the due-process proceedings that result in the required disciplinary assignment before the student is allowed to withdraw. After completion of the due process proceedings, the district/school is required to report the 44425 Student Discipline Interchange data reflecting that assignment in order to remain in compliance with TEC §37.009.

17. What part of Texas Education Code Chapter 37 must a charter school follow?

While Open Enrollment Charter Schools are not required to participate in the Chapter 37 Discipline Management Program detailed in the TEC except for instances when a student brings a firearm to school (federal rule), they are required to submit 44425 Student Discipline Interchange data on any students that they have suspended, placed in a DAEP, or expelled. The reason for the suspension or expulsion does not alter the reporting requirement.

Students who bring a firearm to a public school (including open enrollment charter schools) must be expelled.

18. What is an In-School Suspension setting?

In-school-suspension (ISS) includes any disciplinary setting other than DAEP, JJAEP, or OSS. For Special Education student's behavior management or behavior adjustment classes are not considered ISS programs as established by the ARD committee and are not considered ISS removals.

19. When is it appropriate to use Discipline Action Code 13 – Court Ordered Placement to a JJAEP and 14 – Court Ordered Placement to a DAEP?

DISCIPLINARY-ACTION-CODE 13 may only be used when a Court order requires a student to attend the JJAEP independent of any action required to be taken by the school district and described in TEC Chapter 37. Do not use DISCIPLINARY-ACTION-CODE 13 for students that are incarcerated in either a jail or juvenile detention center. A term of incarceration does not constitute a removal by a school district. The DISCIPLINARY-ACTION-REASON-CODE for DISCIPLINARY-ACTION-CODE 13 should always be 21 because the district is reporting a court ordered placement for a behavior which the district either could not or would not have acted.

DISCIPLINARY-ACTION-CODE 14 may only be used when a Court order requires a student to attend a DAEP independent of any action required to be taken by the school district and described in TEC Chapter 37. Do not use DISCIPLINARY-ACTION-CODE 14 for students that are incarcerated in either a jail or juvenile detention center. A term of incarceration does not constitute a removal by a school district. The DISCIPLINARY-ACTION-REASON-CODE for DISCIPLINARY-ACTION-CODE 14 should always be 21 because the district is reporting a court ordered placement for a behavior which the district either could not or would not have acted.

When reporting DISCIPLINARY-ACTION-CODES 13 (Placement in a JJAEP by Court order) and 14 (Placement in a DAEP by Court Order), please refer to the ADMINISTRATOR ADDRESSED letter dated May 29, 2002. This letter is available on the TEA website under the Correspondence link. In order to place a student in a JJAEP or DAEP by a Court order, there must be a MOU between the court ordering the placement and the school district that will affect and make the placement. **In all circumstances of court ordered placements to a JJAEP or DAEP, the DISCIPLINARY-ACTION-REASON-CODE must be a 21 (Violation of student code of conduct not included under TEC §§37.002(b), 37.006, or 37.007). The use of DISCIPLINARY-ACTION-REASON-CODEs 09 (Off-Campus Title 5 Felony) and 10 (Off-Campus Non-Title 5 Felony) for Court ordered placements to a JJAEP or DAEP is not acceptable because the school district has original jurisdiction and a due-process responsibility to hold a conference meeting to enforce a DAEP removal/action as required or permitted in TEC 37.006 (c) and (d).** The provisions for these court ordered placements must also be outlined in the Local Student Code of Conduct. Any behavior that a student engages in at school or a school related activity for which they will receive disciplinary attention as provided for under either the minimum requirements of TEC 37.006/TEC 37.007, or the minimum standards of the Local Student Code of Conduct, must be initiated and actuated by the local school district.

In the event that a school district finds it necessary to continue a Court ordered placement to a JJAEP or a DAEP from a prior school year or a prior school district, a new 44425 Student Discipline Interchange data event must be reported with a **DISCIPLINARY-ACTION-REASON-CODE of 21** and a **DISCIPLINARY-ACTION-CODE of 13 or 14** depending on the action taken. Remember that DAEP assignments that continue into a new school year are subject to the requirements of TEC 37.009(c) referenced on the first page of Appendix E.

20. Please explain the Discipline Action Reason Code 01 – Permanent Removal from Class by a Teacher.

Permanent removal by a teacher from class (DISCIPLINARY-ACTION-REASON-CODE 01) under TEC §37.002(b) is limited for use in those situations where the teacher has refused re-admittance of the student to that teacher's class. Otherwise, if the teacher allows re-admittance of the student to the class, then Code 21 (other Student Code of Conduct violation) should be used.

21. What are the consequences of a school not reporting its discipline removal events through the Texas Student Data System PEIMS submission on the 44425 Student Discipline Interchange data?

Under TEC 37.008(m-1), failure to report all disciplinary removal actions as required by state and federal law may result in a review by the commissioner of education and notice to the local school board of any problems noted in the district's data, or a violation of a law or other rule. This review may also result in a notification to the county attorney, district attorney, criminal district attorney, as appropriate, and the attorney general. This provision can apply to missing, inaccurate, and/or falsified information/data.

22. Which LEAs are required to participate in the county run Juvenile Justice Alternative Education Program (JJAEP)?

In counties where the population is over 125,000, state law requires that expelled students be placed in an alternative education setting of some type. Districts located in these counties may place discretionary expelled students in a DAEP operated by the district and Mandatory expelled students in a JJAEP operated by the juvenile board for the county.

23. What options exist for an LEA that expels a student in a county that does not have a JJAEP?

If a student has been expelled in a county that does not have a Juvenile Justice Alternative Education Program, the LEA may either expel the student without academic placement, or the student may be expelled with placement to the LEA Disciplinary Alternative Education Program.

24. What kind of knives require that a student be expelled from school?

House Bill 1935, 85th legislative session, revised the definition of illegal knives to be known as Location-restricted knives and defines a Location restricted knife as being a knife with a blade length greater than 5.5 inches. A student that is found in possession of a Location-restricted knife must be expelled if the possession occurs knife on school campus or off campus at a school sponsored or school related activity.

25. What is the definition of an Off-Campus DAEP?

An **off-campus** DAEP:

1. has its own **campus identification number**;
2. has its own **building** (is **not** a program on a regular campus or an at-risk alternative education campus);
3. has its own **budget**;
4. has its own **administrator**;
5. serves only students removed under the TEC, Chapter 37 (no other non-discipline program may be operated on the campus);
6. must use the services of **certified teachers** and
7. must provide for a **43,200-instructional minute school year**.

Note: If your school district or charter school has chosen to operate or participate in, through a shared service arrangement (SSA), an off-campus DAEP, your district or school must register the campus with the TEA as a DAEP instructional campus.

26. What is the definition of an On-Campus DAEP?

An **on-campus** DAEP is one that **may have its own campus identification number**. If an on-campus DAEP has its own campus identification number, then the campus must:

1. have an **administrator** (administrator can serve more than one campus);
2. have its own **budget**;
3. use the services of **certified teachers for delivering educational and behavioral instruction** to the students assigned to the on-campus DAEP
4. provide for students who are assigned to the DAEP to be **separated from students who are not assigned to the DAEP** ("sight and sound barrier" should exist to provide adequate separation);
5. provide for a **43,200-instructional minute school year** and
7. **share a facility** with a non-disciplinary program.

Note: If your school district or charter school has chosen to operate or participate in, through an SSA, an on-campus DAEP your district or school must register the campus with the TEA as a DAEP instructional campus.

If an on-campus DAEP does not have its own campus number, then a student should remain enrolled at the campus at which the student was enrolled when he or she was removed while placed in the on-campus DAEP.

SECONDARY CONSEQUENCE GUIDE

INFRACTION	1ST	2ND	3RD	4TH	REVIEW IF APP
Abuse of a Volatile Chemical (glue, aerosol paint)	90 days in attendance at SGLC	90 days in attendance at SGLC	Possible Expulsion	Possible Expulsion	1 st /2 nd incident - EER* after 60 days in attendance 3rd /4th incident - Expulsion
Aggravated Robbery	Assigned to SGLC until disposition of case		Expulsion w/o placement if violation occurred on campus		Not eligible for EER*
Alcohol- Felony Violation (e.g. intoxication manslaughter)	Assigned to SGLC until disposition of case				
Alcohol—possession, use, influence (non-delivery)	60 days in attendance at SGLC	90 days in attendance at SGLC	Assigned to SGLC for remainder of the year		1 st incident - EER* after 45 days in attendance 2 nd incident - EER* after 70 days in attendance
Altering /destroying school records	Consequence applied by campus	Consequence applied by campus	30 days in attendance at SGLC	45 days in attendance at SGLC	
Arson	Assigned to SGLC until disposition of case				
Assault-aggravated (employee/volunteer)	Assigned to SGLC for the remainder of the year				
Assault-aggravated (non-employee/student)	Assigned to SGLC for the remainder of the year				
Assault-simple (employee/volunteer)	45 days in attendance at SGLC	60 days in attendance at SGLC	75 days in attendance at SGLC	90 days in attendance at SGLC	Not eligible for EER*
Assault-simple (non-employee/student)	20 days in attendance at SGLC	30 days in attendance at SGLC	45 days in attendance at SGLC	60 days in attendance at SGLC	3 rd incident - EER* after 30 days in attendance 4 th incident - EER* after 45 days in attendance
Assault w/bodily injury (employee/volunteer)	Assigned to SGLC for the remainder of year				Not eligible for EER*
Assault w/bodily injury (non-employee/student)	30 days in attendance at SGLC	45 days in attendance at SGLC	60 days in attendance at SGLC	75 days in attendance at SGLC	3 rd incident - EER* after 45 days in attendance 4 th incident - EER* after 60 days in attendance
Bomb Threat – Hoax	90 days in attendance at SGLC	Assigned to SGLC for the remainder of year			1 st incident - EER* after 75 days in attendance
Breach of Computer Security	90 to 120 days in attendance at SGLC Consideration of extenuating circumstances warranted				
Bullying	Consequence applied by campus	20 days in attendance at SGLC	30 days in attendance at SGLC	45 days in attendance at SGLC	4 th incident - EER* after 30 days in attendance
Bus Conduct	Warning	Loss of bus privileges for 5 days	Loss of bus privileges for 10-15 days	Loss of bus privileges for 30 days	5 th violation - loss of bus privileges for the remainder of year

SECONDARY CONSEQUENCE GUIDE

INFRACTION	1ST	2ND	3RD	4TH	REVIEW IF APP
911 Call	30 days in attendance at SGLC	45 days in attendance at SGLC	60 days in attendance at SGLC	75 days in attendance at SGLC	2 nd incident - EER* after 30 days in attendance 3 rd incident - EER* after 45 days in attendance 4 th incident - EER* after 60 days in attendance
Campus Disruption	Consequence applied by campus	Consequence applied by campus	Consequence applied by campus	20 days in attendance at SGLC	
Campus Insubordination	Consequence applied by campus	Consequence applied by campus	Consequence applied by campus	20 days in attendance at SGLC	
Classroom disruption	Consequence applied by campus	Consequence applied by campus	Consequence applied by campus	20 days in attendance at SGLC	
Classroom Insubordination	Consequence applied by campus	Consequence applied by campus	Consequence applied by campus	20 days in attendance at SGLC	
Club possession/use/exhibit	90 days in attendance at SGLC		Assigned to the SGLC for remainder of year		1 st incident - EER* after 75 days in attendance
Criminal Mischief > \$1,500	Assigned to SGLC for remainder of year				
Criminally Negligent Homicide	Expulsion w/o placement				
Defacing/Vandalism school property < \$50.00	Consequence applied by campus (Restitution)	Consequence applied by campus (Restitution)	Consequence applied by campus (Restitution)	20 days in attendance at SGLC (Restitution)	
Defacing/Vandalism school property > \$50.00	Consequence applied by campus (Restitution)	30 days in attendance at SGLC (Restitution)	45 days in attendance at SGLC (Restitution)	60 days in attendance at SGLC (Restitution)	3 rd incident - EER* after 30 days in attendance 4 th incident - EER* after 45 days in attendance
Dress Code Violation	Reminder	Warning	Consequence applied by campus	Consequence applied by campus	5th incident - 10 days in ISS
Drug Felony - POSSESSION - Controlled Substance/Dangerous Drug/THC Oil (confirmation w/law enforcement required)	Expelled w/placement to SGLC for 90 days in attendance				Not eligible for EER*
Drug Felony - DISTRIBUTION - Controlled Sub/Dangerous Drug/THC Oil (confirmation w/law enforcement required)	Expelled w/placement to SGLC for 180 days in attendance				Not eligible for EER*
Drug Paraphernalia - possession	Consequence applied by campus	30 days in attendance at SGLC	45 days in attendance at SGLC	60 days in attendance at SGLC	3 rd incident - EER* after 30 days in attendance 4 th incident - EER* after 45 days in attendance

SECONDARY CONSEQUENCE GUIDE

INFRACTION	1ST	2ND	3RD	4TH	REVIEW IF APP
Drug Possession - use/under the influence (misdemeanor)	60 days in attendance at SGLC	90 days in attendance at SGLC	Assigned to SGLC for the remainder of the year		1 st incident - EER* after 45 days in attendance 2 nd incident - EER* after 75 days in attendance
Engages in Deadly Conduct	Assigned to SGLC until disposition of case				
Felony - Title 5	Assigned to SGLC until disposition of case				
Felony-not within 300 ft./but a danger (Non-Title 5)	20 days in attendance at SGLC	30 days in attendance at SGLC	45 days in attendance at SGLC	60 days in attendance at SGLC	3 rd incident - EER* after 30 days in attendance 4 th incident - EER* after 45 days in attendance
Felony - on or within 300 ft. of campus	30 days in attendance at SGLC (CIT)	45 days in attendance at SGLC (CIT)	60 days in attendance at SGLC (CIT)	90 days in attendance at SGLC (CIT)	2 nd incident - EER* after 30 days in attendance 3 rd incident - EER* after 45 days in attendance 4 th incident - EER* after 75 days in attendance
Fighting - Mutual Combat	Consequence applied by campus (CIT)	15 days in attendance at SGLC (CIT)	20 days in attendance at SGLC (CIT)	25 days in attendance at SGLC (CIT)	
Fire Alarm Pulled/false alarm/false report (evacuation)	90 days in attendance at SGLC	Assigned to SGLC for remainder of the year			1 st incident - EER* after 75 days in attendance
Fire Alarm Pulled (no evacuation)	20 days in attendance at SGLC	30 days in attendance at SGLC	45 days in attendance at SGLC	60 days in attendance at SGLC	3 rd incident - EER* after 30 days in attendance 4 th incident - EER* after 45 days in attendance
Firearm-use/exhibit/possess	Student is expelled from SFDRCISD				
Fireworks - ignition	20 days in attendance at SGLC	30 days in attendance at SGLC	45 days in attendance at SGLC	60 days in attendance at SGLC	3 rd incident - EER* after 30 days in attendance 4 th incident - EER* after 45 days in attendance
Fireworks Possession	3 days ISS (CIT)	5 days ISS (CIT)	3 days OSS (CIT)	10 days ISS (CIT)	
Harassment - Non-Sexual (staff/student)	20 days in attendance at SGLC	30 days in attendance at SGLC	45 days in attendance at SGLC	60 days in attendance at SGLC	3 rd incident - EER* after 30 days in attendance 4 th incident - EER* after 45 days in attendance
Hit List	30 days in attendance at SGLC	45 days in attendance at SGLC	60 days in attendance at SGLC	75 days in attendance at SGLC	2 nd incident - EER* after 30 days in attendance 3 rd incident - EER* after 45 days in attendance 4 th incident - EER* after 60 days in attendance
Inappropriate Behavior	Consequence applied by campus	Consequence applied by campus	Consequence applied by campus	20 days in attendance at SGLC	
Inappropriate Display of Affection	Warning Issued Contact Parent	3 days ISS	5 days ISS	3 days OSS	

SECONDARY CONSEQUENCE GUIDE

INFRACTION	1ST	2ND	3RD	4TH	REVIEW IF APP
Inappropriate Display of Body Parts	30 days in attendance at SGLC	45 days in attendance at SGLC	60 days in attendance at SGLC	75 days in attendance at SGLC	2 nd incident - EER* after 30 days in attendance 3 rd incident - EER* after 45 days in attendance 4 th incident - EER* after 60 days in attendance
Indecency with a child	Student assigned to SGLC pending disposition of case				
Indecent Exposure/Public Lewdness	90 days in attendance at SGLC		Assigned to SGLC for remainder of year		
Kidnapping - Aggravated	Student assigned to SGLC pending disposition of case Possible Expulsion				
Knife/Bladed object (non-illegal length)	30 days in attendance at SGLC	45 days in attendance at SGLC	60 days in attendance at SGLC	75 days in attendance at SGLC	2 nd incident - EER* after 30 days in attendance 3 rd incident - EER* after 45 days in attendance 4 th incident - EER* after 60 days in attendance
Knife (illegal length)	90 days in attendance at SGLC	Student assigned to SGLC for the remainder of year Possible Expulsion based on extenuating circumstances			
Leaving School Grounds	Consequence applied by campus	Consequence applied by campus	Consequence applied by campus	20 days in attendance at SGLC	
Loitering (includes 1 to 1½ hours after dismissal)	Warning/Parent Contact	3 days ISS	3 days OSS	3 days OSS	
Look-alike weapon	Consequence applied by campus	Consequence applied by campus	20 days in attendance at SGLC	30 days in attendance at SGLC	
Major Campus Disruption	30 days in attendance at SGLC	45 days in attendance at SGLC	60 days in attendance at SGLC	75 days in attendance at SGLC	2 nd incident - EER* after 30 days in attendance 3 rd incident - EER* after 45 days in attendance 4 th incident - EER*after 60 days in attendance
Manslaughter	Expulsion w/o placement				
Attempted Murder, Murder, Capital Murder	Expulsion w/o placement				
Non-Attendance/Tardy/Skipping	Refer to Campus Plan Truancy Prevention Measures - Court System				

SECONDARY CONSEQUENCE GUIDE

INFRACTION	1ST	2ND	3RD	4TH	REVIEW IF APP
Persistent Misbehavior	45 days in attendance at SGLC (CIT)	60 days in attendance at SGLC (CIT)	90 days in attendance at SGLC (CIT)	Assign to SGLC for the remainder of year	1 st incident - EER* after 30 days in attendance 2 nd incident - EER* after 45 days in attendance 3 rd incident - EER* after 75 days in attendance
Possession of electronic/communication device	Refer to Student Code of Conduct				
Profanity Towards Employee	Consequence applied by campus	30 days in attendance at SGLC	45 days in attendance at SGLC	60 days in attendance at SGLC	3 rd incident - EER* after 30 days in attendance 4 th incident - EER* after 45 days in attendance
Profanity towards Non-Employee	Consequence applied by campus	Consequence applied by campus	20 days in attendance at SGLC	30 days in attendance at SGLC	
Prohibited Articles-Possession	Warning	Consequence applied by campus	Consequence applied by campus	Consequence applied by campus	
Racial Slurs/Abusive Language	20 days in attendance at SGLC	30 days in attendance at SGLC	45 days in attendance at SGLC	60 days in attendance at SGLC	3 rd incident - EER* after 30 days in attendance 4 th incident - EER* after 45 days in attendance
Reckless Conduct	Consequence applied by campus	Consequence applied by campus	Consequence applied by campus	20 days in attendance at SGLC	
Retaliation (School Employee)	90 days in attendance at SGLC		Assigned to SGLC for the remainder of the year		1 st incident - EER* after 75 days in attendance
Retaliation (Student)	Consequence applied by campus	Consequence applied by campus	Consequence applied by campus	20 days in attendance at SGLC	
School Related Gang Violence/Activity	30 days in attendance at SGLC	45 days in attendance at SGLC	60 days in attendance at SGLC	75 days in attendance at SGLC	2 nd incident - EER* after 30 days in attendance 3 rd incident - EER* after 45 days in attendance 4 th incident - EER* after 60 days in attendance
Serious Campus Misbehavior	30 days in attendance at SGLC	45 days in attendance at SGLC	60 days in attendance at SGLC	75 days in attendance at SGLC	2 nd incident - EER* after 30 days in attendance 3 rd incident - EER* after 45 days in attendance 4 th incident - EER* after 60 days in attendance
Serious Classroom Misbehavior	30 days in attendance at SGLC	45 days in attendance at SGLC	60 days in attendance at SGLC	75 days in attendance at SGLC	2 nd incident - EER* after 30 days in attendance 3 rd incident - EER* after 45 days in attendance 4 th incident - EER* after 60 days in attendance

SECONDARY CONSEQUENCE GUIDE

INFRACTION	1ST	2ND	3RD	4TH	REVIEW IF APP
Sexual Assault/Aggravated (against employee/volunteer)	Expulsion w/o placement				
Sexual Assault/Aggravated (against student)	Expulsion w/o placement				
Sexual Harassment	20 days in attendance at SGLC	30 days in attendance at SGLC	45 days in attendance at SGLC	60 days in attendance at SGLC	3 rd incident - EER* after 30 days in attendance 4 th incident - EER* after 45 days in attendance
Technology Abuse/materials/unauthorized recordings	30 days in attendance at SGLC	45 days in attendance at SGLC	60 days in attendance at SGLC	75 days in attendance at SGLC	2 nd incident - EER* after 30 days in attendance 3 rd incident - EER* after 45 days in attendance 4 th incident - EER* after 60 days in attendance
Technology Threat—unauthorized recording	30 days in attendance at SGLC	45 days in attendance at SGLC	60 days in attendance at SGLC	75 days in attendance at SGLC	2 nd incident - EER* after 30 days in attendance 3 rd incident - EER* after 45 days in attendance 4 th incident - EER* after 60 days in attendance
Terroristic Threat	90 days in attendance at SGLC		Assigned to SGLC for remainder of year		1 st incident - EER* after 75 days in attendance
Threat to Student	Consequence applied by campus	20 days in attendance at SGLC	30 days in attendance at SGLC	45 days in attendance at SGLC	4 th incident - EER* after 30 days in attendance
Theft < \$25.00	Consequence applied by campus (Restitution)	Consequence applied by campus (Restitution)	20 days in attendance at SGLC (Restitution)	30 days in attendance at SGLC (Restitution)	
Theft >\$25.00	20 days in attendance at SGLC (Restitution)	30 days in attendance at SGLC (Restitution)	45 days in attendance at SGLC (Restitution)	60 days in attendance at SGLC (Restitution)	3 rd incident - EER* after 30 days in attendance 4 th incident - EER* after 45 days in attendance
Tobacco	Consequence applied by campus (CIT)	Consequence applied by campus (CIT)	Consequence applied by campus (CIT)	20 days in attendance at SGLC (CIT)	
Trespassing - other campus	Warning	Consequence applied by campus (CIT)	Consequence applied by campus (CIT)	Consequence applied by campus (CIT)	
Vandalism of Student's Property < \$50.00	Consequence applied by campus (Restitution)	Consequence applied by campus (Restitution)	Consequence applied by campus (Restitution)	20 days in attendance at SGLC (Restitution)	
Vandalism of Student's Property >\$50.00	Consequence applied by campus (Restitution)	20 days in attendance at SGLC (Restitution)	30 days in attendance at SGLC (Restitution)	45 days in attendance at SGLC (Restitution)	4 th incident - EER* after 30 days in attendance

2021 - 2022 Disciplinary Action Codes (ACTION CODES)

Code	Short Description	Long Description	PEIMS Code	PEIMS Description
01	EXPUL W/O PLACE	EXPULSION W/O PLACEMENT	01	Expulsion Without Placement In Another Educational Setting
02	EXPUL W PLACE JJAEP	EXPULSION W PLACEMENT (JJAEP)	02	Expulsion With Placement In Justice Alternative Education Program (JJAEP)
03	EXPL CAMPUS AEP	EXPULSION ON CAMPUS AEP	03	Expulsion With Placement DAEP
04	EXPUL W PLACE: OFF CAMPUS DAEP	EXPULSION W PLACEMENT IN OFF CAMPUS DAEP	04	Expulsion With Placement In Off Campus DAEP. (Do Not Use This Code When A Student Has Been Placed In a DAEP, But Not Expelled)
05	OUT SCH SUSPENS	OUT OF SCHOOL SUSPENSION	05	Out-Of-School Suspension
06	IN SCH SUSPENS	IN SCHOOL SUSPENSION	06	In-School Suspension
07	PLACE TO DAEP	PLACEMENT TO DAEP (SGLC)	07	Placement In An On-Campus Or Off-Campus DAEP
08	CONT OD AEP	CONTINUE OTHER DISTRICTS AEP	08	Continuation Of Other District's DAEP Placement
09	CONT OD EXPULSI	CONT OTHER DISTRICT EXPULSION	09	Continuation Of Other District's Expulsion Order
10	CONT PREYR AEP	CONTINUE PREVIOUS YEAR AEP	10	Continuation Of The District's DAEP Placement From The Prior School Year
11	CONT PREYR EXP	CONTINUE PREV YEAR EXPULSION	11	Continuation Of The District's Expulsion Order From The Prior School Year
12	CONT EXPUL W/ PLACE TO JJAEP PRIOR YEAR	CONTINUE EXPULSION W/ PLACEMENT TO JJAEP FROM PRIOR SCHOOL YEAR	12	Continuation Of The Expulsion With Placement To JJAEP From Prior School Year
13	PLACE JJAEP BY COURT	PLACEMENT IN JJAEP BY COURT	13	Placement In A JJAEP By Court Order
14	DAEP COURT ORDR	DAEP COURT ORDER	14	Placement in a DAEP by Court Order
15	CONT OD EXPUL W/ PLACE TO JJAEP	CONTINUE OTHER DISTRICT EXPUL W/ PLACEMENT TO JJAEP	15	Continuation Of Other District's Expulsion With Placement To JJAEP
18	DETENTION LUNCH	DETENTION LUNCH PERIOD ONLY		
19	CONTRACT	PLACED ON CONTRACT		
20	PARENT CONF	PARENT CONFERENCE ARRANGED		
22	CORR COUNSELING	CORRECTIVE COUNSELING		
23	BUS PRV REMOVED	BUS PRV REMOVED		
25	PART DAY OSS	PARTIAL DAY OSS	25	Partial Day Out-Of-School Suspension
26	PART DAY ISS	PART DAY ISS	26	Partial Day In-School Suspension
27	NO DISC ACT-ARD	NO MAND DISC TAKEN-ARD	27	Mandatory Disciplinary Action Not Taken By District (ARD)
28	NO DISC ACT-TEC	NO MAND DISC ACT-TEC 37.001	28	Mandatory Disciplinary Action Not Taken
29	PrkPrivRemoved	Parking Priv Temp Removed		
31	VERBAL REPRIM	VERBAL REPRIMAND		
32	CONFISC EQUIP	CONFISCATION OF EQUIP/OBJECT		
50	EXP/NO PLAC/SED	EXPUL/NO PLACEMENT/SP ED	50	Expulsion Without Placement In Another Educational Setting
51	EXP JJAEP/SED	EXPULSION TO JJAEP / SP ED	51	Expulsion With Placement To A JJAEP
52	EXP ON CMP/SED	EXPULSION/ON-CMP DAEP/SP ED	52	Expulsion With Placement To An On-Campus DAEP
53	EXP OFF CMP/SED	EXPULSION/OFF-CMP DAEP/SP ED	53	Expulsion With Placement To An Off-Campus DAEP
54	PL ALT PG/SED	PLACED IN ALT ED PGM/ SP ED	54	Placement In An Alternative Education Program Established Under
55	OTH DIS AEP/SED	OTHER DISTRICT'S DAEP / SP ED	55	Continuation Of Other District's DAEP Placement
56	OTH DIS EXP/SED	OTHER DISTRICT'S EXP / SP ED	56	Continuation Of Other District's Expulsion Order
57	OTH DIS DAE PRY	OTHER DISTRICT DAEP PRIOR YR/S	57	Continuation Of The District's DAEP Placement From The Prior School Year
58	OTH DIS EXP PVS	OTHER DIST EXP/PVS YR/SP ED	58	Continuation Of The District's Expulsion Order From The Prior School Year
59	CONT EXPUL W/PLACE TO JJAEP PRIOR SY	CONTINUE EXPULSION W/ PLACEMENT TO JJAEP FROM PRIOR SCHOOL YEAR	59	Continuation Of The District's Expulsion With Placement To JJAEP From The Prior School Year
60	PLACE IN JJAEP	PLACEMENT IN A JJAEP	60	Placement In A JJAEP
61	CONT OD EXPUL W PLACE TO JJAEP	CONTINUE OTHER DISTRICT EXPULSION W/ PLACEMENT TO JJAEP	61	Continuation Of Other District's Expulsion With Placement To JJAEP
A70	REM ACCESS PRIV	REMOVE ACCESS PRIVILEGES		
ARR	ARREST	ARREST		
ASD	AFTER SCH DET	AFTER SCHOOL DETENTION		
BSD	BEFOR SCH DET	BEFOR SCHOOL DETENTION		
CFO	CIT/CAMPUS/OFF	CITATION/FR CAMPUS OFFICER		

NEW CODE

*** When the mandatory action is not assigned please add an action of 27 or 28 (in addition to the assigned PEIMS action code(s)). See tab M in the SFDR CISD Discipline Manual for additional guidance.**

*** Inconsistent with Code of Conduct**
See page 36 for detailed information

*** AUDITABLE: Action Codes 27 & 28 require a predefined comment, additional action comments documented in the Student Referral.**

- ACTION CODE 27- Not Taken By District. As a result of ARD committee manifestation hearing determination.
- ACTION CODE 28- Not Taken (TEC 37.001(a)(4): (A) Self-defense.
- ACTION CODE 28- Not Taken (TEC 37.001(a)(4): (B) Intent or lack of intent at the time the student engaged in the conduct.
- ACTION CODE 28- Not Taken (TEC 37.001(a)(4): (C) A student's disciplinary history.
- ACTION CODE 28- Not Taken (TEC 37.001(a)(4): (D) A disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct.

TSDS Web-Enabled Data Standards

Search. Drill. Find.

Search For:

Search By:

Data Elements



Search

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[Data Components](#)

[Code Tables](#)

[Data Submission](#)

[Rules](#)

[Change Logs](#)

[Early Notice](#)

E1050

FLEX-ATTEND-TOTAL-CAREER-TECH-MINUTES-

PRESENT E1053

FLEX-ATTEND-TOTAL-ELIGIBLE-MINUTES-PRESENT

E1046

FLEX-ATTEND-TOTAL-INELIGIBLE-MINUTES-PRESENT

E1047

FLEX-ATTEND-TOTAL-PRS-DAYS-ELIGIBLE E1048

FLEX-ATTEND-TOTAL-RESIDENTIAL-FACILITY-DAYS-

ELIGIBLE E1653

FLEX-ATTEND-TOTAL-SP-ED-MAINSTREAM-DAYS-

ELIGIBLE E1049

FLEXIBLE-ATTENDANCE-PROGRAM-TYPE-CODE E1045

FOSTER-CARE-INDICATOR-CODE E1528

GENERATION-CODE E0706

GIFTED-TALENTED-INDICATOR-CODE E0034

GRADE-LEVEL-CODE E0017

HISPANIC-LATINO-CODE E1064

HOMELESS-STATUS-CODE E1082

IBC-EXAM-FEE-AMOUNT E1654

IBC-VENDOR-CODE E1655

INCONSISTENT-CODE-OF-CONDUCT-INDICATOR-CODE

E1656

INDIVIDUAL GRADUATION COMMITTEE REVIEW CODE

Element ID

Data Element

Date Issued

Date Updated

E1656

INCONSISTENT-CODE-OF-CONDUCT-INDICATOR-
CODE

3/1/2020

XML Name

TX-InconsistentCodeOfConductIndicator

Definition

INCONSISTENT-CODE-OF-CONDUCT-INDICATOR-CODE indicates whether an out-of-school suspension, disciplinary alternative education program placement, or expulsion action is inconsistent with a local education agency's student code of conduct.

Special Instructions

Code Table ID

Length

Data Type

Pattern

Domain of Values

C088

1

Coded

#

Used in Complex Types

DisciplineActionExtension

Code Table Id	Name	XML Name	Date Issued	Date Updated
C164	DISCIPLINARY-ACTION-CODE	TX-DisciplinaryActionCodeType	03/02/1998	3/1/2020
Code	Translation			
	The following codes apply to all students.			
01	Expulsion: Without placement in another educational setting			
02	Expulsion: With placement in a juvenile justice alternative education program (JJAEP)			
03	Expulsion: With placement in an on-campus disciplinary alternative education program (DAEP). (Do not use this code when a student has been placed in a DAEP, but not expelled)			
04	Expulsion: With placement in an off-campus DAEP. (Do not use this code when a student has been placed in a DAEP, but not expelled)			
05	Out-Of-School Suspension			
06	In-School Suspension: (For students eligible for special education and related services, this includes any setting that has not been addressed by an admission, review, and dismissal committee within the placement determination of the student's current IEP.)			
07	Placement In An On-Campus Or Off-Campus DAEP			
08	Continuation Of Other District's DAEP Placement			
09	Continuation Of Other District's Expulsion Order			
10	Continuation Of The District's DAEP Placement From The Prior School Year			
11	Continuation Of The District's Expulsion Order From The Prior School Year			
12	Continuation Of The District's Expulsion With Placement To JJAEP From The Prior School Year			
13	Placement In A JJAEP By Court Order			
14	Placement In A DAEP By Court Order			
15	Continuation Of Other District's Expulsion With Placement To JJAEP			
25	Partial Day Out-Of-School Suspension			
26	Partial Day In-School Suspension			
27	Mandatory Disciplinary Action Not Taken By District: <i>(This code is used when a student's behavior is determined to be linked to the student's disability in a manifestation determination hearing made in accordance with IDEA by an ARD committee.)</i>			
28	Mandatory Disciplinary Action Not Taken By District: The mandatory disciplinary action was not taken because the district considered one or more of the TEC §37.001(a)(4) provisions.			
	The following codes apply to students with disabilities. In order to use these codes, a special education hearing officer (not a hearing officer employed or appointed by the district) must find the disciplinary action necessary to support a 20 U.S.C 1415(k)(3) hearing officer order.			
50	Expulsion Without Placement In Another Educational Setting: As a result of a determination by a special education hearing officer (not a hearing officer employed or appointed by the district)			
51	Expulsion With Placement To A JJAEP: As a result of a determination by a special education hearing officer (not a hearing officer employed or appointed by the district)			
52	Expulsion With Placement To An On-Campus DAEP: As a result of a determination by a special education hearing officer (not a hearing officer employed or appointed by the district)			

Code	Translation
53	Expulsion With Placement To An Off-Campus DAEP: As a result of a determination by a special education hearing officer (not a hearing officer employed or appointed by the district)
54	Placement In An On-Campus Or Off-Campus DAEP: As a result of a determination by a special education hearing officer (not a hearing officer employed or appointed by the district)
55	Continuation Of Other District's DAEP Placement: As a result of a determination by a special education hearing officer (not a hearing officer employed or appointed by the district)
56	Continuation Of Other District's Expulsion Order: As a result of a determination by a special education hearing officer (not a hearing officer employed or appointed by the district)
57	Continuation Of The District's DAEP Placement From The Prior School Year: As a result of a determination by a special education hearing officer (not a hearing officer employed or appointed by the district)
58	Continuation Of The District's Expulsion Order From The Prior School Year: As a result of a determination by a special education hearing officer (not a hearing officer employed or appointed by the district)
59	Continuation Of The District's Expulsion With Placement To JJAEP From The Prior School Year: As a result of a determination by a special education hearing officer (not a hearing officer employed or appointed by the district)
60	Placement In A JJAEP: As a result of a determination by a special education hearing officer (not a hearing officer employed or appointed by the district)
61	Continuation Of Other District's Expulsion With Placement To JJAEP: As a result of a determination by a special education hearing officer (not a hearing officer employed or appointed by the district)

This code table is used in the following data

element(s): E1005 DISCIPLINARY-ACTION-CODE

This code table is used in the following complex

type(s): 44425 DisciplineActionExtension

When the mandatory action is not assigned please add an action of 27 or 28 (in addition to the assigned PEIMS action code(s)).
See tab K in the SFDR CISD Discipline Manual for additional guidance.


PEIMS Discipline Data - Chart for Determining Mandatory and Discretionary DAEP Placements and Expulsions


NOTE: This chart represents the minimum required actions and maximum allowed actions for school districts. It does not apply to charter schools except for code 11 – (Possession or use of Firearms at school or a school related activity), unless a charter school has adopted one of the other mandatory provisions into its student code of conduct.

<u>Disciplinary Action Reason Codes (C165)</u> Code and Translation		<u>Behavior Location Code (C190)</u> Behavior Location Code	<u>Disciplinary Action Codes (C164)</u>			
			Mandatory DAEP Placement	Mandatory Expulsion	Discretionary DAEP Placement	Discretionary 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(c)	On campus (01)			D	
02	Conduct punishable as a felony-TEC §37.006(a)(2)(A)	On campus (01)	M			
	TEC §37.006(a)(2)(A)	Off Campus, within 300 ft. (02)	M			
	TEC §37.006(a)(2)(A)	School Related/Sponsored Activity Off Campus (03)	M			
	TEC §37.006(d)	Off Campus, no school related/sponsored activity (04)			D	
	TEC §37.0081	On school property, or at school related/sponsored activity, of another school district (05)			D	
04	Possessed, sold, or used marihuana or other controlled substance-TEC §37.006(a)(2)(C) and 37.007(b)(2)(A) for under the influence	On campus (01)	M			D
	TEC §37.006(a)(2)(C) and 37.007(b)(2)(A)	Off Campus, within 300 ft. (02)	M			D
	TEC §37.006(a)(2)(C) and 37.007(b)(2)(A)	School Related/Sponsored Activity Off Campus (03)	M			D

Table Key:

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

 - Not allowed by TEC Chapter 37


 - Not specified by TEC Chapter 37. Action for these items must be authorized by the local Student Code of Conduct


When the mandatory action is not assigned please add an action of 27 or 28 (in addition to the assigned PEIMS action code(s)).
See tab K in the SFDR CISD Discipline Manual for additional guidance.

Disciplinary Action Reason Codes (C165) Code and Translation		Behavior Location Code (C190) Behavior Location Code	Disciplinary Action Codes (C164)			
			Mandatory DAEP Placement	Mandatory Expulsion	Discretionary DAEP Placement	Discretionary Expulsion
05	Possessed, sold, used, or was under the influence of an alcoholic beverage-TEC §37.006(a)(2)(D) and 37.007(b)(2)(A)	On campus (01)	M			D
	TEC §37.006(a)(2)(D) and 37.007(b)(2)(A)	Off Campus, within 300 ft. (02)	M			D
	TEC §37.006(a)(2)(D) and 37.007(b)(2)(A)	School Related/Sponsored Activity Off Campus (03)	M			D
06	Abuse of a volatile chemical- TEC §37.006(a)(2)(E) and 37.007(b)(2)(B)	On campus (01)	M			D
	TEC §37.006(a)(2)(E) and 37.007(b)(2)(B)	Off Campus, within 300 ft. (02)	M			D
	TEC §37.006(a)(2)(E) and 37.007(b)(2)(B)	School Related/Sponsored Activity Off Campus (03)	M			D
07	Public lewdness or indecent exposure-TEC §37.006(a)(2)(F)	On campus (01)	M			
	TEC §37.006(a)(2)(F)	Off Campus, within 300 ft. (02)	M			
	TEC §37.006(a)(2)(F)	School Related/Sponsored Activity Off Campus (03)	M			
08	Retaliation against school employee-TEC §37.006(b) and 37.007(d)	On campus (01)	M			D*
	TEC §37.006(b) and 37.007(d)	Off Campus, within 300 ft. (02)	M			D*
	TEC §37.006(b) and 37.007(d)	School Related/Sponsored Activity Off Campus (03)	M			D*
	TEC §37.006(b) and 37.007(d)	Off Campus, no school related/sponsored activity (04)	M			D*
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	Off Campus, no school related/sponsored activity (04)	M			D

Table Key:

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

 - Not allowed by TEC Chapter 37


 - Not specified by TEC Chapter 37. Action for these items must be authorized by the local Student Code of Conduct


When the mandatory action is not assigned please add an action of 27 or 28 (in addition to the assigned PEIMS action code(s)).
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Disciplinary Action Reason Codes (C165) Code and Translation		Behavior Location Code (C190) Behavior Location Code	Disciplinary Action Codes (C164)			
			Mandatory DAEP Placement	Mandatory Expulsion	Discretionary DAEP Placement	Discretionary Expulsion
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)	Off Campus, no school related/sponsored activity (04)			D	D
11	Brought a Firearm to School – TEC 37.007(e) or Unlawful Carrying of a Handgun under Penal Code 46.02 – TEC 37.007(a)(1)	On campus (01)		M		
	TEC §37.007(b)(3)(B)	Off Campus, within 300 ft. (02)				D
	TEC §37.007(a)(1) and/or 37.007(e)	School Related/Sponsored Activity Off Campus (03)		M		
	TEC 37.007(i)	On school property, or at school related/sponsored activity, of another school district (05)				D
12	Unlawful Carrying of a Location-restricted Knife under Penal Code 46.02 – TEC 37.007(a)(1) (Location-restricted Knife - blade longer than 5.5 inches)	On campus (01)		M		
	TEC §37.007(b)(3)(A)	Off Campus, within 300 ft. (02)				D
	TEC §37.007(a)(1)	School Related/Sponsored Activity Off Campus (03)		M		
	TEC 37.007(i)	On school property, or at school related/sponsored activity, of another school district (05)				D
14	Conduct Containing the Elements of an Offense Relating to Prohibited Weapons Under Penal Code 46.05 – TEC 37.007(a)(1)	On campus (01)		M		
	TEC §37.007(b)(3)(A)	Off Campus, within 300 ft. (02)				D
	TEC §37.007(a)(1)	School Related/Sponsored Activity Off Campus (03)		M		

Table Key:

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

 - Not allowed by TEC Chapter 37


 - Not specified by TEC Chapter 37. Action for these items must be authorized by the local Student Code of Conduct


When the mandatory action is not assigned please add an action of 27 or 28 (in addition to the assigned PEIMS action code(s)).
See tab K in the SFDR CISD Discipline Manual for additional guidance.

<u>Disciplinary Action Reason Codes (C165)</u> Code and Translation		<u>Behavior Location Code (C190)</u> Behavior Location Code	<u>Disciplinary Action Codes (C164)</u>			
			Mandatory DAEP Placement	Mandatory Expulsion	Discretionary DAEP Placement	Discretionary Expulsion
	TEC 37.007(i)	On school property, or at school related/sponsored activity, of another school district (05)				D
16	Arson-TEC §37.007(a)(2)(B)	On campus (01)		M		
	TEC §37.007(b)(3)(A)	Off Campus, within 300 ft. (02)				D
	TEC §37.007(a)(2)(B)	School Related/Sponsored Activity Off Campus (03)		M		
	TEC 37.007(i)	On school property, or at school related/sponsored activity, of another school district (05)				D
17	Murder, capital murder, criminal attempt to commit murder, or capital murder-TEC §37.007(a)(2)(C)	On campus (01)		M		
	TEC §37.007(b)(3)(A)	Off Campus, within 300 ft. (02)				D
	TEC §37.007(a)(2)(C)	School Related/Sponsored Activity Off Campus (03)		M		
	TEC 37.007(i)	On school property, or at school related/sponsored activity, of another school district (05)				D
18	Indecency with a child-TEC §37.007(a)(2)(D)	On campus (01)		M		
	TEC §37.007(b)(3)(A)	Off Campus, within 300 ft. (02)				D
	TEC §37.007(a)(2)(D)	School Related/Sponsored Activity Off Campus (03)		M		
	TEC 37.007(i)	On school property, or at school related/sponsored activity, of another school district (05)				D
19	Aggravated kidnapping-TEC §37.007(a)(2)(E)	On campus (01)		M		

Table Key:

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

 - Not allowed by TEC Chapter 37

 - Not specified by TEC Chapter 37. Action for these items must be authorized by the local Student Code of Conduct

When the mandatory action is not assigned please add an action of 27 or 28 (in addition to the assigned PEIMS action code(s)).
See tab K in the SFDR CISD Discipline Manual for additional guidance.

Disciplinary Action Reason Codes (C165) Code and Translation		Behavior Location Code (C190) Behavior Location Code	Disciplinary Action Codes (C164)			
			Mandatory DAEP Placement	Mandatory Expulsion	Discretionary DAEP Placement	Discretionary Expulsion
	TEC §37.007(b)(3)(A)	Off Campus, within 300 ft. (02)				D
	TEC §37.007(a)(2)(E)	School Related/Sponsored Activity Off Campus (03)		M		
	TEC 37.007(i)	On school property, or at school related/sponsored activity, of another school district (05)				D
21	Violation of student code of conduct not included under TEC §37.006, 37.007, or 37.002(c)	Not Applicable (00)			D	
22	Criminal mischief (felony violation)- TEC §37.007(f)	Not Applicable (00)				D
23	Emergency Placement/Expulsion-TEC §37.019	Not Applicable (00)			D	D
26	Terroristic threat-TEC §37.006(a)(1) or 37.007(b)(1)	On campus (01)	M			D
	TEC §37.006(a)(1) or 37.007(b)(1)	Off Campus, within 300 ft. (02)	M			D
	TEC §37.006(a)(1) or 37.007(b)(1)	School Related/Sponsored Activity Off Campus (03)	M			D
	TEC §37.006(a)(1) or 37.007(b)(1)	Off Campus, no school related/sponsored activity (04)	M			D
	TEC §37.006(a)(1) or 37.007(b)(1)	On school property, or at school related/sponsored activity, of another school district (05)	M			D
27	Assault under Penal Code Section 22.01(a)(1) against a school district employee or volunteer- TEC §36.006(a)(2)(B) and/or TEC §37.007(b)(2)(C)	On campus (01)	M			D
	TEC §36.006(a)(2)(B) and/or TEC §37.007(b)(2)(C)	Off Campus, within 300 ft. (02)	M			D

Table Key:

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

■ - Not allowed by TEC Chapter 37


■ - Not specified by TEC Chapter 37. Action for these items must be authorized by the local Student Code of Conduct


When the mandatory action is not assigned please add an action of 27 or 28 (in addition to the assigned PEIMS action code(s)).
See tab K in the SFDR CISD Discipline Manual for additional guidance.

<u>Disciplinary Action Reason Codes (C165)</u> Code and Translation		<u>Behavior Location Code (C190)</u> Behavior Location Code	<u>Disciplinary Action Codes (C164)</u>			
			Mandatory DAEP Placement	Mandatory Expulsion	Discretionary DAEP Placement	Discretionary Expulsion
	TEC §36.006(a)(2)(B) and/or TEC §37.007(b)(2)(C)	School Related/Sponsored Activity Off Campus (03)	M			D
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)	On campus (01)	M			
	TEC §37.006(a)(2)(B)	Off Campus, within 300 ft. (02)	M			
	TEC §37.006(a)(2)(B)	School Related/Sponsored Activity Off Campus (03)	M			
29	Aggravated assault under Penal Code Section 22.02 against a school district employee or volunteer-TEC §37.007(d)	On campus (01)		M		
	TEC §37.007(d)	Off Campus, within 300 ft. (02)		M		
	TEC §37.007(d)	School Related/Sponsored Activity Off Campus (03)		M		
	TEC §37.007(d)	Off Campus, no school related/sponsored activity (04)		M		
	TEC 37.007(i)	On school property, or at school related/sponsored activity, of another school district (05)		M		
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)	On campus (01)		M		
	TEC §37.007(b)(3)(A)	Off Campus, within 300 ft. (02)				D
	TEC §37.007(a)(2)(A)	School Related/Sponsored Activity Off Campus (03)		M		
	TEC 37.007(i)	On school property, or at school related/sponsored activity, of another school district (05)				D

Table Key:

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

 - Not allowed by TEC Chapter 37


 - Not specified by TEC Chapter 37. Action for these items must be authorized by the local Student Code of Conduct


When the mandatory action is not assigned please add an action of 27 or 28 (in addition to the assigned PEIMS action code(s)).
See tab K in the SFDR CISD Discipline Manual for additional guidance.

<u>Disciplinary Action Reason Codes (C165)</u> Code and Translation		<u>Behavior Location Code (C190)</u> Behavior Location Code	<u>Disciplinary Action Codes (C164)</u>			
			Mandatory DAEP Placement	Mandatory Expulsion	Discretionary DAEP Placement	Discretionary Expulsion
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)	On campus (01)		M		
	TEC §37.007(d)	Off Campus, within 300 ft. (02)				D
	TEC §37.007(d)	School Related/Sponsored Activity Off Campus (03)		M		
	TEC 37.007(i)	On school property, or at school related/sponsored activity, of another school district (05)				D
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)	On campus (01)		M		
	TEC §37.007(b)(3)(A)	Off Campus, within 300 ft. (02)				D
	TEC §37.007(a)(2)(A)	School Related/Sponsored Activity Off Campus (03)		M		
	TEC 37.007(i)	On school property, or at school related/sponsored activity, of another school district (05)				D
35	False Alarm/False Report –TEC §§37.006(a)(1) and 37.007(b)(1)	On campus (01)	M			D
	TEC §§37.006(a)(1) and 37.007(b)(1)	Off Campus, within 300 ft. (02)	M			D
	TEC §§37.006(a)(1) and 37.007(b)(1)	School Related/Sponsored Activity Off Campus (03)	M			D
	TEC §§37.006(a)(1) and 37.007(b)(1)	Off Campus, no school related/sponsored activity (04)	M			D

Table Key:

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

 - Not allowed by TEC Chapter 37


 - Not specified by TEC Chapter 37. Action for these items must be authorized by the local Student Code of Conduct


When the mandatory action is not assigned please add an action of 27 or 28 (in addition to the assigned PEIMS action code(s)).
See tab K in the SFDR CISD Discipline Manual for additional guidance.

Disciplinary Action Reason Codes (C165) Code and Translation		Behavior Location Code (C190) Behavior Location Code	Disciplinary Action Codes (C164)			
			Mandatory DAEP Placement	Mandatory Expulsion	Discretionary DAEP Placement	Discretionary Expulsion
	TEC §§37.006(a)(1) and 37.007(b)(1)	On school property, or at school related/sponsored activity, of another school district (05)	M			D
36	Felony Controlled Substance Violation-TEC §37.007(a)(3)	On campus (01)		M		
	TEC §37.007(a)(3)	School Related/Sponsored Activity Off Campus (03)		M		
	TEC 37.007(i)	On school property, or at school related/sponsored activity, of another school district (05)				D
37	Felony alcohol violation-TEC §37.007(a)(3)	On campus (01)		M		
	TEC §37.007(a)(3)	School Related/Sponsored Activity Off Campus (03)		M		
	TEC 37.007(i)	On school property, or at school related/sponsored activity, of another school district (05)				D
41	Fighting/Mutual Combat-Excludes all offenses under Penal Code §22.01	Not Applicable (00)			D	
46	Aggravated Robbery-TEC §37.007(a)(2)(F), TEC §37.006(C)-(D) (HB 9680)	On campus (01)		M		
	TEC §37.007(b)(3)(A)	Off Campus, within 300 ft. (02)				D
	TEC §37.007(a)(2)(F)	School Related/Sponsored Activity Off Campus (03)		M		
	TEC 37.0081	Off Campus, no school related/sponsored activity (04)				D
	TEC 37.007(i)	On school property, or at school related/sponsored activity, of another school district (05)				D

Table Key:

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

 - Not allowed by TEC Chapter 37

 - Not specified by TEC Chapter 37. Action for these items must be authorized by the local Student Code of Conduct

When the mandatory action is not assigned please add an action of 27 or 28 (in addition to the assigned PEIMS action code(s)).
See tab K in the SFDR CISD Discipline Manual for additional guidance.

Disciplinary Action Reason Codes (C165) Code and Translation		Behavior Location Code (C190) Behavior Location Code	Disciplinary Action Codes (C164)			
			Mandatory DAEP Placement	Mandatory Expulsion	Discretionary DAEP Placement	Discretionary Expulsion
47	Manslaughter – TEC §37.007(a)(2)(G)	On campus (01)		M		
		Off Campus, within 300 ft. (02)				D
	TEC §37.007(a)(2)(G)	School Related/Sponsored Activity Off Campus (03)		M		
	TEC 37.0081	Off Campus, no school related/sponsored activity (04)				D
	TEC 37.007(i)	On school property, or at school related/sponsored activity, of another school district (05)				D
48	Criminally Negligent Homicide – TEC §37.007(a)(2)(H)	On campus (01)		M		
	TEC §37.007(b)(3)(A)	Off Campus, within 300 ft. (02)				D
	TEC §37.007(a)(2)(H)	School Related/Sponsored Activity Off Campus (03)		M		
	TEC 37.0081	Off Campus, no school related/sponsored activity (04)				D
	TEC 37.007(i)	On school property, or at school related/sponsored activity, of another school district (05)				D
49	Engages in Deadly Conduct – TEC §37.007(b)(2)(D)	On campus (01)			D	D
	TEC §37.007(b)(2)(D)	Off Campus, within 300 ft. (02)			D	D
	TEC §37.007(b)(2)(D)	School Related/Sponsored Activity Off Campus (03)			D	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	Not Applicable (00)	M			D

Table Key:

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

■ - Not allowed by TEC Chapter 37

■ - Not specified by TEC Chapter 37. Action for these items must be authorized by the local Student Code of Conduct

When the mandatory action is not assigned please add an action of 27 or 28 (in addition to the assigned PEIMS action code(s)).
See tab K in the SFDR CISD Discipline Manual for additional guidance.

Disciplinary Action Reason Codes (C165) Code and Translation		Behavior Location Code (C190) Behavior Location Code	Disciplinary Action Codes (C164)			
			Mandatory DAEP Placement	Mandatory Expulsion	Discretionary DAEP Placement	Discretionary Expulsion
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	Not Applicable (00)			D	
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)	On campus (01)		M		
	TEC §37.007(b)(3)(A)	Off Campus, within 300 ft. (02)				D
	TEC §37.007(a)(2)(I)	School Related/Sponsored Activity Off Campus (03)		M		
	TEC 37.007(i)	On school property, or at school related/sponsored activity, of another school district (05)				D
58	Breach of Computer Security – TEC §37.007(b)(5)	On campus (01)				D
	TEC §37.007(b)(5)	Off Campus, within 300 ft. (02)				D
	TEC §37.007(b)(5)	School Related/Sponsored Activity Off Campus (03)				D
	TEC §37.007(b)(5)	Off Campus, no school related/sponsored activity (04)				D
	TEC §37.007(b)(5)	On school property, or at school related/sponsored activity, of another school district (05)				D
59	Serious Misbehavior, as defined by TEC §37.007(c), while expelled to/placed in a Disciplinary Alternative Education Program (DAEP)	On campus (01)				D
60	Harassment Against an Employee of the School District under Texas Penal Code 42.07(a)(1), (2), (3), or (7) – TEC 37.006(a)(2)(G)	On campus (01)	M			

Table Key:

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



- Not allowed by TEC Chapter 37




- Not specified by TEC Chapter 37. Action for these items must be authorized by the local Student Code of Conduct


When the mandatory action is not assigned please add an action of 27 or 28 (in addition to the assigned PEIMS action code(s)).
See tab K in the SFDR CISD Discipline Manual for additional guidance.

Disciplinary Action Reason Codes (C165) Code and Translation		Behavior Location Code (C190) Behavior Location Code	Disciplinary Action Codes (C164)			
			Mandatory DAEP Placement	Mandatory Expulsion	Discretionary DAEP Placement	Discretionary Expulsion
	TEC 37.006(a)(2)(G)	Off Campus, within 300 ft. (02)	M			
	TEC 37.006(a)(2)(G)	School Related/Sponsored Activity Off Campus (03)	M			
61	Bullying – TEC 37.0052(b)	Not Applicable (00)			D	D

Table Key:

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

 - Not allowed by TEC Chapter 37

 - Not specified by TEC Chapter 37. Action for these items must be authorized by the local Student Code of Conduct

2021 - 2022 Difference Reason Codes

Code	Short Description	Long Description	PEIMS Equivalent
00	NO DIFFERENCE	NO DIF BTWN OFFICIAL & ACTUAL	No difference Between Official And Actual Lengths Of Disciplinary Assignments
01	DISTRICT MODIFY	TERM MODIFIED BY DISTRICT	Term Modified By District
02	COURT ORDER MOD	TERM MODIFIED BY COURT ORDER	Term Modified By Court Order
03	MOD/DIS/STU/PAR	MODIFIED AGGREE DIST/STUD/PAR	Term Modified By Mutual Agreement Of District, Student, And/Or Parents
04	COMPLETE SOONER	COMPLETED SOONER THAN EXPECTED	Student Completed Term Requirements Sooner Than Expected
05	INCARCERATED	STUDENT INCARCERATED	Student Incarcerated
06	HEALTH RELATED	TERM DECREASED HEALTH REASONS	Term Decreased Due To Extenuating Health-Related Circumstances
07	STUDENT W/DREW	STUDENT WITHDREW FROM SCHOOL	Student Withdrew From School
08	SCH YR ENDED	SCH YEAR ENDED BEFORE COMPLETE	School Year Ended Before Completion Of Disciplinary Action Assignment
09	CONTINUE PRE YR	CONTINUE PREVIOUS YEAR DISCIP	Continuation Of Previous Year's Disciplinary Action Assignment
10	GOOD BEHAVIOR	TERM MODIFIED GOOD BEHAVIOR	Term Modified By Placement Program Due To Student Behavior While In Placement
99	OTHER	OTHER	Other

*** Difference Reason :** Enter the appropriate reason when serving more or less days than originally assigned.

TIP: Where to add a Difference Reason

PATH: WS\ST\TB\DI

Steps: in the following order

- 1 EDIT action
- 2 Set Action Status to SERVED
- 3 Select DIFF. REASON
- 4 Enter new RETURN DATE
- 5 Go to Action Details and EDIT each day the student served or didn't serve
- 6 Enter 0.00 or 1.00 in Time Served
- 7 Select PARENT NOTIFIED
- 8 Enter COMMENT
- 9 Select DIFFERENCE REASON
- 10 SAVE
- * Repeat steps 5 - 10 for the days the student will not serve
- 11 SAVE

ORIGINAL STATUS:

Ordered Date	Action	Status	Suspension Type	Parent Notified	Total Time	Time Served
04/26/2016	07 - PLACEMENT OFF CAMPUS AEP	Open	None	No	15.00 Days	0.00 Days

STATUS WITH DIFFERENCE:

Ordered Date	Action	Status	Suspension Type	Parent Notified	Total Time	Time Served
04/26/2016	07 - PLACEMENT OFF CAMPUS AEP	Served	None	No	15.00 Days	8.00 Days

OBJECTIVE

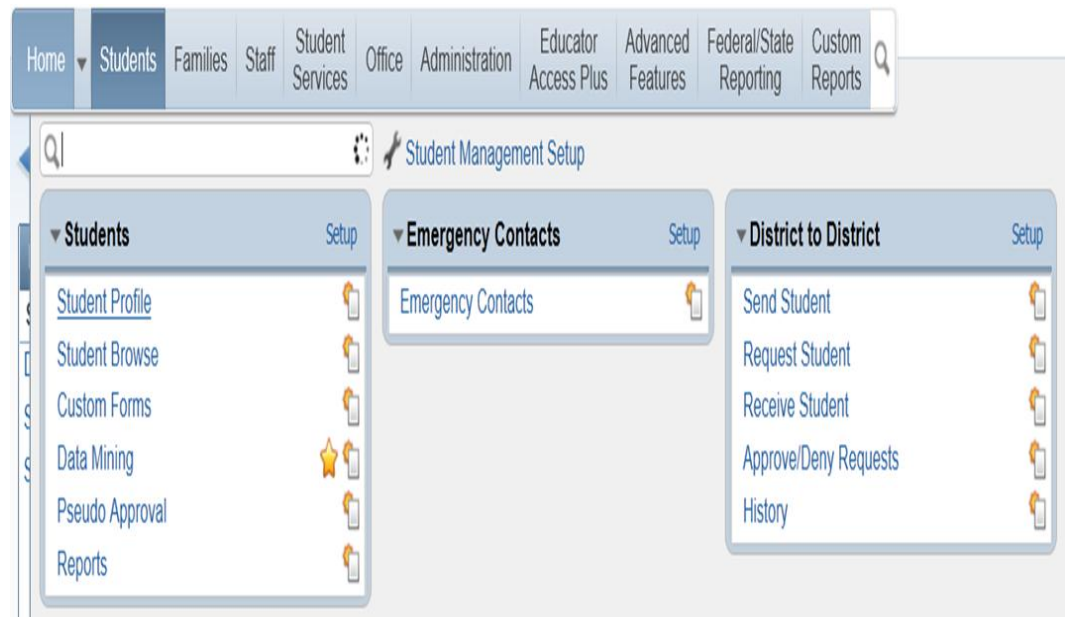
**LEARN HOW TO ENTER DISCIPLINE RECORDS,
HOW THE DATA IS TRANSLATED TO PEIMS AND
HOW TO GENERATE REPORTS**

TOPICS OF DISCUSSION

- **Entering an Offense**
- **Entering an Action**
- **Entering Discipline by Student**
- **Reports to Highlight**
 - **Discipline Detail**
 - **Discipline Summary**
 - **Number of Occurrences**
 - **Offense Referrals**
 - **Setting up the Pre-PEIMS 425 Disciplinary Action Record Report**

You can enter offenses from the
Student Profile > Discipline Tab

Discipline Entry from Student Profile



All of a Student's Discipline records are listed. Details can be viewed by clicking the ► to expand the record

Viewing the Student Discipline Details

Offenses

Views: **All Offenses** Filters: ***All Offenses**

Year	Ent	Date	Time	Inc Nbr	Off	Description	Off/Ref	School	Location	Bus Code
▼ 2012-13	001	09/05/2012	12:00 pm	64795	TDY	TARDY	Offense	001	HALL	

Expand All Collapse All View Printable Details

▼ Details History

Comments: Student has reached 4th tardy in my class.

Action Summary Add

	Ord Date	Description	Actn Sta	Susp Type	P-N	Total Time	Points
► Edit Delete History	09/05/2012	06 ISS	Served	In School	Yes	1.00 Days	0.00

Victims Add
No Offense Victim records exist.

Witnesses Add
No Offense Witness records exist.

Enter Discipline referral details for the offense

Entering an Offense

Add Offense

Student
 Student: DOE JAN001 DOE JANE ELIZABETH
 Entity: 001 - SANTA FE HIGH
 Grade: 11 Student Type: REG
 Offense Entered: 09/05/2012 5:57 pm

Offense
 Offense/Referral: Offense
 * Offense: TDY TARDY
 * School: TDY [TARDY]
 Location: HALL HALL
 Bus:
 * Offense Date: 09/05/2012 Wednesday
 Offense Time: 12:00 PM
 Parent Notified
 Campus ID: 084-909-001
 Points: 0.00
 Incident: Existing Incident
 * Incident #: 64795
 * School Year: 1999-00
 Cost (\$): 0.00
 Disc Officer: DAVENJEN000 DAVENPORT JENNY JORDAN
 Time Comment:
 Referred By
 Referred By: Staff
 Staff: COORDPEI000 COORDINATOR PEIMS
 Comments: Student has reached 4th tardy in my class.
 Predefined Comments: No Predefined Comments Exist

Save and Back
 Save and Add Action
 Back
 Victims
 Witnesses
 Defaults

Asterisk (*) denotes a required field

The required fields
are indicated with
an *

Entering an Offense

1. **Offense/Referral***: Select “Offense” from the dropdown list.
2. **Offense***: Select the type of offense from the dropdown list.
3. **School**: Select the appropriate school code from the dropdown list; default is current campus.
4. **Location***: Select the location code from the dropdown list.
5. **Bus**: Select bus number from dropdown list. (Required only if offense occurred on a bus.)
6. **Offense Date***: Change the Offense Date if necessary. This date should reflect the date of the offense.
7. **Offense Time**: Change the Offense Time (not a required field).
8. **Parent Notified**: Click if parent was notified of offense.
9. **Points**: If you use a point system, you would enter the points assigned for the offense
10. **Incident: From dropdown list**, Select **New Incident** – Incident ID will be populated automatically.
Select **Existing Incident** to connect a student to another incident and enter the same Incident ID.
11. **School Year**: Select the appropriate school year, it should default to current school year.
12. **Cost**: Include cost of repairs (not a required field).
13. **Discipline Officer**: Select the appropriate discipline officer from the dropdown list.
14. **Time Comment**: Optional.
15. **Campus ID**: Campus ID number will be provided.
16. **Referred By**: Select (Staff, Student or Other) If Staff or Student, select name from the dropdown.
If Other, enter Teacher or the other person’s first and last name.
17. **Comments**: Enter offense comments.

Once all information has been entered, click the **Save and Add Action** button.

Note: An Offense with a local offense code associated to a PEIMS action code will create a PEIMS 425 record with an offense code of 21 (violation of student code of conduct).

Enter the Action assigned by the Campus Administrator (Discipline Officer)

Entering an Action

Add Action Summary

Student

Student:

Entity: 001 SANTA FE HIGH

[Save](#) [Back](#)

Action Summary

1 * Action: 06 ISS Action Status: Open 8

2 Suspension Type: In School School: 001 SANTA FE HIGH 9

3 * Ordered Date: 09/05/2012 Wednesday School Year: 2012-13 10

4 Return Date: 09/07/2012 Friday 11 Diff. Reason:

5 Total Time: 1.00 Hours Days Served: 0.00 12

6 Parent Notified 13 Follow Up Officer: DAVENJEN000 DAVENPORT JENNY JORDAN

7 Points: 0.00 14 Authorized By: DAVENJEN000 DAVENPORT JENNY JORDAN

Comments: 15

Predefined Comments: [Insert Predefined Comment] 16 [Insert](#)

☒ Create Action Detail Records From The Action Detail Default Values You Have Saved?

☒ Only Create Detail Records for School Days

* Detail Start Date: 09/05/2012 Thursday Action Detail Location:

* Detail End Date: 09/06/2012 Thursday

Action Details

	Date to Serve	Time	Status	Length	Time Served	Location	Parent's Notified?
Edit	09/05/2012	4:05 PM	Open	1.00	0.00	041	No

Asterisk (*) denotes a required field

The required fields are indicated with an *

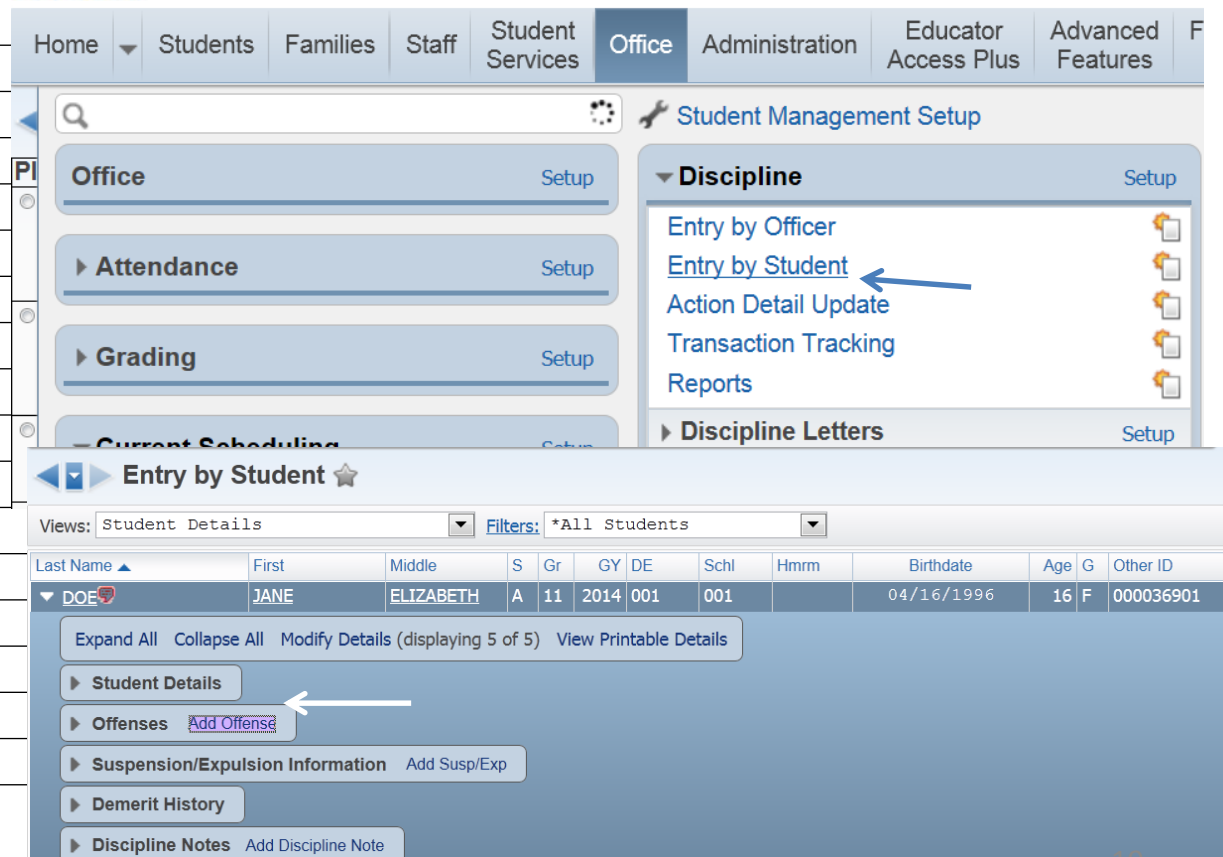
Entering an Action

1. **Action:** Select an Action from the dropdown list.
2. **Suspension Type:** Select the type of suspension (will default according to Action Code).
3. **Ordered Date:** Date you assigned the action.
4. **Return Date:** Required for TREx; Enter the date the student returns to the regular academic setting.
5. **Total Time:** Select the value and the type (Days).
6. **Parent Notified:** Click if parent was notified of action taken.
7. **Points:** Leave Blank. *We do not use in our district.*
8. **Action Status:** Select **Open**. Note: Only outstanding (open) disciplines offenses that have not been served are allowed to be transferred via TREx.
9. **School:** Select the school code for which the action has been assigned. (example: for detention, ISS/SAC, or local DAEP – use home campus school code; for Off campus DAEP or JJAEP – use the appropriate campus id number.
10. **School Year:** Select the appropriate school year. *(Should default to current yr.)*
11. **Difference Reason:** Enter the appropriate reason if serving more or less days than assigned.
12. **Days Served:** This value will calculate when you change the status to Served.
13. **Follow-up Officer:** Select the appropriate Discipline Officer.
14. **Authorized By:** Select the appropriate Discipline Officer.
15. **Comments:** Enter action comments.
16. **Uncheck** “Create Action Detail Records From the Action Detail Default Values You Have Saved?” If you do not want to create Action Details, **do this prior to step 1.**

Once all the information has been entered, click the Save button.

Discipline offenses can also
entered from Office >
Discipline>Entry by Student

Entering Discipline by Student

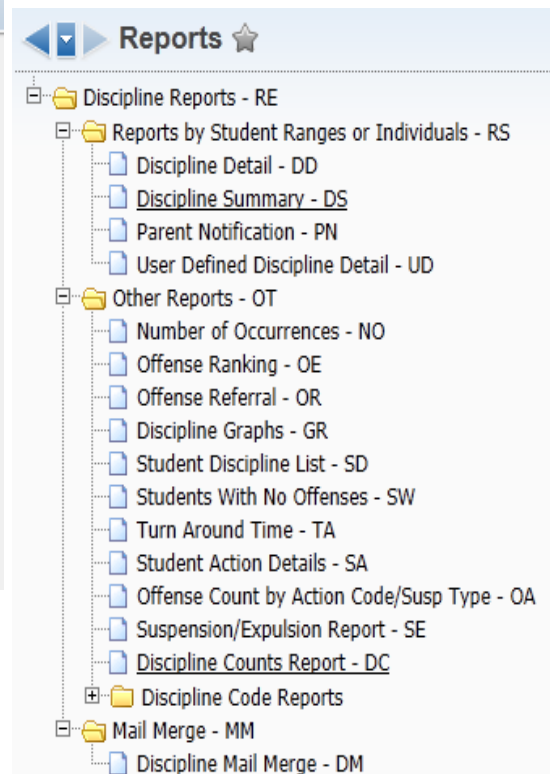
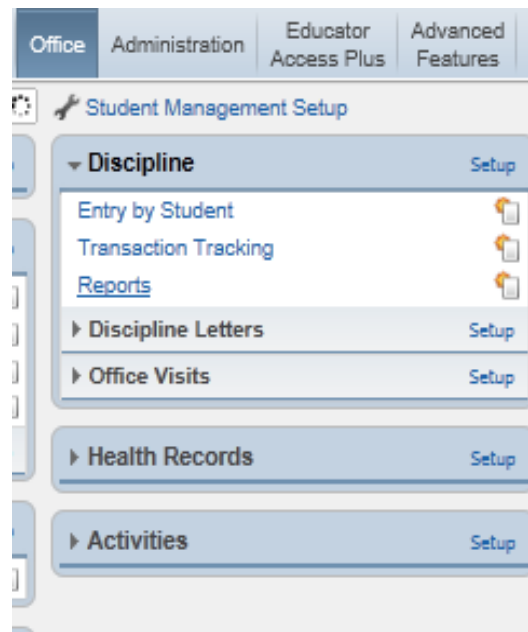


The screenshot shows the Skyward software interface. The top navigation bar includes: Home, Students, Families, Staff, Student Services, Office (selected), Administration, Educator Access Plus, and Advanced Features. Below the navigation bar is a search bar and a 'Student Management Setup' link. The main content area is divided into two columns. The left column contains links for Office, Attendance, Grading, and Current Scheduling, each with a 'Setup' link. The right column contains a 'Discipline' section with links for Entry by Officer, Entry by Student (highlighted with a blue arrow), Action Detail Update, Transaction Tracking, Reports, and Discipline Letters. Below the main content area is a section titled 'Entry by Student' with a star icon. This section includes a 'Views' dropdown set to 'Student Details' and a 'Filters' dropdown set to '*All Students'. Below these are several tabs: Student Details (selected), Offenses (with an 'Add Offense' link), Suspension/Expulsion Information (with an 'Add Susp/Exp' link), Demerit History, and Discipline Notes (with an 'Add Discipline Note' link). A white arrow points to the 'Add Offense' link in the Offenses tab.

Last Name	First	Middle	S	Gr	GY	DE	Schl	Hmrm	Birthdate	Age	G	Other ID
DOE	JANE	ELIZABETH	A	11	2014	001	001		04/16/1996	16	F	000036901

Access Discipline reports from
Office > Discipline > Reports

Reports



All reports will have a template to define your criteria or you can use the Skyward Template

Discipline Detail Report

Add Report Ranges

Template Settings

* Template Description: Discipline Detail

☐ Share this template with other users in entity 001

☐ Print Greenbar

Print Options

☒ By Range ☐ By Individual

Sort Order

☒ Print Referral ☒ Print Race ☒ Print Disc Notes

☒ Print Date Entered ☒ Print Advisor ☒ Print Disc Officer

☒ Print Comments ☐ Print Oldest Offense First

☐ Print Hd of House Family: 1

Page Break

☐ Print Students with no Offenses

Offense Ranges

Action Ranges

Action Detail Ranges

Asterisk (*) denotes a required field

Choose the desired ranges for
your report

Discipline Detail Report

Offense Ranges	
Low	High
School Year: 2012-13	2012-13
Discipline Entity: 001	001
Offense Date: 01/01/1900 Monday	12/31/9999 Friday
Date Entered: 01/01/1900 Monday	12/31/9999 Friday
Referred By:	ZZZZZZZZZZ
Incident Number: 0	99999999
Points: -999.99	999.99
Severity: 0	99
Time Comment:	ZZZZZZZZ
Location:	ZZZZ
Bus:	ZZZZZZZZZZZZ
Discipline Officer:	ZZZZZZZZZZZZ
Parent Notified: Both	
Record Type: Offenses and Referrals	
<input checked="" type="checkbox"/> Select All Offenses	Offenses

Action Ranges	
Low	High
Date Entered: 01/01/1900 Monday	12/31/9999 Friday
Points: -999.99	999.99
Parent Notified: Both	Status: All
Suspension Type: All	
<input checked="" type="checkbox"/> Print Comments	<input checked="" type="checkbox"/> Select All Actions
<input checked="" type="checkbox"/> Print Follow-Up	<input checked="" type="checkbox"/> Select All Difference Reasons
	Actions
	Diff Reasons

Action Detail Ranges	
Low	High
Detail Date: 01/01/1900 Monday	12/31/9999 Friday
Parent Notified: Both	Status: All
<input checked="" type="checkbox"/> Include Actions With No Action Details	<input checked="" type="checkbox"/> Print Details
<input checked="" type="checkbox"/> Print Comments	<input checked="" type="checkbox"/> Print Follow-Up
<input checked="" type="checkbox"/> Select All Difference Reasons	Diff Reasons

Asterisk (*) denotes a required field

Both Offense and Action details
will be printed on this report

Discipline Detail Report

1stdsc22.p 63-2
05.12.06.00.00-10.2

SANTA FE HIGH
STUDENT DISCIPLINE REPORT

09/06/12

Page:1
1:26 PM

Off/Act Type	Per	Sch	Location	P N Points	Day/ Hrs	Time Served	Diff Reason	Incident/ Status
DOE, JANE DOE JAN001 Sch: 001 Gr: 11 - 2014 Type: REG Race:5 Adv: HM:								
2013 Entity: 001								
Offense 09/05/2012 12:00P TDY TARDY		001	HALL	N 0.00				64795
Disc Officer: JENNY DAVENPORT	Bus:		Referred By :PEIMS COORDINATOR					Date Entered:09/05/12
Student has reached 4th tardy in my class.								
Action 06 ISS		001		N 0.00	Day 1.00	1.00		Served
Follow-Up By: JENNY DAVENPORT	Susp In School							
Detail 09/05/2012 5:58P			SANTA FE HIGH	N			1.00	Served
Follow-Up By: JENNY DAVENPORT								

This report is a summary for a student or students; not a totals report

Discipline Summary

Add Report Ranges

Template Settings
* Template Description:
☐ Share this template with other users in entity 001
☐ Print Greenbar

Print Options
☒ By Range ☐ By Individual
☒ Print Advisor
☐ Print Oldest Offense First ☐ Print Students with no Offenses

Offense Ranges

Action Ranges

Action Detail Ranges

Asterisk (*) denotes a required field

This report is a summary
of incidences by student

Discipline Summary

1stdsc23.p 48-2
05.12.06.00.00-10.2

SANTA FE HIGH
STUDENT DISCIPLINE SUMMARY

09/06/12

Page:1
1:45 PM

Student Name	Sch	Gr	Grad	Typ	Advisor	Homeroom	Offense	PN Points	Referred By	Loc	Action	PN Points	DH	Time Served	S	Su	Inc #
DOE, JANE		001	11	2014	REG												
2013 Ent: 001 TDY 09/05/2012 12:00P N 0.00 P COORDINATOR HAL 06 Y 0.00 Da 1.00 1.00 S IS 64795																	
09/05/2012 5:58P N 1.00																	

Use this report to get counts for your campus, grade level, etc.

Number of Occurrences

Edit Report Ranges

Template Settings
* Template Description:
☐ Share this template with other users in entity 001
☐ Print Greenbar

Print Options
Report Type: ☐ Detail ☒ Summary
Report On: ☒ Action ☐ Offense
☐ Print Sort Items 2 to 7 Summary Totals
☐ Page Break on First Sort Item

Action Ranges

Student Ranges

Asterisk (*) denotes a required field

It can be run as a detailed or summary report on offenses or actions

Number of Occurrences

1stdsc33.p 31-2
05.12.06.00.00-10.2

SANTA FE HIGH
SUMMARY NUMBER OF OCCURRENCES

<u>School</u>	<u>Grd</u>	<u>Dis Officer</u>	<u>Action</u>	<u>Occurrences</u>	<u># Stds</u>
SANTA FE HIGH	11		OUT OF SCHOOL SUSPENSION	5	4
	11		DETENTION--after school	34	28
	11	SCOTTMAN000	SATURDAY CLASS	89	60
	12		OUT OF SCHOOL SUSPENSION	8	6
	12	SCOTTMAN000	IN SCHOOL SUSPENSION	2	1
	12	SCOTTMAN000	PARTIAL DAY IN SCHOOL SUSPENS	1	1
	12	SCOTTMAN000	DETENTION--after school	41	37
	12	SCOTTMAN000	SATURDAY CLASS	101	68
	GD		OUT OF SCHOOL SUSPENSION	12	12
	GD	SCOTTMAN000	DETENTION--after school	43	38
	GD	SCOTTMAN000	SATURDAY CLASS	116	88
			Report Total.....	452 *****	278

***** End of report *****

Use this report to list
referrals by Teacher

Offense Referrals

Add Report Ranges

Template Settings
* Template Description: **Offense Referrals**
☐ Share this template with other users in entity 001
☐ Print Greenbar

Print Options
Report Type: ☒ Detail ☐ Summary Sort Order
☐ Print if No Referral ☒ Print Race
☒ Print % Totals By Race ☐ Print % Totals By Grad Year ☐ Page Break on First Sort Item

Offense Ranges

Student Ranges

Asterisk (*) denotes a required field

It can be run as a detailed or summary report

Offense Referrals

1stdsc29.p 23-2
05.12.06.00.00-10.2

SANTA FE HIGH
OFFENSE REFERRAL REPORT-DETAIL

Student Key	Student Name	Sch	Grade	Grad Year	Type	Gender	Race	Ofn Date	Time	Points	Referred By	Type
DOE JAN001	DOE, JANE	001	11	2014	REG	Female	5	TDY 09/05/2012 12:00P		.00	PEIMS COORDINATOR	Sta

* STUDENTS REFERRED: 1 OFFENSES REFERRED: 1

** Grand Total STUDENTS REFERRED: 1 OFFENSES REFERRED: 1

OFFENSES BY RACE (PERCENTAGES):

5
100%

OFFENSES BY GRAD YEAR (PERCENTAGES):

2014
100%

Select the 425 Disciplinary Action Record from Texas State Reporting > PEIMS> Pre-PEIMS

425 Disciplinary Action Record Report Setup

425 Disciplinary Action Record

Template Settings

* Template Description: 425 Pre PEIMS Report

- ☐ Share this template with other users in entity 001
☐ Print Greenbar

Check Spelling

Save

Save and Print

Back

Information

This program prints students who have at least one Disciplinary Action record with a PEIMS Action Code in the selected school year.

Report Options

Print Edits: All ☐
☒ Print Errors Only

Report Ranges

Low High
 Entity: 001 001
 Grade/Grad Yr: 11 2014 11 2014
 * School Year: 2012
 Campus ID of Disciplinary Assignment: ☒ School ☐ Location ☐ School's Default Entity

Sorting Options

Move	Label	Select	Page Break
<input type="checkbox"/>	Grade Level	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Student Entity	<input type="checkbox"/>	<input type="checkbox"/>

Asterisk (*) denotes a required field

Discipline



1ssrtx43.p 19-2
05.13.06.00.06-10.2

Pre-PEIMS(425 Submission 3) Report
Entity 001 to 001

09/03/13

Page:1
3:36 PM

Ent	Gd	Alphakey	Name(Last, First MI)	PEIMS ID	Enrl	Camp ID	Camp ID	Dis Act	Dis Act	Act Rsn	Off Len	Act Len	Dis Len	Dif	Inc	Rrt Pd	Date of	Camp ID	Behv
						Dis Asgn	Numb	Cd	Cd	Dis Asgn	Dis Asgn	Rsn Cd	Numb	Cd	Dis Act	Dis Resp	Loc		
001	12	DOE	JAC000	DOE, JACK GLENN	512648122	084909001	084909001	001	06	41	003	003	00		067748	1	09/03/2013	084909001	00
001	10	DOE	JAN000	DOE, JANIE MILDRED	321235864	084909001		001	05	28	003	003	00		067749	1	08/27/2013	084909001	02
001	10	DOE	JAN000	DOE, JANIE MILDRED	321235864	084909001	084909001	002	07	28	020	020	00		067749	1	08/27/2013	084909001	02
001	11	DOE	JAR000	DOE, JARED FITZGERAL	212121212	084909001	084909003	001	07	04	030	030	00		067750	1	09/03/2013	084909001	03
001	09	DOE	JES000	DOE, JESSICA MICHELL	111111112	084909001	084909002	001	12	36	078	000	09		067752	1	08/26/2013	084909001	01

TOTAL RECORDS: 5

TOTAL ERRORS: 0

***** End of report *****

[illegible]



Texas Skyward User Group Conference

Kim Lyons
kim.lyons@sfisd.org

THANK YOU FOR ATTENDING!

"Data Mining Reports"

Skyward Path: WS\ST\DM

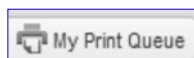
The following reports may be processed at your convenience.

Report Name ▲	Report Title	Favorite	Created By
▶ AA Discipline - Actions 27 & 28	REQUIRED: Predefined Comments	★	GOMEZFEL001
▶ AA Discipline - Campus Location Code 00	Location Code Must Be 00 -Please Correct	★	GOMEZFEL001
▶ AA Discipline - Campus Location Code 01	Location Code Must Be 01 -Please Correct	★	GOMEZFEL001
▶ AA Discipline - Campus Location Code 04	Location Code Must Be 04 -Please Correct	★	GOMEZFEL001
▶ AA Discipline - Continuation From 2021	AA Discipline - Continuation From 2021	★	GOMEZFEL001
▶ AA Discipline - Emerg. Place. & Expul.	Emergency Placements & Expulsions	★	GOMEZFEL001
▶ AA Discipline - Mandatory Expulsion	Requires PEIMS Action	★	GOMEZFEL001
▶ AA Discipline - Mandatory Placement	Requires PEIMS Action	★	GOMEZFEL001
▶ AA Discipline - Open Actions @ Campus	AA Discipline - Open Actions @ Campus	★	GOMEZFEL001
▶ AA Discipline - Open Actions @ SGLC	AA Discipline - Open Actions @ SGLC	★	GOMEZFEL001
▶ AA Discipline - School Board Rpt AllYear	All Terms Discipline Combined	★	GOMEZFEL001
▶ AA Discipline - School Board Rpt Term 1	Term 1 Discipline	★	GOMEZFEL001
▶ AA Discipline - School Board Rpt Term 2	Term 2 Discipline	★	GOMEZFEL001
▶ AA Discipline - School Board Rpt Term 3	Term 3 Discipline	★	GOMEZFEL001
▶ AA Discipline - School Board Rpt Term 4	Term 4 Discipline	★	GOMEZFEL001
▶ AA Discipline - School Board Rpt Term 5	Term 5 Discipline	★	GOMEZFEL001
▶ AA Discipline - School Board Rpt Term 6	Term 6 Discipline	★	GOMEZFEL001
▶ AA Discipline - SGLC	Students Set to SGLC & SGLC Schedule	★	GOMEZFEL001
▶ AA Discipline - SpeEd (current year)	AA Discipline - SpeEd (current year)	★	GOMEZFEL001
▶ AA Discipline - SpeEd (previous year)	AA Discipline - SpeEd (previous year)	★	GOMEZFEL001
▶ AA Discipline - w/ Student Restraints	AA Discipline - w/ Student Restraints	★	GOMEZFEL001

Select the report, process with Print (for PDF) or Excel



To retrieve report in your Print Queue



AA Discipline report request: may be submitted to assessment_accountability@sldr-cisd.org

Discipline and PEIMS Reporting



PEIMS 425 Report

The Skyward PEIMS 425 Report will provide if there are any discipline errors with a fatal (*F), Special Warning (*S) or both and the business rule will provide the how to make the correction referring to the rule # (last # listed with 44425-####)

PEIMS Data Quality Compliance & Accountability Department will email the current PEIMS 425 Discipline Reports to the campuses at the beginning of each month and the errors must be resolved before the next month's report.

PEIMS 425 REPORT SAMPLE BELOW

Entity	Alphakey	Name (Last, First MI)	Grade	Reporting Period	Incident #	Discipline Action Reason	Behavior Location	Discipline Date	Discipline Action Code	Action Length Assignment TIME TO	Action Length TIME SERVED	Difference Reason	Business Rules
*** PLEASE REFER TO TAB M IN THE DISCIPLINE MANUAL WHEN ASSIGNING THE OFFENSE, BEHAVIOR LOCATION AND ACTION(S) ***													
000	DOE JAM000	DOE, JAMES	5	3	1474	21	00	12062019	5	1	0	0	*F* If DISCIPLINARY-LENGTH-DIFFERENCE-REASON-CODE is 00, then ACTUAL-LENGTH-OF-DISCIPLINARY-ASSIGNMENT must not be different. 44425-0011
000	DOE MAR001	DOE, MARIE	3	4	1991	21	00	1292020	5	0	0	0	*F* If OFFICIAL-LENGTH-OF-DISCIPLINARY-ASSIGNMENT is 000, then DISCIPLINARY-ACTION-CODE must be 27 or 28. 44425-0021
000	DOE RYA043	DOE, RYAN	09	5	002196	04	00	02272020	07	058	000	00	*F* If DISCIPLINARY-ACTION-REASON-CODE is not 21-23, 33, 34, 41, 42, 44, 45, 55, or 56, then BEHAVIOR-LOCATION-CODE must not be 00. 44425-0055 *F* If DISCIPLINARY-ACTION-REASON-CODE is 04-07, 27, 28, or 49, then BEHAVIOR-LOCATION-CODE must be 01-03. 44425-0057
000	DOE NIC000	DOE, NICOLE	11	3	001730	04	00	12192019	000	06	002	00	*F* If DISCIPLINARY-LENGTH-DIFFERENCE-REASON-CODE is 00, then ACTUAL-LENGTH-OF-DISCIPLINARY-ASSIGNMENT must not be different. 44425-0011 *F* If DISCIPLINARY-ACTION-REASON-CODE is not 21-23, 33, 34, 41, 42, 44, 45, 55, or 56, then BEHAVIOR-LOCATION-CODE must not be 00. 44425-0055 *F* If DISCIPLINARY-ACTION-REASON-CODE is 04-07, 27, 28, or 49, then BEHAVIOR-LOCATION-CODE must be 01-03. 44425-0057
000	DOE CLA023	DOE, CLAIRE	11	2	001141	36	01	10242019	001	25	001	00	*S* If a student's age on the DATE-OF-DISCIPLINARY-ACTION is greater than 9 and DISCIPLINARY-ACTION-REASON-CODE is 11-14, 16-19, 29-32, 36, 37, 46-48, or 57 and DISCIPLINARY-ACTION-CODE is 05-08, 10, 25, 26, 54, 55, or 57, then there should be another Disciplinary Action with a matching TX-UNIQUE-STUDENT-ID, DISCIPLINARY-INCIDENT-NUMBER, and DISCIPLINARY-ACTION-REASON-CODE where DISCIPLINARY-ACTION-CODE is 01-04, 09, 11, 12, 15, 27, 28, 50-53, 56, 58, 59 or 61 44425-0027
000	DOE RUB363	DOE, RUBY	10	3	001758	36	01	12162019	003	06	003	00	*S* If a student's age on the DATE-OF-DISCIPLINARY-ACTION is greater than 9 and DISCIPLINARY-ACTION-REASON-CODE is 11-14, 16-19, 29-32, 36, 37, 46-48, or 57 and DISCIPLINARY-ACTION-CODE is 05-08, 10, 25, 26, 54, 55, or 57, then there should be another Disciplinary Action with a matching TX-UNIQUE-STUDENT-ID, DISCIPLINARY-INCIDENT-NUMBER, and DISCIPLINARY-ACTION-REASON-CODE where DISCIPLINARY-ACTION-CODE is 01-04, 09, 11, 12, 15, 27, 28, 50-53, 56, 58, 59 or 61 44425-0027

The corrections must be resolved before we send our file to the next verification step before PEIMS is submitted at the end of the year.

Keep in mind that the supporting documentation and the Skyward discipline entry must correlate.

						Rule Applies To			
Rule Type	Rule #	Rule Text / Business Meaning	Error Level	TSDS	PEIMS Sub	ESC	LEA	Campus	Charter
Business Context	44425-0001	For a particular TX-UNIQUE-STUDENT-ID reported with a Disciplinary Action, there must be a student with a matching TX-UNIQUE-STUDENT-ID.	F		3		Y	Y	Y
		For each student reported with a disciplinary action, there must be corresponding student data reported.							
Business Context	44425-0002	If DISCIPLINARY-ACTION-CODE is "27" or "50"-61", and STUDENT-ATTRIBUTION-CODE is not "07", then there should be Special Education Attendance or Special Education Flexible Attendance with a matching TX-UNIQUE-STUDENT-ID, or Attendance with a matching TX-UNIQUE-STUDENT-ID where TOTAL-ELIG-SP-ED-MAINSTREAM-DAYS-PRESENT is greater than 0, or Flexible Attendance with a matching TX-UNIQUE-STUDENT-ID where FLEX-ATTEND-TOTAL-SP-ED-MAINSTREAM-DAYS-ELIGIBLE is greater than 0.	S		3		Y	Y	Y
		If a student is reported with a TX-DisciplinaryActionCode that is a "mandatory action not taken for a special education student" (27), or one that indicates an assignment as a "result of a determination by a non-district special education hearing officer" (50-61), then the student should also be reported with special education mainstream attendance or special education attendance (unless the student lives out-of-state and is not eligible for ADA funding).							
Business Context	44425-0003	If DISCIPLINARY-ACTION-CODE is "27", and STUDENT-ATTRIBUTION-CODE is not "07", then there should be Special Education Attendance or Special Education Flexible Attendance with a matching TX-UNIQUE-STUDENT-ID and REPORTING-PERIOD-INDICATOR-CODE, or Attendance with a matching TX-UNIQUE-STUDENT-ID and REPORTING-PERIOD-INDICATOR-CODE where TOTAL-ELIG-SP-ED-MAINSTREAM-DAYS-PRESENT is greater than 0, or Flexible Attendance with a matching TX-UNIQUE-STUDENT-ID and REPORTING-PERIOD-INDICATOR-CODE where FLEX-ATTEND-TOTAL-SP-ED-MAINSTREAM-DAYS-ELIGIBLE is greater than 0.	S		3		Y	Y	Y
		If the TX-DisciplinaryActionCode reported for a student is "mandatory action not taken for a special education student" (27), then that student should be reported with special education mainstream attendance or special education attendance in the same TX-ReportingPeriod (unless the student lives out-of-state and is not eligible for ADA funding).							
Business Context	44425-0004	If DISCIPLINARY-ACTION-CODE is "27" or "28", then there must be another Disciplinary Action with a matching TX-UNIQUE-STUDENT-ID, CAMPUS-ID-OF-ENROLLMENT, and DISCIPLINARY-INCIDENT-NUMBER with another DISCIPLINARY-ACTION-CODE reported.	F		3		Y	Y	Y
		If the TX-DisciplinaryActionCode reported for a student is "mandatory action not taken" (27 or 28), then there must be another disciplinary action reported for this student with the same TX-CampusIdOfEnrollment and IncidentIdentifier but a different TX-DisciplinaryActionCode.							
Field Validation	44425-0005	DATE-OF-DISCIPLINARY-ACTION must be a valid date.	F		3		Y	Y	Y
		For a student's disciplinary action, the DisciplineDate must be a valid date.							
Business Context	44425-0006	The first six characters of CAMPUS-ID-OF-ENROLLMENT, CAMPUS-ID-OF-DISCIPLINARY-ASSIGNMENT, and CAMPUS-ID-OF-DISCIPLINARY-RESPONSIBILITY must match DISTRICT-ID, and an entry registered with the TEA as an active instructional campus in the reporting LEA.	F		3		Y	Y	Y
		For a student's disciplinary action, the TX-CampusIdOfEnrollment, AssignmentSchoolReference and ResponsibilitySchoolReference must all be active instructional campuses in the reporting LEA registered with the TEA.							
Business Context	44425-0007	CAMPUS-ID-OF-DISCIPLINARY-RESPONSIBILITY must not be a JJAEP.	F		3		Y	Y	Y
		A JJAEP campus cannot receive an accountability rating from the TEA. Therefore a JJAEP cannot be the campus id of disciplinary responsibility (ResponsibilitySchoolReference) for a disciplinary action.							
Business Context	44425-0009	DATE-OF-DISCIPLINARY-ACTION must not be equal to or greater than September 1, 2020.	F		3		Y	Y	Y
		For a student's disciplinary action, the DisciplineDate must be in the current school year.							

Rule Type	Rule #	Rule Text / Business Meaning	Error Level	TSDS	PEIMS Sub	Rule Applies To			
						ESC	LEA	Campus	Charter
Field Validation	44425-000A	The combination of the following fields must be unique for each Disciplinary Action: TX-UNIQUE-STUDENT-ID and DISCIPLINARY-ACTION-NUMBER.	F		3		Y	Y	Y
		The combination of the following fields must be unique for each Disciplinary Action: StudentUniqueStateId and DisciplineActionIdentifier							
Field Validation	44425-000B	For a Disciplinary Action the following must be provided: DISCIPLINARY-ACTION-NUMBER, DATE-OF-DISCIPLINARY-ACTION, ACTUAL-LENGTH-OF-DISCIPLINARY-ASSIGNMENT, TX-UNIQUE-STUDENT-ID, DisciplineIncidentReference, CAMPUS-ID-OF-DISCIPLINARY-RESPONSIBILITY, DISCIPLINARY-ACTION-CODE, REPORTING-PERIOD-INDICATOR-CODE, OFFICIAL-LENGTH-OF-DISCIPLINARY-ASSIGNMENT, and DISCIPLINARY-LENGTH-DIFFERENCE-REASON-CODE.	F		3		Y	Y	Y
		For a Disciplinary Action, the following must be provided: DisciplineActionIdentifier, DisciplineDate, ActualDisciplineActionLength, StudentUniqueStateId, DisciplineIncidentReference, StateOrganizationId (ResponsibilitySchoolReference), TX-DisciplinaryActionCode, TX-ReportingPeriod, TX-OfficialLengthOfDisciplinaryAssignment, and TX-DisciplinaryLengthDifferenceReason.							
Field Validation	44425-000C	The combination of the following fields must be unique for each Disciplinary Action: DISCIPLINARY-ACTION-NUMBER, DATE-OF-DISCIPLINARY-ACTION, TX-UNIQUE-STUDENT-ID, and DisciplineIncidentReference.	F	Y					
		The combination of the following fields must be unique for each Disciplinary Action: DisciplineActionIdentifier, DisciplineDate, StudentUniqueStateId, and DisciplineIncidentReference.							
Field Validation	44425-000D	The combination of the following fields must be unique for each Discipline Incident: DISCIPLINARY-INCIDENT-NUMBER and CAMPUS-ID-OF-ENROLLMENT.	F		3		Y	Y	Y
		The combination of the following fields must be unique for each Discipline Incident: IncidentIdentifier and TX-CampusIdOfEnrollment.							
Field Validation	44425-000E	For a Discipline Incident the following must be provided: DISCIPLINARY-INCIDENT-NUMBER and CAMPUS-ID-OF-ENROLLMENT.	F		3		Y	Y	Y
		For a Discipline Incident the following must be provided: IncidentIdentifier and TX-CampusIdOfEnrollment.							
Field Validation	44425-000F	The combination of the following fields must be unique for each Discipline Incident: DISCIPLINARY-INCIDENT-NUMBER and CAMPUS-ID.	F	Y					
		The combination of the following fields must be unique for each Discipline Incident: IncidentIdentifier and StateOrganizationId (SchoolReference).							
Field Validation	44425-000G	The combination of the following fields must be unique for each Student Discipline Incident Association: TX-UNIQUE-STUDENT-ID, DisciplineIncidentReference, and DISCIPLINARY-ACTION-REASON-CODE.	F	Y	3		Y	Y	Y
		The combination of the following fields must be unique for each Student Discipline Incident Association: StudentUniqueStateId, DisciplineIncidentReference, and TX-DisciplinaryActionReason.							
Field Validation	44425-000H	For a Student Discipline Incident Association the following must be provided: TX-UNIQUE-STUDENT-ID, DisciplineIncidentReference, DISCIPLINARY-ACTION-REASON-CODE, and BEHAVIOR-LOCATION-CODE.	F		3		Y	Y	Y
		For a Student Discipline Incident Association the following must be provided: StudentUniqueStateId, DisciplineIncidentReference, TX-DisciplinaryActionReason, and TX-BehaviorLocation.							
Field Validation	44425-000J	The combination of the following fields must be unique for each Behavior Descriptor: BEHAVIOR-DESCRIPTOR-CODE-VALUE and BEHAVIOR-DESCRIPTOR-SHORT-DESCRIPTION.	F	Y					
		The combination of the following fields must be unique for each Behavior Descriptor: Code Value and Short Description.							

Rule Type	Rule #	Rule Text / Business Meaning	Error Level	TSDS	PEIMS Sub	Rule Applies To			
						ESC	LEA	Campus	Charter
Field Validation	44425-000K	The combination of the following fields must be unique for each Discipline Descriptor: DISCIPLINE-DESCRIPTOR-CODE-VALUE and DISCIPLINE-DESCRIPTOR-SHORT-DESCRIPTION.	F	Y					
		The combination of the following fields must be unique for each Discipline Descriptor: Code Value and Short Description.							
Business Context	44425-0010	REPORTING-PERIOD-INDICATOR-CODE must be "1"-"6".	F		3		Y	Y	Y
		For a student reported with disciplinary action data, the TX-ReportingPeriod must be "1"-"6".							
Business Context	44425-0011	If DISCIPLINARY-LENGTH-DIFFERENCE-REASON-CODE is "00", then the values for OFFICIAL-LENGTH-OF-DISCIPLINARY-ASSIGNMENT and ACTUAL-LENGTH-OF-DISCIPLINARY-ASSIGNMENT must not be different.	F		3		Y	Y	Y
		If a student's TX-DisciplinaryLengthDifferenceReason indicates there is no difference between the official and actual lengths of disciplinary assignment, then TX-OfficialLengthOfDisciplinaryAssignment and ActualDisciplineActionLength must be the same.							
Business Context	44425-0012	If DISCIPLINARY-LENGTH-DIFFERENCE-REASON-CODE is not "00", then the values for OFFICIAL-LENGTH-OF-DISCIPLINARY-ASSIGNMENT and ACTUAL-LENGTH-OF-DISCIPLINARY-ASSIGNMENT must be different.	F		3		Y	Y	Y
		If a student's TX-DisciplinaryLengthDifferenceReason indicates there is a difference between the official and actual lengths of disciplinary assignments, then TX-OfficialLengthOfDisciplinaryAssignment and ActualDisciplineActionLength must be different.							
Business Context	44425-0013	If DISCIPLINARY-ACTION-CODE is "02"-"04", "06"-"08", "10", "12", "13", "26", "51"-"55", "57", "59", or "60", then CAMPUS-ID-OF-DISCIPLINARY-ASSIGNMENT must not be blank.	F		3		Y	Y	Y
		A student reported with disciplinary action data resulting in an assignment to a DAEP, JJAEP, or in-school suspension must be reported with a campus id of disciplinary assignment (AssignmentSchoolReference).							
Business Context	44425-0014	If DISCIPLINARY-ACTION-CODE is "02", "12", "13", "15", "51", "59", "60", or "61", then CAMPUS-ID-OF-DISCIPLINARY-ASSIGNMENT must be a campus registered with the TEA as a JJAEP.	F		3		Y	Y	Y
		For a student reported with disciplinary action data that indicates an assignment to a JJAEP, the student's campus id of disciplinary assignment (AssignmentSchoolReference) must be registered with the TEA as a JJAEP.							
Business Context	44425-0015	If DISCIPLINARY-ACTION-CODE is "04" or "53", then CAMPUS-ID-OF-DISCIPLINARY-ASSIGNMENT must be a campus registered with the TEA as a DAEP.	F		3		Y	Y	Y
		For a student reported with disciplinary action data that indicates an assignment to an off-campus DAEP, the student's campus id of disciplinary assignment (AssignmentSchoolReference) must be registered with the TEA as a DAEP.							
Business Context	44425-0016	If DISCIPLINARY-ACTION-CODE is "01", "05", "25", "27", "28", "29" or "50", then CAMPUS-ID-OF-DISCIPLINARY-ASSIGNMENT must be blank.	F		3		Y	Y	Y
		A student reported with disciplinary action data that does not result in an assignment to a DAEP, JJAEP, or in-school suspension must not report a campus id of disciplinary assignment (AssignmentSchoolReference).							
Business Context	44425-0017	If DISCIPLINARY-ACTION-CODE is "13" or "14", then DISCIPLINARY-ACTION-REASON-CODE must be "21".	F		3		Y	Y	Y
		If a campus administrator does not have original jurisdiction over a student's behavior for a particular incident and the student has been court ordered to a DAEP or JJAEP, then the TX-DisciplinaryActionReason must only be "violation of student code of conduct" (21).							
Business Context	44425-0018	If DISCIPLINARY-ACTION-CODE is "27" or "28", then DISCIPLINARY-ACTION-REASON-CODE must be "02", "04"-"09", "11"-"14", "16"-"19", "26"-"32", "35"-"37", "46"-"48", "55", "57", or "60".	F		3		Y	Y	Y
		If the TX-DisciplinaryActionCode reported for a student is "mandatory action not taken" (27 or 28), then the TX-DisciplinaryActionReason must be a mandatory DAEP placement or mandatory expulsion reason.							

Rule Type	Rule #	Rule Text / Business Meaning	Error Level	TSDS	PEIMS Sub	Rule Applies To			
						ESC	LEA	Campus	Charter
Business Context	44425-0021	If OFFICIAL-LENGTH-OF-DISCIPLINARY-ASSIGNMENT is 0, then DISCIPLINARY-ACTION-CODE must be "27" or "28".	F		3		Y	Y	Y
		For a student reported with disciplinary action data, if the TX-OfficialLengthOfDisciplinaryAssignment is zero (0) days, then the TX-DisciplinaryActionCode reported must be "mandatory disciplinary action not taken" (27 or 28).							
Business Context	44425-0022	If DISCIPLINARY-INCIDENT-NUMBER and CAMPUS-ID-OF-ENROLLMENT match DISCIPLINARY-INCIDENT-NUMBER and CAMPUS-ID-OF-ENROLLMENT on another Disciplinary Action, then DISCIPLINARY-ACTION-REASON-CODE must be the same value, unless DISCIPLINARY-ACTION-REASON-CODE is "23".	F		3		Y	Y	Y
		For any disciplinary actions that have the same IncidentIdentifier and TX-CampusIdOfEnrollment, the TX-DisciplinaryActionReason must be the same except in the case of TX-DisciplinaryActionReason "emergency placement or expulsion".							
Business Context	44425-0023	DISCIPLINARY-ACTION-CODE "27" and "28" must not both be reported on different Disciplinary Actions with the same TX-UNIQUE-STUDENT-ID, DISCIPLINARY-INCIDENT-NUMBER and CAMPUS-ID-OF-DISCIPLINARY-RESPONSIBILITY.	F		3		Y	Y	Y
		Only one "mandatory action not taken" (27 or 28) TX-DisciplinaryActionCode can be reported for a particular student and incident.							
Business Context	44425-0024	For each Disciplinary Action, there should be Attendance and/or Flexible Attendance with matching TX-UNIQUE-STUDENT-ID, CAMPUS-ID-OF-ENROLLMENT and REPORTING-PERIOD-INDICATOR-CODE.	S		3		Y	Y	Y
		A student reported with disciplinary action data should also be reported with a matching attendance and/or flexible attendance data the same TX-CampusIdOfEnrollment and TX-ReportingPeriod.							
Business Context	44425-0025	If DISCIPLINARY-ACTION-REASON-CODE is "23", then there should be another Disciplinary Action with a matching TX-UNIQUE-STUDENT-ID and DISCIPLINARY-INCIDENT-NUMBER.	S		3		Y	Y	Y
		For a student reported with disciplinary action data, if the TX-DisciplinaryActionReason is "emergency placement or expulsion", then there should be additional disciplinary action(s) reported for this student and IncidentIdentifier to complete the "due process" requirements.							
Business Context	44425-0026	If a student's age on the DATE-OF-DISCIPLINARY-ACTION is greater than 5 and DISCIPLINARY-ACTION-REASON-CODE is "02", "04", "09", "26", "28", "35", "55", or "60" and DISCIPLINARY-ACTION-CODE is "05", "06", "25", or "26", then there should be another Disciplinary Action with a matching TX-UNIQUE-STUDENT-ID, CAMPUS-ID-OF-ENROLLMENT, and DISCIPLINARY-INCIDENT-NUMBER with one of the following: a matching DISCIPLINARY-ACTION-REASON-CODE and DISCIPLINARY-ACTION-CODE of "07", "08", "10", "27", "28", "54", "55", or "57", OR a DISCIPLINARY-ACTION-REASON-CODE of "04", "06", "08", "09", "26", "27", or "35" and DISCIPLINARY-ACTION-CODE of "01", "04", "09", "11", "12", "15", "50", "53", "56", "58", "59" or "61".	S		3		Y	Y	Y
		For a student reported with a DAEP assignment, they must have been at least 6 years old on the date the incident occurred. If a student has committed a mandatory DAEP assignment behavior and was placed in an in-school or out-of-school suspension setting pending the completion of "due process" for that incident, then there should also be a disciplinary action reporting that the student was assigned to a DAEP. If the incident is also a discretionary expulsion reason, then the disciplinary action may be an expulsion. If the campus administrator has decided to not place the student in a DAEP, then disciplinary action code "required action not taken" (codes 27 or 28) should be reported.							
Business Context	44425-0027	If a student's age on the DATE-OF-DISCIPLINARY-ACTION is greater than 9 and DISCIPLINARY-ACTION-REASON-CODE is "11", "14", "16", "19", "29", "32", "36", "37", "46", "48", or "57" and DISCIPLINARY-ACTION-CODE is "05", "08", "10", "25", "26", "54", "55", or "57", then there should be another Disciplinary Action with a matching TX-UNIQUE-STUDENT-ID, DISCIPLINARY-INCIDENT-NUMBER, and DISCIPLINARY-ACTION-REASON-CODE where DISCIPLINARY-ACTION-CODE is "01", "04", "09", "11", "12", "15", "27", "28", "50", "53", "56", "58", "59" or "61".	S		3		Y	Y	Y
		For a student reported with an expulsion assignment, they must have been at least 10 years old on the date the incident occurred. If a student has committed a mandatory expulsion behavior and was placed in an in-school suspension, out-of-school suspension, or a DAEP setting pending the completion of "due process" for that incident, then there should also be an additional disciplinary action reported that the student was expelled. If the campus administrator has decided to not expel the student, then disciplinary action code "required action not taken" (codes 27 or 28) should be reported.							

Rule Type	Rule #	Rule Text / Business Meaning	Error Level	TSDS	PEIMS Sub	Rule Applies To			
						ESC	LEA	Campus	Charter
Business Context	44425-0028	If the first three characters of DISTRICT-ID are "014", "015", "020", "021", "031", "043", "057", "061", "071", "079", "084", "101", "108", "123", "126", "152", "161", "170", "178", "220", "221", "227", "240", "243", or "246", then there should not be a Disciplinary Action with DISCIPLINARY-ACTION-CODE "01" or "50".	S		3		Y	Y	Y
		For districts in counties required to participate in a JJAEP, there should not be a TX-DisciplinaryActionCode indicating expulsion without placement in another educational setting.							
Business Context	44425-0029	If the first three characters of DISTRICT-ID are "014", "015", "020", "021", "031", "043", "057", "061", "071", "079", "084", "101", "108", "123", "126", "152", "161", "170", "178", "220", "221", "227", "240", "243", or "246", and the student's age on the DATE-OF-DISCIPLINARY-ACTION is greater than 9, and DISCIPLINARY-ACTION-REASON-CODE is "11", "14", "16", "19", "29", "32", "36", "37", "46", "47", "48", or "57", and DISCIPLINE-ACTION-CODE is not "02", "12", "13", "15", "51", or "59", "61", then there should be at least one Disciplinary Action with a matching TX-UNIQUE-STUDENT-ID, CAMPUS-ID-OF-DISCIPLINARY-RESPONSIBILITY, DISCIPLINARY-INCIDENT-NUMBER and DISCIPLINARY-ACTION-REASON-CODE, where DISCIPLINARY-ACTION-CODE is "02", "12", "13", "15", "27", "28", "51", "59" or "61".	S		3		Y	Y	Y
		For a student reported with a JJAEP expulsion assignment, they must have been at least 10 years old on the date the incident occurred. If a student has committed a mandatory expulsion behavior in a mandatory JJAEP county school district and was placed in an in-school suspension, out-of-school suspension, or a DAEP setting pending the completion of "due process" for that incident, then there should also be an additional disciplinary action reported that the student was expelled to a JJAEP. If the campus administrator has decided to not expel the student to a JJAEP, then disciplinary action code "mandatory disciplinary action not taken" (codes 27 or 28) should be reported.							
Business Context	44425-0030	If DISCIPLINARY-ACTION-REASON-CODE is "55", then either this Disciplinary Action or another with matching TX-UNIQUE-STUDENT-ID, DISCIPLINARY-INCIDENT-NUMBER, and DISCIPLINARY-ACTION-REASON-CODE should have DISCIPLINARY-ACTION-CODE of "02", "04", "07", "08", "10", "12", "15", "51", "55", "57" or "59", "61".	S		3		Y	Y	Y
		If the TX-DisciplinaryActionReason reported for a student is "student is required to register as a sex offender under Chapter 62 of The Code Of Criminal Procedure and the student is under court supervision" (55), then at least one TX-DisciplinaryActionCode reported for this incident should be a DAEP assignment or a JJAEP assignment.							
Business Context	44425-0031	If the first three characters of DISTRICT-ID are not "014", "015", "020", "021", "031", "043", "057", "061", "071", "079", "084", "101", "108", "123", "126", "152", "161", "170", "178", "220", "221", "227", "240", "243", or "246", then DISCIPLINARY-ACTION-CODE should not be "02", "12", "13", "15", "51", "59", "60", or "61".	S		3		Y	Y	Y
		If a district is not in a JJAEP county, then TX-DisciplinaryActionCode reported for this incident should not be a JJAEP assignment.							
Business Context	44425-0032	OFFICIAL-LENGTH-OF-DISCIPLINARY-ASSIGNMENT should not be greater than 200 days.	S		3		Y	Y	Y
		A student's TX-OfficialLengthOfDisciplinaryAssignment should not be greater than 200 school days.							
Business Context	44425-0033	ACTUAL-LENGTH-OF-DISCIPLINARY-ASSIGNMENT should not be 201-260 days.	S		3		Y	Y	Y
		A student's ActualDisciplineActionLength should not be between 201 and 260 school days.							
Business Context	44425-0034	DATE-OF-DISCIPLINARY-ACTION should be greater than or equal to June 1, 2019.	S		3		Y	Y	Y
		For a student's disciplinary action, the DisciplineDate should be within the current school year.							
Business Context	44425-0035	DATE-OF-DISCIPLINARY-ACTION should be greater than or equal to August 1, 2019 and less than or equal to July 1, 2020.	W		3		Y	Y	Y
		The date of a reported disciplinary action should be within the current school year within the range of the months from August through July.							
Business Context	44425-0036	CAMPUS-ID-OF-ENROLLMENT should not be a JJAEP unless DISCIPLINARY-ACTION-CODE is "12", "15", "59", or "61".	S		3		Y	Y	Y
		For a student reported with disciplinary action data, theTX-CampusIdOfEnrollment cannot be a JJAEP unless the student is continuing a JJAEP assignment from the previous school year and began the JJAEP continuation assignment on the first day of enrollment in the current school year.							
Business Context	44425-0037	If DISCIPLINARY-ACTION-REASON-CODE is "01", "02", "07", "21", "28", "41", "42", "44", "45", or "56" then DISCIPLINARY-ACTION-CODE should not be "01", "02", "03", "04", "09", "11", "12", "15", "50", "51", "52", "53", "56", "58", "59" or "61".	S		3		Y	Y	
		For a student reported with disciplinary action data, if the TX-DisciplinaryActionReason reason reported is a non-expellable offense, then the TX-DisciplinaryActionCode should not be an expulsion action.							

Rule Type	Rule #	Rule Text / Business Meaning	Error Level	TSDS	PEIMS Sub	Rule Applies To			
						ESC	LEA	Campus	Charter
Business Context	44425-0038	If DISCIPLINARY-ACTION-REASON-CODE is "23", then DISCIPLINARY-ACTION-CODE should be "01", "03", "04", or "07".	S		3		Y	Y	Y
		If a campus administrator has determined it necessary to order an "emergency placement or expulsion" without "due process", then the TX-DisciplinaryActions should only be one of the following: "expulsion without placement in another educational setting" (01), "expulsion to an on-campus DAEP" (03), "expulsion to an off-campus DAEP" (04), or "placement in an on-campus or off-campus DAEP" (07).							
Business Context	44425-0039	If DISCIPLINARY-ACTION-REASON-CODE is "23", then OFFICIAL-LENGTH-OF-DISCIPLINARY-ASSIGNMENT and ACTUAL-LENGTH-OF-DISCIPLINARY-ASSIGNMENT should not be greater than 10 days.	S		3		Y	Y	Y
		If a campus administrator has determined it necessary to order an "emergency placement or expulsion" without "due process", then the OfficialLengthOfDisciplinaryAssignment and ActualDisciplineActionLength should not be greater than 10 days.							
Business Context	44425-0040	If REPORTING-PERIOD-INDICATOR-CODE is "2" then ACTUAL-LENGTH-OF-DISCIPLINARY-ASSIGNMENT should not be greater than 160 days.	S		3		Y	Y	Y
		For a student reported with disciplinary action data in TX-ReportingPeriod "2", the number of days remaining in the school year limits the ActualDisciplineActionLength to not be greater than 160 days							
Business Context	44425-0041	If REPORTING-PERIOD-INDICATOR-CODE is "3" then ACTUAL-LENGTH-OF-DISCIPLINARY-ASSIGNMENT should not be greater than 130 days.	S		3		Y	Y	Y
		For a student reported with disciplinary action data in TX-ReportingPeriod "3", the number of days remaining in the school year limits the ActualDisciplineActionLength to not be greater than 130 days							
Business Context	44425-0042	If REPORTING-PERIOD-INDICATOR-CODE is "4" then ACTUAL-LENGTH-OF-DISCIPLINARY-ASSIGNMENT should not be greater than 100 days.	S		3		Y	Y	Y
		For a student reported with disciplinary action data in TX-ReportingPeriod "4", the number of days remaining in the school year limits the ActualDisciplineActionLength to not be greater than 100 days							
Business Context	44425-0043	If REPORTING-PERIOD-INDICATOR-CODE is "5" then ACTUAL-LENGTH-OF-DISCIPLINARY-ASSIGNMENT should not be greater than 70 days.	S		3		Y	Y	Y
		For a student reported with disciplinary action data in TX-ReportingPeriod "5", the number of days remaining in the school year limits the ActualDisciplineActionLength to not be greater than 70 days							
Business Context	44425-0044	If REPORTING-PERIOD-INDICATOR-CODE is "6" then ACTUAL-LENGTH-OF-DISCIPLINARY-ASSIGNMENT should not be greater than 40 days.	S		3		Y	Y	Y
		For a student reported with disciplinary action data in TX-ReportingPeriod "6", the number of days remaining in the school year limits the ActualDisciplineActionLength to not be greater than 40 days							
Business Context	44425-0045	If the student's age on the DATE-OF-DISCIPLINARY-ACTION is less than 10, then DISCIPLINARY-ACTION-CODE should not be "01", "02", "11", "13", "15", "50", "51", "56", or "58", "61".	S		3		Y	Y	Y
		If a student is less than 10 years old on the date an expellable incident occurred, then they cannot legally be expelled. Students between the ages of 6 and 9 can be assigned to a DAEP or in-school suspension in lieu of an expulsion assignment.							
Business Context	44425-0046	If the student's age on the DATE-OF-DISCIPLINARY-ACTION is less than 6, then DISCIPLINARY-ACTION-CODE should not be "03", "04", "07", "08", "10", "14", "52", "55", or "57".	S		3		Y	Y	Y
		If a student is less than 6 years old on the date a DAEP placement incident occurred, they cannot legally be placed in a DAEP. Students under the age of 6 can be assigned to in-school suspension in lieu of a DAEP							
Business Context	44425-0047	For a particular TX-UNIQUE-STUDENT-ID, DISCIPLINARY-INCIDENT-NUMBER and CAMPUS-ID-OF-DISCIPLINARY-RESPONSIBILITY, the sum of OFFICIAL-LENGTH-OF-DISCIPLINARY-ASSIGNMENT for all Disciplinary Actions where DISCIPLINARY-ACTION-CODE is "05" or "25" should not be greater than 3 days.	S		3		Y	Y	Y
		For a student reported with disciplinary action data, the sum of TX-OfficialLengthOfDisciplinaryAssignment days for "out-of-school suspension" are limited by law to three days per incident.							
Business Context	44425-0048	For a particular TX-UNIQUE-STUDENT-ID, DISCIPLINARY-INCIDENT-NUMBER and CAMPUS-ID-OF-DISCIPLINARY-RESPONSIBILITY, the sum of ACTUAL-LENGTH-OF-DISCIPLINARY-ASSIGNMENT for all Disciplinary Actions where DISCIPLINARY-ACTION-CODE is "05" or "25" should not be greater than 3 days.	S		3		Y	Y	Y
		For a student reported with disciplinary action data, the sum of ActualDisciplineActionLength days for "out-of-school suspension" are limited by law to three days per incident.							

Rule Type	Rule #	Rule Text / Business Meaning	Error Level	TSDS	PEIMS Sub	Rule Applies To			
						ESC	LEA	Campus	Charter
Business Context	44425-0049	If the first three characters of DISTRICT-ID are "014", "015", "020", "021", "031", "043", "057", "061", "071", "079", "084", "101", "108", "123", "126", "152", "161", "170", "178", "220", "221", "227", "240", "243", or "246", and if DISCIPLINARY-ACTION-REASON-CODE is "11", "14", "16", "19", "29", "32", "36", "37", "46", "48", or "57", then the sum of all instances of TOTAL-INELIGIBLE-DAYS-PRESENT for this TX-UNIQUE-STUDENT-ID should be greater than 0.	S		3		Y	Y	Y
		For a student reported with a mandatory expellable TX-DisciplinaryActionReason in a mandatory JJAEP county, the student should also be reported with ineligible attendance for the duration of the JJAEP assignment.							
Business Context	44425-0050	If DISCIPLINARY-ACTION-REASON-CODE is "21", "22", "23", "41", "42", "44", "45", "55", "56", or "61", then BEHAVIOR-LOCATION-CODE must be "00".	F		3		Y	Y	Y
		If a student is reported with a TX-DisciplinaryActionReason for which the Texas Education Code Chapter 37 does not specify a location, then the TX-BehaviorLocation must be reported as "not applicable".							
Business Context	44425-0051	If DISCIPLINARY-ACTION-REASON-CODE is "09" or "10", then BEHAVIOR-LOCATION-CODE must be "04".	F		3		Y	Y	Y
		If a student is reported with a TX-DisciplinaryActionReason for a Title 5 or Non-Title 5 felony committed off campus and not at a school related/sponsored activity, then the TX-BehaviorLocation must be reported as "off campus, not at a school related/sponsored activity".							
Business Context	44425-0052	For a particular TX-UNIQUE-STUDENT-ID and REPORTING-PERIOD-INDICATOR-CODE, the number of Disciplinary Actions should not be greater than the sum of TOTAL-ELIGIBLE-DAYS-PRESENT, TOTAL-INELIGIBLE-DAYS-PRESENT, and TOTAL-DAYS-ABSENT on all attendance with the same TX-UNIQUE-STUDENT-ID and REPORTING-PERIOD-INDICATOR-CODE.	S		3		Y	Y	Y
		A student should not be reported with more disciplinary removals in a six week reporting period than the number of days that they are reported in membership on their attendance data.							
Business Context	44425-0053	If DISCIPLINARY-ACTION-CODE is "25" or "26", and DISCIPLINARY-ACTION-REASON-CODE is not "01", then OFFICIAL-LENGTH-OF-DISCIPLINARY-ASSIGNMENT and ACTUAL-LENGTH-OF-DISCIPLINARY-ASSIGNMENT should not be greater than 1 day.	S		3		Y	Y	Y
		A student should not have more than one day of disciplinary removal assigned or served for a partial day out-of-school suspension or partial day in-school suspension, unless the reason for the disciplinary removal is "permanent removal from class by a teacher".							
Business Context	44425-0054	The number of Disciplinary Actions with a particular TX-UNIQUE-STUDENT-ID, CAMPUS-ID-OF-ENROLLMENT, DISCIPLINARY-ACTION-CODE, DISCIPLINARY-INCIDENT-NUMBER, and DATE-OF-DISCIPLINARY-ACTION must not be greater than 1.	F		3		Y	Y	Y
		For a particular district, no two (2) disciplinary actions can be reported with the same StudentUniqueStateId, TX-CampusIdOfEnrollment, TX-DisciplinaryActionCode, IncidentIdentifier, and DisciplineDate.							
Business Context	44425-0055	If DISCIPLINARY-ACTION-REASON-CODE is not "21", "22", "23", "41", "42", "44", "45", "55", "56", or "61", then BEHAVIOR-LOCATION-CODE must not be "00".	F		3		Y	Y	Y
		If a student is reported with a TX-DisciplinaryActionReason for which the Texas Education Code Chapter 37 does specify a location, then the TX-BehaviorLocation must not be reported as "not applicable".							
Business Context	44425-0056	If DISCIPLINARY-ACTION-REASON-CODE is "01" or "59", then BEHAVIOR-LOCATION-CODE must be "01".	F		3		Y	Y	Y
		If a student is reported with a TX-DisciplinaryActionReason for "permanent removal by a teacher from class" (01) or "serious misbehavior while in a DAEP" (59), then the TX-BehaviorLocation must be reported as "on campus" (01).							

Rule Type	Rule #	Rule Text / Business Meaning	Error Level	TSDS	PEIMS Sub	Rule Applies To			
						ESC	LEA	Campus	Charter
Business Context	44425-0057	If DISCIPLINARY-ACTION-REASON-CODE is "02", "04","-07", "27", "28", "49", or "60", then BEHAVIOR-LOCATION-CODE must be "01","-03".	S		3		Y	Y	Y
		If a student is reported with a TX-DisciplinaryActionReason for "conduct punishable as a felony" (02), "possessed, sold, used, or was under the influence of marihuana or other controlled substance" (04), "possessed, sold, used, or was under the influence of an alcoholic beverage" (05), "abuse of a volatile chemical" (06), "public lewdness or indecent exposure" (07), "assault under penal code §22.01(a)(1) against a school district employee or volunteer" (27), "assault under penal code §22.01(a)(1) against someone other than a school district employee or volunteer" (28), "engages in deadly conduct" (49), or "harassment against an employee of the school district" (60), then the TX-BehaviorLocation must be reported as "on campus" (01), "off-campus, within 300 ft" (02), or "off-campus, at school related/sponsored activity" (03).							
Business Context	44425-0058	If DISCIPLINARY-ACTION-REASON-CODE is "08", then BEHAVIOR-LOCATION-CODE must be "01","-04".	F		3		Y	Y	Y
		If a student is reported with a TX-DisciplinaryActionReason for "retaliation against school employee" (08), then the TX-BehaviorLocation must be reported as "on campus" (01), "off-campus, within 300 ft" (02), "off-campus, at school related/sponsored activity" (03), or "off campus, not at a school related/sponsored activity" (04).							
Business Context	44425-0059	If DISCIPLINARY-ACTION-REASON-CODE is "11","-14", "16","-19", "30","-32", or "57", then BEHAVIOR-LOCATION-CODE must be "01", "02", "03", or "05".	F		3		Y	Y	Y
		If a student is reported with a TX-DisciplinaryActionReason for "Brought a Firearm to School-TEC 37.007(e) or Unlawful Carrying of a Handgun under Penal Code 46.02 - TEC 37.007(a)(1)" (11), "Unlawful Carrying of an Illegal Knife under Penal Code 46.02 - TEC 37.007(a)(1)" (12), "Unlawful Carrying of a Club under Penal Code 46.02 - TEC 37.007(a)(1)" (13), "Conduct Containing the Elements of an Offense Relating to Prohibited Weapon Under Penal Code 46.05 - TEC 37.007(a)(1)" (14), "arson" (16), "murder, capital murder, criminal attempt to commit murder, or capital murder" (17), "indecenty with a child" (18), "aggravated kidnapping" (19), "aggravated assault under penal code §22.02 against someone other than a school district employee or volunteer" (30), "sexual assault under penal code §22.011 or aggravated sexual assault under penal code §22.021 against a school district employee or volunteer" (31), "sexual assault under penal code §22.011 or aggravated sexual assault under penal code §22.021 against someone other than a school district employee or volunteer" (32), "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" (57), then the behavior location must be reported as "on campus" (01), "off-campus, within 300 ft" (02), "off-campus, at school related/sponsored activity" (03), or "on campus of another school district, or at school related/sponsored activity of another school district" (05).							
Business Context	44425-0060	If DISCIPLINARY-ACTION-REASON-CODE is "36" or "37", then BEHAVIOR-LOCATION-CODE must be "01", "03", or "05".	F		3		Y	Y	Y
		If a student is reported with a TX-DisciplinaryActionReason for "felony controlled substance violation" (36) or "felony alcohol violation" (37), then the TX-BehaviorLocation must be reported as "on campus" (01), "off-campus, at school related/sponsored activity" (03), or "on campus of another school district, or at school related/sponsored activity of another school district" (05).							

						Rule Applies To			
Rule Type	Rule #	Rule Text / Business Meaning	Error Level	TSDS	PEIMS Sub	ESC	LEA	Campus	Charter
Business Context	44425-0062	If a student's age on the DATE-OF-DISCIPLINARY-ACTION is less than 10 and DISCIPLINARY-ACTION-REASON-CODE is "12","14", "16","19", "29","32", "36", "37", "46","48", or "57", then there should be a Disciplinary Action (this one or another one) for this student where DISCIPLINARY-ACTION-CODE is "07", "08", "10", "27", "28", "54", "55", or "57".	S		3		Y	Y	Y
		For reasons other than "bringing a firearm to school", if a student is less than 10 years old on the date a mandatory expellable incident occurred, then they cannot legally be expelled and will generally be assigned to a DAEP in lieu of an expulsion assignment.							
Business Context	44425-0063	If a student's age on the DATE-OF-DISCIPLINARY-ACTION is less than 10 and DISCIPLINARY-ACTION-REASON-CODE is "11", then there should be a Disciplinary Action (this one or another one) for this student where DISCIPLINARY-ACTION-CODE is "03", "04", "52", or "53".	S		3		Y	Y	Y
		If a student, who is less than 10 years old, brings a firearm to school, they should be expelled with placement to a DAEP							
Business Context	44425-0072	If this student's GRADE-LEVEL-CODE is "EE", "PK", "KG", "01", or "02", and DISCIPLINARY-ACTION-CODE is "05" or "25", then DISCIPLINARY-ACTION-REASON-CODE should be "04", "05", "11", "12", "13", "14", "27", "28", "29", "30", "31", or "32".	S		3		Y	Y	Y
		A student under TX-GradeLevel "03" may not receive an out-of-school suspension (TX-DisciplinaryActionCode "05" or "25"), unless they are being disciplined for one of the following TX-DisciplinaryActionReasons: "04", "05", "11", "12", "13", "14", "27", "28", "29", "30", "31", or "32".							
Business Context	44425-0073	If this student's HOMELESS-STATUS-CODE is not "0", and DISCIPLINARY-ACTION-CODE is "05" or "25", then DISCIPLINARY-ACTION-REASON-CODE should be "04", "05", "11", "12", "13", "14", "27", "28", "29", "30", "31", or "32".	S		3		Y	Y	Y
		A homeless student should not receive an out-of-school suspension (TX-DisciplinaryActionCode "05" or "25"), unless they are being disciplined for one of the following TX-DisciplinaryActionReasons: "04", "05", "11", "12", "13", "14", "27", "28", "29", "30", "31", or "32".							

TASB Legal Services: Snapshot Truancy Guide beginning 2015

House Bill 2398, passed this 84th legislative session, made numerous sweeping changes to the landscape of truancy laws in the state of Texas. This piece of legislation, effective September 1, 2015, addresses a school district's responsibility to address student truant conduct, including additional requirements for implementation of truancy prevention measures, and referral of a student to truancy court. Heading into the 2015-16 school year, school attendance officers, principals, school resource officers, assistant principals, and other pertinent school officials will need to understand the landscape as it now exists in light of House Bill 2398. This overview will highlight the differences in the relevant truancy provisions found in the Texas Education Code.

Before House Bill 2398	2015 Year Forward
<p>Compulsory attendance: children ages 6-17 are required to attend school. Excludes students who are 18 years of age.</p> <p>Education Code § 25.085</p>	<p>Compulsory attendance: children ages 6-18 are required to attend school. This bill adds 18 year olds to compulsory attendance requirements.</p> <p>Education Code § 25.085</p>
<p>Older students: a referral to truancy court is prohibited for students attending school after their 18th birthday.</p> <p>Education Code § 25.094</p>	<p>Older students: a referral to truancy court is prohibited for students attending school after their 19th birthday.</p> <p>School districts may issue a warning letter to a student attending school after age 19 and may revoke enrollment for the student if the person has more than 5 unexcused absences in one semester; or as an alternative, impose a behavior improvement plan on the student (see below). A school district cannot revoke the enrollment of an older student on a day on which the student is physically present at school.</p> <p>Education Code § 25.085; Family Code § 65.002</p>
<p>Truant conduct defined: if a student is absent from school on 10 or more days or parts of days within a six-month period in the same school year, or on three or more days or parts of days within a four-week period.</p>	<p>Truant conduct defined: if a student is absent from school on 10 or more days or parts of days within a six-month period in the same school year.</p>

Education Code § 25.094	<p><i>Note: truant conduct eligible for referral to truant court does not include a student's failure to attend school on three or more days or parts of days within a four-week period.</i></p> <p>Family Code § 65.003</p>
<p>Warning notice: at the beginning of the school year notice must be sent to students' parents that if the student is absent on 10 or more days or parts of days within a six month period, or on three or more days or parts of days within a four-week period, the student's parent is subject to prosecution and the student is subject to referral to court for criminal prosecution of truancy conduct.</p> <p>Education Code § 25.095</p>	<p>Warning notice: at the beginning of the school year, a district must send notice to students' parents that if the student is absent on 10 or more days or parts of days within a six month period, the student's parent is subject to prosecution and the student is subject to referral to a truancy court.</p> <p>If a student has been absent without excuse on three days or parts of days within a four-week period, the school district shall issue a warning notice to inform the parent that the student is subject to truancy prevention measures in addition to other statutory requirements in existence.</p> <p>Education Code § 25.095</p>
<p>Attendance officer duties: a licensed peace officer serving as an attendance officer may take necessary measures to enforce compulsory attendance requirements, including, but not limited to taking a student into custody with the permission of the student's parent or in obedience to a court-ordered legal process</p> <p>Education Code § 25.091</p>	<p>Attendance officer duties: a licensed officer serving as an attendance officer may no longer take a student into custody even if the parent provides permission or pursuant to a court-ordered legal process</p> <p><i>Note: all other duties and powers related to an attendance officer are left intact, including, escorting a student, at the request of a parent, to a school campus to ensure attendance</i></p> <p>Education Code § 25.091</p>
<p>Truancy prevention measures: a school district is required to adopt truancy prevention measures (TPM) to address conduct related to truancy.</p> <p>Education Code § 25.0915</p>	<p>Truancy prevention measures: a school district is required to adopt <u>at a minimum</u> the following TPM's:</p> <ul style="list-style-type: none"> • Impose a behavior improvement plan including the specific behavior required or prohibited of the student and the period of time the plan will be in place;

	<ul style="list-style-type: none"> • Impose school-based community service; • Refer the student to counseling, mediation, mentoring, teen-court, or other in-school or out-of-school service aimed at addressing the truant behavior <p><i>Note: guidance on sample truancy prevention measures is included in Appendix A.</i></p> <p>Education Code § 25.0915</p>
<p>Application of TPM: school district discretion on when to begin applying TPM's to a student who has been absent, but common practice has been to apply TPM's as early as the third absence within a four-week period</p> <p>No Education Code provision</p>	<p>Application of TPM: a school district must begin application of TPM's if a student fails to attend school without excuse on three or more days or parts of days within a four-week period</p> <p><i>Note: a school district may apply TPM's to all age students required to attend school under compulsory attendance requirements</i></p> <p>Education Code § 25.0915 (a-4)</p>

Failure to Attend School

HB 2398 has removed Section 25.094 (Failure to Attend School) from the Texas Education Code. This means that a student who is absent from school for 10 or more days or parts of days within a six-month period cannot be referred to court for criminal prosecution of the offense of failure to attend school.

<p>Referral to court for Failure to Attend School: if a student fails to attend school without excuse on 10 or more days or parts of day within a six-month period, the school district <i>shall</i> file a complaint against the student or student's parent or both for failure to attend school. The school district is required to file on the student or parent or both within 10 days of the student's 10th absence.</p> <p>If the student is absent from school without excuse on three or more days or parts of days within a four-week period, the school district <i>may</i> file a complaint against the</p>	<p>Referral to court for truant conduct: if a student fails to attend school without excuse on 10 or more days or parts of days within a six-month period, a school district shall refer a student to truancy court within 10 school days of the student's 10th absence.</p> <p>A district may delay referral to truancy court if the district is applying TPM's and the TPM's are succeeding, or it is not in the best interest of the student to refer the student to truancy court.</p> <p>A school district may refer a student ages 12-18 to truancy court.</p>
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<p>student, parent, or both for failure to attend school.</p> <p>A school district may refer a student ages 12-17 to a court for failure to attend school.</p> <p>Education Code §§ 25.0951, 25.094, 25.093</p>	<p>A school district is prohibited from referring the following students to truancy court for truant conduct and must provide counseling:</p> <ul style="list-style-type: none"> • Pregnant students; • Students in foster care program; • Homeless students; • Students who are principal income earners for their family <p><i>Note: The Texas Office of Courts Administration's Truancy Reform Website offers additional resources for school administrators implementing HB 2398, including flowcharts for truancy court procedures and school responsibilities, available at: www.txcourts.gov/publications-training/training-materials/truancy-reform.aspx.</i></p> <p>Education Code §§ 25.0951, 25.0915. Family Code § 65.002.</p>
<p>Court referral documentation: referral to court for failure to attend school must include a statement from the school certifying that: TPM's were applied but failed to address attendance; specify whether the student is eligible for special education services.</p> <p>Education Code § 25.0915, 25.0951</p>	<p>Court referral documentation: referral to truancy court must still be accompanied by a statement from the school certifying that TPM's were applied but failed; and specify whether the student is eligible for or receives special education services.</p> <p>Changes to the law have increased the discretion that prosecutors and courts have to dismiss a petition filed by a school district alleging truant conduct for varying reasons, including but not limited to:</p> <ul style="list-style-type: none"> • Does not include information required; • Conduct does not satisfy the elements of truant conduct; • Not timely filed; • Prosecutor's discretion <p>Education Code §§ 25.0951, 25.0915. Family Code § 65.053</p>

<p>Parent contributing to non-attendance: a school district may file a complaint for criminal prosecution against a parent in court for contributing to the non-attendance of a student.</p> <p>Education Code § 25.093</p>	<p>Parent contributing to non-attendance: a school district may still file a complaint for criminal prosecution against a parent. State law has been amended to include that this offense may be punishable by fine only with fines ranging from: \$100 for first offense to \$500 for fifth or subsequent offenses.</p> <p>State law has been amended to require a school district to provide evidence of the parent's "criminal negligence" in contributing to the non-attendance of the student.</p> <p><i>Note: evidence of "criminal negligence" can include documentation of warning notices, implementation of a behavior improvement contract signed by a parent and student, and any other information contained by the school district demonstrating an attempt to work with the student's parents.</i></p> <p>Education Code §§ 25.093, 25.0951, 25.0952</p>
<p>Truancy prevention facilitator: no requirement to have a truancy prevention facilitator.</p> <p>No Education Code provision</p>	<p>Truancy prevention facilitator: a school district shall employ a truancy prevention facilitator to:</p> <ul style="list-style-type: none"> • Implement TPM's; • Meet annually with a court case manager to discuss effectiveness of TPM's <p>A school district is allowed to appoint an existing district employee to serve as a truancy prevention facilitator.</p> <p><i>Note: School districts have likely required attendance officers to perform this function in the past.</i></p> <p>Education Code §25.0915</p>
<p>Truancy court: a student referred to court for failure to attend school may be processed in one of two ways depending on the size of the county the school district is located in and the court the student's case is filed in:</p>	<p>Truancy court: a student between the ages of 12-18 alleged to have missed 10 or more days or parts of days within a six-month period in the same school year shall be referred to truancy court for civil processing only.</p>

<ul style="list-style-type: none"> • Criminal processing: addressed by a justice of the peace court or municipal court with a criminal conviction if found guilty of a class C misdemeanor; • Civil processing: addressed by juvenile courts as civil cases without resulting in a criminal conviction. <p>Education Code § 25.094. Family Code § 51.03, 51.04</p>	<p>A referral of a student for truant conduct shall be to specific courts designated as truancy courts: 1) constitutional county courts (in counties with a population of 1.75 million or more); all justice courts; and 3) all municipal courts.</p> <p>Family Code §§ 65.003, 65.004</p>
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Expunction of Failure to Attend Records

With the removal of the offense of Failure to Attend School (Texas Education Code § 25.094), House Bill 2398 requires expunction of all records and documents relating to a conviction or complaint of the offense, including any in the possession of a school district. A school district is not required to expunge or destroy any records of this nature until an order from a court has been provided to the school district instructing the district on the process for the expunction of the records.

Appendix A: Truancy Prevention Measures, Guidance, and Examples

Generally speaking, truancy prevention measures (TPM) are programs or services that promote consistent school attendance while addressing the underlying risk factors that may lead to truancy. Since 2011, the Texas Education Code has required districts to adopt TPM. Tex. Educ. Code § 25.0915. The 2011 amendments to the Texas Education Code did not describe what TPM were required, however, so districts were left to figure out the appropriate measures on their own. In 2015, the Texas Legislature enacted HB 2398, adding specific examples of TPM to the existing law.

State law does not define the terms used to describe required TPM. However, each term must be interpreted in light of the legislative intent to reduce criminal penalties for truancy.

Behavior improvement plan. As written, HB 2398 requires the behavior improvement plan to include: (1) a specific description of the behavior that is required or prohibited for the student; (2) the period for which the plan is effective, not to exceed 45 school days; or (3) the penalties for additional absences, including disciplinary action or referral to truancy court. Ideally, a behavior improvement plan would include all three elements. In addition, the plan should set out measurable goals to improve attendance. The goals should be appropriately based on the student's age and the factors that are contributing to nonattendance (e.g., using an alarm clock, going to bed earlier, arriving at the bus stop on time). The plan could require the student to check in regularly with an employee mentor at the school. The plan could also restrict certain privileges, such as off-campus lunch, until the student meets specific attendance goals.

School-based programs. Districts should develop attendance procedures that encourage campus staff to reach out to families and determine the root causes of failure to attend school. For example, parents should be immediately notified of any unexplained absence, followed by other interventions (e.g., phone calls and/or home visits) to find out what is the issue behind repeated unexcused absences. If an issue is identified as preventing a student from attending school, appropriate district employees should determine whether there is any school-based community service that can address the issue. For example, the district may offer parenting programs or meetings to ensure parents understand attendance requirements and have a plan to get students to school. As stated above, HB 2398 permits a district to *impose* a school-based community service when a student is absent without excuse on three or more days during a four-week period. As such, it appears a district may require a student's participation in the service. The district could require a student to attend counseling to deal with drug and alcohol issues or after-school tutoring to increase student engagement. (Note that HB 2398 *requires* a district to offer counseling if a student is determined to be truant due to pregnancy, being in the state foster program, homelessness, or being the principal income earner for the student's family.) Many factors could contribute to truancy, some of which overlap with the district's legal obligations to serve students with particular needs. Therefore, the truancy prevention facilitator and other employees responsible for implementing TPM should be familiar with the district's policies regarding bullying and harassment, students with disabilities, and homeless students, and should be prepared to offer relevant services.

Community-based programs. Many districts already have established relationships with external organizations with programs designed to promote consistent school attendance. Some commonly known organizations that can address truancy through mentoring programs or other types of partnerships include Communities in Schools and Big Brothers Big Sisters of America. The truancy prevention facilitator should be aware of local options for mentoring, counseling, and other community-based services or programs.

A COMPREHENSIVE APPROACH TO ATTENDANCE

Beyond providing TPM to a student in a specific instance, districts should take a universal approach to promoting a culture of attendance. This includes training staff to talk meaningfully with students and parents about the attendance policy and the root causes of unexcused absences. Set out attendance expectations when school begins; don't wait for a problem. A truly comprehensive approach includes collaborating with external partners (community organizations, law enforcement, courts) as well as offering services and programs to a student's family as appropriate.

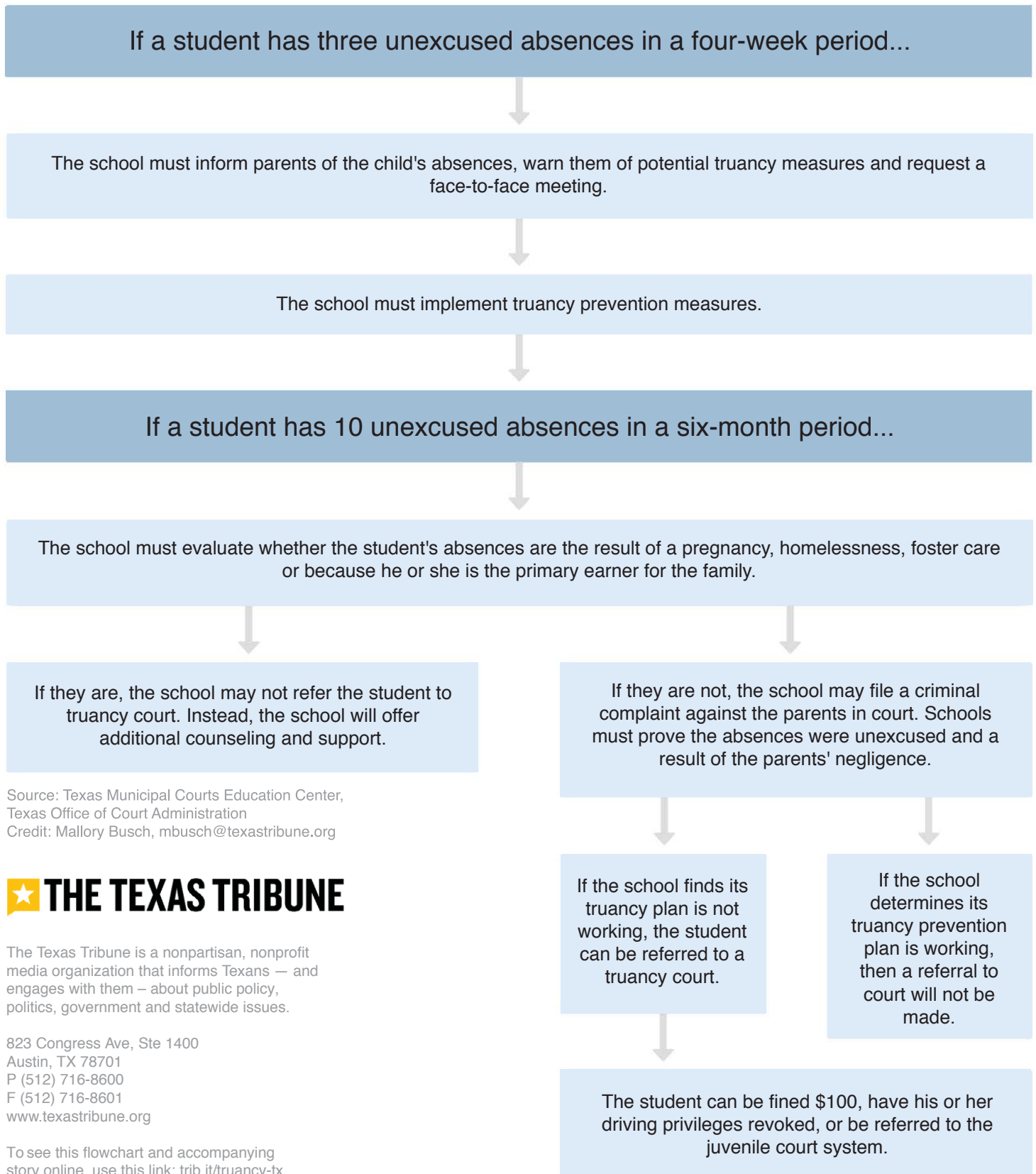
For more information on this and other school law topics,
visit TASB School Law eSource online at schoolawesource.tasb.org.

This document is provided for educational purposes only and contains information to facilitate a general understanding of the law. It is not an exhaustive treatment of the law on this subject nor is it intended to substitute for the advice of an attorney. Consult with your own attorneys to apply these legal principles to specific fact situations.

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TASB Legal Services

A New Approach to Targeting Truancy

On Sept. 1, 2015, new rules addressing truancy take effect. Use this flowchart to see the new process that will send a truant student to court.



Source: Texas Municipal Courts Education Center,
Texas Office of Court Administration
Credit: Mallory Busch, mbusch@texastribune.org



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823 Congress Ave, Ste 1400
Austin, TX 78701
P (512) 716-8600
F (512) 716-8601
www.texastribune.org

To see this flowchart and accompanying story online, use this link: trib.it/truancy-tx

COMPULSORY ATTENDANCE & TRUANCY

Published online in [TASB School Law eSource](#)

In 2015, the Texas legislature removed the criminal offense of failure to attend school from the Texas Education Code. Instead, districts are expected to address student truancy by implementing prevention measures, identifying circumstances contributing to a student's unexcused absences, and taking specific action. Although truancy is no longer a criminal offense, districts may still refer a student to truancy court. However, the intent of the law is that court referrals will be used as a last resort.

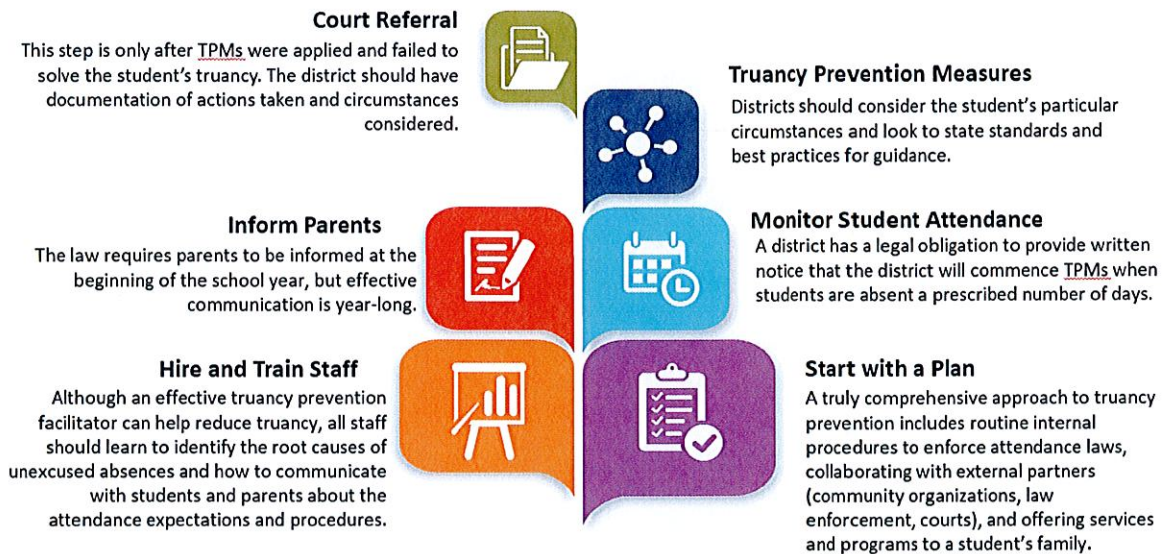
School attendance officers, principals and assistant principals, school resource officers, and other pertinent school officials need to understand how to navigate the specific laws and rules created to address student truancy. This overview will highlight some of the required actions a district must take to enforce compulsory attendance law in Texas.

TRUANCY UNDER THE TEXAS EDUCATION CODE

Absent an exemption such as attendance at a private school or homeschool, Texas law requires students age 6-19 to attend school each day that instruction is provided. Compulsory attendance also applies to students who are younger than six who have previously been enrolled in first grade and to students below the age of six who are voluntarily enrolled in pre-kindergarten or kindergarten. For students over the age of 19, student truancy may result in revocation of enrollment in certain circumstances. Tex. Educ. Code §§ 25.085-.086.

School districts are required to notify parents of attendance requirements at the beginning of the school year. This notice must state that the parent may be subject to prosecution and the student may be referred to truancy court if the student is absent 10 or more days or parts of days within a six month period. Tex. Educ. Code § 25.095.

If a student has unexcused absences on three days or parts of days within a four-week period, the district must send a warning notice to inform the parent that the student is subject to truancy prevention measures. Generally, tardies are not considered absences. Unexcused absences do not include absences that are excused by state law and local school district policy. Tex. Educ. Code §§ 25.086-.087, .095; Tex. Educ. Agency, To the Administrator Addressed Letter Re: Attendance, (Aug. 18, 2017). For a list of excused absences, see TASB Policies FEA(LEGAL) and (LOCAL).



DISTRICT ACTION

Appoint an Attendance Officer

The Texas Education Code allows the school board to appoint school attendance officers. If the school board does not select a school attendance officer, the superintendent and the peace officers in the district will perform the duties of the attendance officer. The Texas Education Code also describes the powers and duties of an attendance officer, including investigations, home visits, court referrals, and taking a child into custody or escorting a child to campus. Tex. Educ. Code §§ 25.088-.091. For more information on the powers and duties of an attendance officer, see TASB policy FED(LEGAL).

Appoint Facilitators

Districts are required to employ a truancy prevention facilitator or juvenile case manager to implement the district's truancy prevention measures and meet annually with a court case manager to discuss the measures' effectiveness. Districts may designate an existing employee, such as an attendance officer, to serve in this role. Tex. Educ. Code § 25.0915(d), (e).

Adopt Truancy Prevention Measures

Generally speaking, truancy prevention measures are programs or services that promote consistent school attendance while addressing the underlying risk factors that may lead to truancy. Tex. Educ. Code § 25.0915. At a minimum, Texas Education Code section 25.0915 requires a district to take at least one of the following actions as a TPM:

- **Impose a behavior improvement plan.** The district may impose a behavior improvement plan that must be signed by an employee of the school, that the district has made a good faith effort to have signed by the student and the student's parent or guardian, and that includes the elements described in Texas Education Code section 25.0915.
- **Impose school-based community service.** School-based community service is not defined in statute. This term, while not widely known, is not new in state law. In 2013, the 83rd Texas legislature included the term in the requirement for certain school districts to impose graduated sanctions prior to referral of a student to court for a criminal complaint. See Tex. Educ. Code § 37.144 (detailing a list of graduated sanctions required, including school-based community service).
- **Refer the student to counseling, mediation, mentoring, teen court, or other in-school or out-of-school service aimed at addressing the truant behavior.** If an issue is identified as preventing a student from attending school, appropriate district employees should determine whether there is any in-school or out-of-school service that can address the issue. For example, the district may offer parenting programs or meetings to ensure parents understand attendance requirements and have a plan to get students to school. The district could refer a student to counseling to deal with drug and alcohol issues or after-school tutoring to increase student engagement.

BEST PRACTICES FOR TRUANCY PREVENTION

TEA has created minimum standards for TPMs implemented by a district. TPMs, at a minimum, should identify the root cause of the student's unexcused absences and identify actions to address each cause. The measures should include maintaining ongoing communication with students and parents on the actions to be taken to improve attendance. The district should also establish reasonable timelines for completing the truancy prevention measures. For a student with a disability, the district should establish procedures to notify the admission, review, and dismissal (ARD) committee or the Section 504 committee of attendance issues. The district should also ensure that those committees consider whether the student's attendance issues warrant an evaluation, reevaluation, or modifications to the student's individualized education program or Section 504 plan.

The Texas Administrative Code lists several best practices that schools should consider while implementing TPMs. 19 Tex. Admin. Code § 129.1045(a). School districts, by rule, are also required to consider other services offered to students, including an optional flexible school day program and evening and online alternatives; working with businesses that employ students to help students coordinate job and school responsibilities; and offering before school, after school, and/or Saturday prevention or intervention programs or services that implement best and promising practices. 19 Tex. Admin. Code § 129.1045(b).

Relationships with community organizations. Many districts already have established relationships with external organizations that have programs designed to promote consistent school attendance. Some commonly known organizations that can address truancy through mentoring programs or other types of partnerships include Communities in Schools and Big Brothers Big Sisters of America.

Consider special circumstances: If a school district determines that a student's truancy is the result of pregnancy, being in the state foster program, homelessness, or being the principal income earner for the student's family, the district is required to offer additional counseling to a student and may not refer the student to truancy court.

PARENT LIABILITY

Districts have the option of filing a complaint for criminal prosecution of a parent for contributing to a student's failure to attend school if the parent fails to require the student to attend school on 10 or more parts of days within a six-month period. A complaint against a student's parent can be made in the county, justice, or municipal court if the district provides evidence and meets the statute's other requirements. The offense of contributing to a student's failure to attend school is a misdemeanor, punishable by fine. It is an affirmative defense to prosecution that one or more of the absences were excused by a school official, or should be excused by the court. Tex. Educ. Code § 25.093.

STUDENT REFERRAL TO COURT

When TPMs fail to solve the problem, referral to a truancy court that can impose civil (not criminal) consequences is still an option for students between the ages of 12 and 18, unless the failure to attend school is the result of pregnancy, being in the foster care program, homelessness, or being the principal income earner for the student's family. A referral for 10 or more unexcused absences within six months must be made within 10 school days from the date of the student's tenth absence. A district may delay the referral if the truancy prevention measures are succeeding and the delay is in the student's best interest. Tex. Educ. Code §§ 25.0915, .0951.

When a district refers a student to truancy court, the district must provide a statement documenting that TPMs were applied but failed and specifying whether the student is eligible for or receives special education. The law requires a truancy court to dismiss a referral that fails to comply with the statutory requirements. In addition, it is an affirmative defense to an allegation of truancy that one of more of the absences should have been excused by the school or court or that the absence was involuntary. As such, documentation of the actions taken by the district are more important than ever. Tex. Educ. Code § 25.0915; Tex. Fam. Code § 65.003.

Moreover, Texas lawmakers have demonstrated a strong commitment to reforming disciplinary practices that resulted in criminal consequences and could have the effect of further excluding students who were already at risk. Referring a student to court for failure to attend school should always be a district's last resort.

EXPUNCTION OF FAILURE TO ATTEND RECORDS

In addition to the removal of the offense of failure to attend school, the 2015 legislation also amended the Texas Code of Criminal Procedure article 45.0541 to require expunction of all records and documents relating to a conviction or complaint of the offense of failure to attend school. A school district is not required to expunge or destroy any records of this nature until an order from a court has been provided to the school district instructing the district on the process for the expunction of the records.

This document is continually updated, and references to online resources are hyperlinked, at tasb.org/Services/Legal-Services/TASB-School-Law-eSource/Students/documents/compulsory_attendance_and_truancy.pdf. For more information on this and other school law topics, visit TASB School Law eSource at schoolawesource.tasb.org.

This document is provided for educational purposes only and contains information to facilitate a general understanding of the law. It is not an exhaustive treatment of the law on this subject nor is it intended to substitute for the advice of an attorney. Consult with your own attorneys to apply these legal principles to specific fact situations.

Updated April 2020

**Texas Education Agency
School Safety Choice Option
Persistently Dangerous School
Identification Methodology**

Pursuant to the requirements of No Child Left Behind Act of 2001, Section 9532, Texas Education Agency (TEA) has developed a definition and methodology for identification of campuses required to implement the School Safety Choice Option (SSCO).

A campus will be identified as a persistently dangerous school (PDS) and required to implement the SSCO if it meets the following criteria:

- The campus is coded as a Regular Instructional Campus in AskTED; and
- The campus has fewer than 200 students and has reported to the Public Education Information Management System (PEIMS) 425 Record two (2) or more selected mandatory expulsion incidents in each of the three most recent consecutive years for which data are available; or
- The campus has 200 or more students and has a number of mandatory expellable incidents per year equal to 1% or more of its enrollment in each of the three (3) most recent consecutive years for which data are available.

LEAs report PEIMS data periodically in the summer and fall; therefore, SSCO uses the three previous years' data and not the current year's data to make identifications. The enrollment number or student population figure is the summer PEIMS submission attendance figure, a unique count of the students served at the campus in a given year.

TEA uses the following mandatory expulsion incidents self-reported on the campus PEIMS 425 Record of Incidents as the basis for identification of persistently dangerous schools and to create the "watch lists" discussed below. All incidents related to a continuation action from a prior school year are omitted from consideration.

All regular instructional campuses that have at least one of the mandatory expulsion incidents in any of the most recent three years for which data are available will be included in the pool of campuses analyzed.¹ Each incident is counted once, regardless of the number of students involved.

Watch List for Two Years' Incidents: If a campus meets the incident rates in the definition for the two most recent consecutive years, the Agency will require the district to submit its most recent Multi-Hazard Plan [TEC 37.108(a)]. The Agency will also request the district's most recently completed School Security Audit Report [TEC 37.108(b)], if available, along with any Corrective Action Plan developed to address any district-wide issues or issues identified on the campus as a result of the audit report.

Watch List for One Year's Incidents: If a campus meets the incident rates in the definition for the most recent year, the Agency will notify the campus by letter of the watch list status. The district is not required to submit the Multi-Hazard Plan to the agency but to be maintained locally.

If a campus is identified as persistently dangerous, the Texas Education Agency will provide the applicable LEA with specific implementation requirements.

¹See SSCO Guidance for specific listing of which years of data are specifically used to identify schools as persistently dangerous in the current year or placed on either of the watch lists.

Mandatory Expellable Incidents Included in Definition		
PEIMS Action Reason Code	Description of Behavior	Required to Implement SSCO
11	Used, exhibited, or possessed a firearm	<p>Current Method for Identifying Campuses Required to Implement the SSCO:</p> <p>On campuses with a student population of fewer than 200 students, two (2) or more incidents per year in each of the three (3) most recent consecutive years for which data are available will cause the campus to be identified as a persistently dangerous school.</p> <p>On campuses with a population of 200 or more students, a number of incidents equal to 1% of the campus enrollment in each of the three (3) most recent consecutive years for which data are available will cause the campus to be identified as a persistently dangerous school.</p>
12	Used, exhibited, or possessed an illegal knife	
13	Used, exhibited, or possessed a club	
14	Used, exhibited, or possessed a prohibited weapon	
16	Arson	
17	Murder, attempted murder	
18	Indecency with a child	
19	Aggravated kidnapping	
29	Aggravated assault on school employee	
30	Aggravated assault on student	
31	Sexual assault or aggravated sexual assault on school employee	
32	Sexual assault or aggravated sexual assault on student	
36	Felony controlled substance violation	
37	Felony alcohol violation	
46	Aggravated robbery	
47	Manslaughter	
48	Criminally negligent homicide	

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FAQ's for Discipline

What is the offense date?

The offense date is the date the student commits the discipline offense.

What is the order date and can there be more than one for each offense?

The order date is the date the assignment is made for any discipline; each offense can have multiple order dates (e.g. a student commits an offense that requires a DAEP placement. The first action assigned is OSS with the order date of 2/13/12. The meeting for the DAEP placement is held on 2/15/12 which is the order date for the DAEP placement).

What is the detail start date?

The detail start date is the date the student begins serving the assignment.

What is the return date and is a return date required for all discipline actions?

The return date is the date the student returns to the home campus or regular school setting, not the last date of the assignment. Yes, a return date is required for all discipline actions.

What should the home campus do if a student returns from the alternative campus earlier than the original assignment?

The home campus should mark as served the days the student was at the alternative campus and leave the remaining days open. An appropriate difference reason should be entered. The return date should be adjusted and a note entered in the comment section indicating the reason.

If more than one student is involved in the same discipline offense, is the same incident number used?

Yes, the same incident number should be used if one or more students are involved in the same offense. The offense code must be the same; however, the action code may be different.

Does all discipline need to be marked served?

Yes, all discipline should be marked served unless a difference reason is entered or the student withdrew before completing actions assigned.

Should the home campus mark days served for DAEP/JAEP assignments?

No, DAEP will serve assignments upon completion.

How often should a campus run a Pre-PEIMS 425 and Discipline Summary reports?

All campuses should run the Pre-PEIMS 425 report, the discipline summary report for open discipline and the discipline summary report for incidents with no action assigned weekly.

Why does the Pre-PEIMS 425 report not indicate all discipline entered in Skyward?

The Pre-PEIMS 425 report duplicates most edits in Edit+ and therefore will only include PEIMS reportable offenses.

When is it appropriate to use a 99 for a difference reason?

A 99 should only be used for if no other difference reason applies.

Does every offense require an action?

Yes, all offences require an action.

Steps for DAEP (SGLC)

Continuations

All continuations must be entered in a timely manner and verify that the prior year Offense Code was used.

Offense Dates and Ordered Dates

The Offense date and Ordered date must be prior to the student's withdrawal date. Compare the dates to the Entry/Withdrawal tab.

Action Details Start Date

The Action Details Start Date must be the day the student started at the alternative campus. If different, set Action Detail dates to 0.00 for each of the dates not served and add a difference reason.

Days Served

If the student was released early from SGLC campus, only the days the student was enrolled at the alternative campus should be marked served with 1.00 (action detail) and the dates the student didn't

Additional Days Served

If the student served more than the days assigned, the Action Status would be marked Served, the Return Date must be adjusted, add the additional days to Action Details, enter a Difference Reason and a

Action Status

Action status should not be marked served until the student is cleared from SGLC.

Date Verification

Alternative campuses must verify that the Offense Date, Ordered Date and Action Details Start Date is the day the student started at the campus.

NOTICE OF SUSPENSION

(Date)

VIA CERTIFIED MAIL
RETURN RECEIPT REQUESTED

(Parent's name)

(Parent's address)

Re: Notice of Suspension — _____ (student)

Dear _____:
(name of parent)

This letter is to inform you that your child, _____ (student's name) was suspended from school on _____ (date) for a period of _____ school days for the offense of _____ (name the offense), a violation of the Student Code of Conduct.

Prior to taking any disciplinary action, the _____ (principal or designee) had a conference with your child and told _____ (him) (her) about the alleged misconduct. _____ (student's name) was given an opportunity to explain _____ (his) (her) side of the incident. In addition, the District considered factors relating to the violation, such as self-defense, intent or lack of intent at the time your child engaged in the conduct, disciplinary history, or a disability that impairs your child's capacity to appreciate the wrongfulness of (his) (her) conduct. The evidence indicated that your child engaged in _____ (conduct). Your child has been suspended and will not be readmitted to school until _____ (date).

Your child will be permitted to make up assignments and tests that are missed during the suspension period. In accordance with District policy, no grade penalty will be imposed on that makeup work.

If you wish, we can schedule a conference to discuss this disciplinary action and the student's misconduct. You may schedule this conference by calling _____ (telephone number).

It is your responsibility to provide adequate supervision of your child during the period of suspension. _____ (student's name) is not to appear on school property or at a school-sponsored or school-related activity during the period of suspension.

Please call me if you have any questions regarding this matter.

Sincerely,

Principal

EXHIBIT

NOTICE TO STUDENTS AND PARENTS/GUARDIANS REGARDING
VIDEO AND AUDIO MONITORING

[The campus behavior coordinator (CBC) may be the campus principal or the principal may select another campus administrator such as an assistant principal to serve as the campus behavior coordinator. See FO(LEGAL)]

The District has installed video and audio recording equipment on District property to monitor student behavior for safety purposes. Video and audio recording will occur at random times during the school year. The District will post signs notifying students and parents about the District's use of video and audio recording equipment. Students will not be notified when a recording device has been installed or turned on.

The principal will review recordings as needed and will document any evidence of student misconduct. A student found in violation of the District's Student Code of Conduct will be subject to appropriate discipline.

Recordings will be treated as protected student records under the Family Educational Rights and Privacy Act (FERPA). The following guidelines will apply:

1. Recordings will remain in the custody of the San Felipe Del Rio Consolidated Independent School District.
2. Parents/guardians or students who wish to view a recording in response to disciplinary action taken against a student may request such access under the procedures set out by law. [See FL(LEGAL)]

Parental/Guardian Acknowledgment

I understand and acknowledge the District's procedures concerning video and audio recording equipment on District property.

I also understand that _____ (student's name), will be held accountable for his or her conduct.

Signature of parent or guardian

Date

EXHIBIT A

NOTICE OF REMOVAL BY A TEACHER

[When a student is placed in in-school suspension, out-of-school suspension, or a disciplinary alternative education program (DAEP), the campus behavior coordinator (Principal or Assistant Principal) is required by law to promptly contact the parent or guardian by telephone or in person and make a good faith effort to provide written notice of the disciplinary action to the student, on the day that the action is taken, for delivery to the student's parent or guardian. See FO(LEGAL).]

_____ (date)

Dear parent or guardian:

_____ (student's name) has been removed from _____
(teacher's name) class effective today _____ (date) for

[Choose one or both of the following.]

- ☐ repeated interference (and/or)
- ☐ behavior that is so unruly, disruptive, or abusive that it seriously interferes

with the teacher's ability to communicate effectively with the students in the class and with the ability of his or her classmates to learn, in the following manner:

I have scheduled a conference between the teacher, your child, you, and me for _____ (time) on _____ (date). Following the conference, I will make the decision whether to place your child in another classroom, in in-school suspension, or in a disciplinary alternative education program (DAEP). In addition, your child may be excluded from school-sponsored and school-related activities.

I will advise you and your child of my decision by letter after the conference.

Please respond regarding your availability to attend the conference at that time. If you have any questions, please call my office at _____ (telephone number).

Sincerely,

Principal or Assistant Principal

EXHIBIT B

NOTICE OF REMOVAL BY A BUS DRIVER

_____ (date)

Dear parent or guardian:

On _____ (date of incident), _____ (student's name) was removed from the school bus by the driver for interfering with the bus driver's ability to maintain effective discipline on the school bus in the following manner:

The District's primary responsibility in transporting students in District vehicles is to do so as safely as possible. The operator of the vehicle must focus on driving and not have his or her attention distracted by student misbehavior. When appropriate disciplinary management techniques fail to improve student behavior or when specific misconduct warrants immediate removal, the principal may restrict or revoke a student's transportation privileges.

In accordance with the District's Student Code of Conduct, your child has been suspended from District transportation for _____ (time frame). During the period of suspension, you will be responsible for getting your child to and from school and school-related activities each day.

If you have questions or would like to discuss this notification, please come by the school office during _____ (days/hours available) or call my office at _____ (phone number).

Sincerely,

Principal or Assistant Principal

Note: For a sample Notice of Removal by a Bus Driver form for a student removed from the bus for misbehavior, see FOA(EXHIBIT)–B.

GUIDELINES FOR
DISCIPLINARY ACTION
ON SCHOOL BUSES

When student misconduct occurs on a school bus transporting students to or from school or a school-sponsored or school-related activity:

1. The driver will attempt to redirect the behavior.
2. If the driver is unable to resolve the situation and the student's behavior interferes with the driver's ability to maintain effective discipline, the driver will refer the student to the principal and campus behavior coordinator (CBC) as soon as the driver completes his or her route; if the incident occurs after normal school hours, the driver will refer the student to the principal and campus behavior coordinator not later than the morning of the next school day.
3. In the case of misconduct that endangers the safety of other passengers or the driver, the driver has the authority to call for law enforcement assistance and will notify the principal, campus behavior coordinator, and the transportation director as soon as possible.
4. The principal or assistant principal will address the student's misconduct in accordance with the Student Code of Conduct and may restrict or revoke a student's transportation privileges.
5. The principal or assistant principal will notify the student's parent and the bus driver, if appropriate, of the action taken.

Any disciplinary sanctions or changes in transportation for a student with a disability will be made in accordance with provisions in the student's individualized education program (IEP) or the Student Code of Conduct, as appropriate.

Chapter 37 Discipline Chart

Published online in [TASB School Law eSource](#)

This chart is designed to assist school officials in determining the appropriate disciplinary responses to student misconduct both on and off campus. The chart is based on the requirements of Texas Education Code chapter 37 and common provisions of districts' local student codes of conduct (SCOC). Before making any final disciplinary decision, school officials should always consult their local SCOC.

Key: ★ Chapter 37 states that a district “shall” take this action in response to the misconduct. [See Mitigating Factors, below.]

✓ Chapter 37 states that a district “may” take this action in response to the misconduct. The district may choose to impose this penalty if the district’s SCOC provides for this option.

* Chapter 37 does not specifically address this misconduct. The district may choose to impose a consequence if permitted under the local SCOC.

SCOC	Student Code of Conduct
TEC	Texas Education Code
TPC	Texas Penal Code
H&SC	Texas Health & Safety Code
ISS	In-School Suspension
OSS	Out-of-School Suspension
DAEP	Disciplinary Alternative Education Program
JJAEP	Juvenile Justice Alternative Education Program
CBC	Campus Behavior Coordinator

Important Notes

Campus behavior coordinator (CBC): A school district is required to appoint one CBC per campus to be responsible for maintaining student discipline and implementing discipline management techniques. Districts must also post each CBC’s e-mail address and dedicated telephone number on the district’s website. Even if the district is exempt from the requirement to designate a CBC through a local innovation plan, the district must post contact information for a campus administrator responsible for student discipline. [TEC 26.015.]

The duties of the CBC may be executed by a designee if the coordinator is unavailable or unable to promptly address the situation. [TEC 37.0012]

Coursework during disciplinary placement: 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)]. In addition, a district must provide a student placed in ISS or OSS an alternative means of receiving all foundation curriculum coursework, including at least one option that does not require use of the Internet. [TEC 37.005(e)]

Criminal penalties: School officials may take disciplinary action regardless of whether law enforcement officials seek criminal consequences for the same misconduct. Nonetheless, the criminal consequences of a particular act or incident may impact school district discipline. For example, a student who engages in conduct punishable as a felony on or within 300 feet of school property or while attending a school-related activity is subject to mandatory placement in DAEP. [TEC 37.006(a)(2)(A)]

Disabilities: Special state and federal laws apply to the discipline of students with disabilities. See Policy FOF(LEGAL) and your SCOC. Before making a disciplinary decision regarding a student with a disability, school officials may want to seek legal advice to ensure compliance with the relevant laws.

Homelessness: A student who is homeless may not be placed in OSS unless the student engages in misconduct that is drug- or alcohol-related or that contains the elements of certain weapons offenses or violent offenses under the Texas Penal Code. [TEC 37.005] The CBC may work with the district's homeless liaison to identify appropriate alternatives to OSS. [TEC 37.005(d)]

Length of placement: The district's SCOC includes guidelines on the length of a removal to DAEP or an expulsion. [TEC 37.001(a)(5)].

Mitigating factors: Before deciding to assign a student OSS, DAEP, expulsion, or JJAEP, regardless of whether the decision is described as mandatory or discretionary in Chapter 37, a district must consider certain mitigating factors in relation to the student's misconduct: self-defense, intent, disciplinary history, a disability that substantially impairs the student's capacity to appreciate the wrongfulness of the conduct, and the student's status as homeless or in the conservatorship of DFPS (foster care). [TEC 37.001(a)].

New students: If a student withdraws from school before an order of expulsion or DAEP is entered, the district may complete the proceedings and enter the order. If the student reenrolls in the district during the same or the subsequent school year, the district may enforce the order, reduced for time served. If the student enrolls in another school district, the new district may honor the order, or, if the preceding district failed to enter an order, the new district may complete the proceedings and enter an order. [TEC 37.009(i)].

Notice of student discipline: A CBC is required to provide prompt notice to a parent or guardian of a student who is placed in ISS, OSS, DAEP, JJAEP, or is taken into custody by law enforcement. This notice must be provided by telephone or in writing. If the coordinator is unable to make contact with the parent or guardian by 5pm of the first business day after the day the disciplinary action was taken, the coordinator must mail written notice to the parent or guardian. [TEC 37.0012]

Past misconduct: School officials are permitted, but not required, to remove students for mandatory DAEP misconduct if school officials did not learn of the conduct for more than one year after the conduct occurred. [TEC 37.006(n)].

Procedures: Before a student is removed from the regular classroom setting, school officials must typically follow an established procedure. The formality of these proceedings varies according to the seriousness of the penalty; for example, the Texas Education Code includes procedures for a conference in the case of a DAEP placement and a formal due process hearing in the case of an expulsion. For more detail on the required procedures, see the FO series of policies and your SCOC.

Temporary placement: Pending expulsion or DAEP placement, a student may be placed in ISS, OSS for up to 3 days, or another appropriate placement in accordance with the district's SCOC.

Transition to the regular classroom: The district must provide transition services for a student who is exiting DAEP and returning to the student's local campus. [19 TAC 103.1201(k)] In addition, the campus administrator or CBC must develop a personalized transition plan for a student exiting an alternative education program, including DAEP or JJAEP, to return to the regular classroom. [TEC 37.023]

Young students: Students younger than 10 must receive services in a DAEP if they engage in expellable misconduct. [TEC 37.007(e)(3), (h)]. However, a student younger than 6 may not be sent to a DAEP unless the student brings a firearm to school under TEC 37.007(e)(2). [TEC 37.006(l)]. Students below third grade may not be placed in OSS unless the student engages in misconduct that is drug- or alcohol-related or that contains the elements of certain weapons offenses or violent offenses under the Texas Penal Code. [TEC 37.005] A district may adopt and implement a positive behavior program as an alternative to traditional discipline for students below third grade. [TEC 37.0013]

This document is continually updated at tasb.org/services/legal-services/tasb-school-law-esource/students/documents/discipline-chart-chapter-37.pdf. For more information on school law topics, visit TASB School Law eSource at schoolawesource.tasb.org.


This document is provided for educational purposes only and contains information to facilitate a general understanding of the law. It is neither an exhaustive treatment of the law on this subject nor is it intended to substitute for the advice of an attorney. It is important for the recipient to consult with the district's own attorney in order to apply these legal principles to specific fact situations.

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Weapons

Misconduct	ISS, detention, or other local disciplinary techniques	Out-of- school suspension up to 3 days	DAEP	Expulsion	Notes
Intentionally, knowingly, or recklessly carrying on or about the student's person a handgun on school property or at a school-related activity				20 U.S.C. 7151; TEC 37.007(a)(1), 37.007(e) 	The federal Gun-Free Schools Act, which is incorporated into Chapter 37, requires expulsion for one year except that a superintendent may modify the expulsion in writing on a case-by-case basis. [20 U.S.C. § 7151(b)(1); Tex. Educ. Code § 37.007(e).] Exception: The Act does not apply to a firearm that is lawfully stored inside a locked vehicle on school property, or to firearms used in activities approved and authorized by the district when the district has adopted appropriate safeguards to ensure student safety. [20 U.S.C. § 7151(g).]

Weapons

Misconduct	ISS, detention, or other local disciplinary techniques	Out-of- school suspension up to 3 days	DAEP	Expulsion	Notes
Possessing a firearm within 300 feet of school property				TEC 37.007(b)(3) ✓	Exception: Use, exhibition, or possession of a firearm at an approved off-campus target range facility while participating in or preparing for a shooting sports competition or activity sponsored by the district or affiliated with the Texas Parks and Wildlife Department [TEC 37.007(k)]
Intentionally, knowingly, or recklessly carrying on or about the minor student's person a location-restricted knife on school property or at a school-related activity				TEC 37.007(a)(1); TPC 46.02(a-4) ★	<i>Location-restricted knife</i> means a knife with a blade of over five and one-half inches. [TPC 46.01(6)]
Same conduct within 300 feet of school property or while on the property or at a school-related activity of another Texas district				TEC 37.007(b)(3)(A), (i) ✓	

Weapons

Misconduct	ISS, detention, or other local disciplinary techniques	Out-of- school suspension up to 3 days	DAEP	Expulsion	Notes
Intentionally, knowingly, or recklessly going with or possessing a location-restricted knife on the premises of a school, any grounds or building where a school-sponsored activity is taking place, or a passenger vehicle of the school			TEC 37.006(a)(2)(A); TPC 46.03(a)(1), (g-1) ★		Possessing a location-restricted knife on school premises, school passenger vehicle, or a school-sponsored activity is a felony offense. [TPC 46.03(a)(1), (g-1)] District must place in DAEP a student who engages in conduct punishable as a felony on or within 300 feet of school property or while attending a school-related activity. [TEC 37.006(a)(2)(A)]
Intentionally, knowingly, or recklessly carrying, or intentionally or knowingly possessing, manufacturing, transporting, repairing, or selling a prohibited weapon , on school property or at a school-related activity				TEC 37.007(a)(1) ★	<i>Prohibited weapon</i> means an explosive weapon, machine gun, short-barrel firearm, armor-piercing ammunition, chemical dispensing device, zip gun, tire deflation device, improvised explosive device, or certain silencers. [TPC 46.05]

Weapons

Misconduct	ISS, detention, or other local disciplinary techniques	Out-of- school suspension up to 3 days	DAEP	Expulsion	Notes
Same conduct within 300 feet of campus or while on the property or at a school-related activity of another Texas district				TEC 37.007(b)(3), (i) ✓	
Intentionally, knowingly, or recklessly possessing or going with a club , on the physical premises of the district, any grounds or building in which a school-sponsored activity is being conducted, or a passenger vehicle of the district			TEC 37.006(a)(2)(A)		Possessing a club (e.g., a blackjack, nightstick, mace, or tomahawk) in certain locations is a felony offense. [TPC 46.03(a)(1), (g)]
Possessing or using look-alike weapons	*	*	*		
Possessing or using air guns or BB guns	*	*	*		
Possessing or using razors, box cutters, pocketknives, or other knives with a blade of less than 5 1/2 inches	*	*	*		

Weapons

Misconduct	ISS, detention, or other local disciplinary techniques	Out-of- school suspension up to 3 days	DAEP	Expulsion	Notes
Possessing or using various other dangerous objects, including knuckles	*	*	*		<i>Knuckles</i> include any instrument that consists of finger rings or guards made of a hard substance and designed, made, or adapted for the purpose of inflicting serious bodily injury or death by striking a person with a fist enclosed in the knuckles.

Violence

Misconduct	ISS, detention, or other local disciplinary techniques	Out-of-school suspension up to 3 days	DAEP	Expulsion	Notes
Murder or attempt to commit murder on school property or at a school- related activity				TEC 37.007(a)(2)(C) ★	
Same conduct within 300 feet of school property or while on the property or at a school-related activity of another Texas district				TEC 37.007(b)(3), (i) ✓	
Aggravated assault on campus or at a school-related activity				TEC 37.007(a)(2)(A) ★	
Same conduct within 300 feet of school property or while on the property or at a school-related activity of another Texas district				TEC 37.007(b)(3), (i) ✓	
Aggravated kidnapping on school property or at a school-related activity				TEC 37.007(a)(2)(E) ★	
Same conduct within 300 feet of school property or while on the property or at a school-related activity of another Texas district				TEC 37.007(b)(3), (i) ✓	

Violence

Misconduct	ISS, detention, or other local disciplinary techniques	Out-of-school suspension up to 3 days	DAEP	Expulsion	Notes
Aggravated robbery , on school property or at a school-related activity				TEC 37.007(a)(2)(F) ★	
Same conduct within 300 feet of school property or while on the property or at a school-related activity of another Texas district				TEC 37.007(b)(3), (i) ✓	
Aggravated assault, sexual assault, aggravated sexual assault, murder, capital murder, criminal attempt to commit murder or capital murder, or aggravated robbery against another student, on or off school property				TEC 37.007(b)(4) ✓	
Manslaughter , on school property or at a school-related activity				TEC 37.007(a)(2)(G) ★	
Same conduct within 300 feet of school property or while on the property or at a school-related activity of another Texas district				TEC 37.007(b)(3), (i) ✓	
Criminally negligent homicide , on school property or at a school-related activity				TEC 37.007(a)(2)(H) ★	

Violence

Misconduct	ISS, detention, or other local disciplinary techniques	Out-of-school suspension up to 3 days	DAEP	Expulsion	Notes
Same conduct within 300 feet of school property or while on the property or at a school-related activity of another Texas district				TEC 37.007(b)(3), (i) ✓	
Assault with bodily injury , on or within 300 feet of school property or at a school-related activity			TEC 37.006(a)(2)(B) ★		
Title 5 felony or aggravated robbery off campus and not at a school-sponsored or school-related activity if: student receives deferred prosecution; a court or jury finds that student engaged in delinquent conduct based on the conduct; or superintendent reasonably believes that student engaged in the conduct			TEC 37.006(c) ★		<i>Title 5 felonies</i> are violent offenses defined in Texas Penal Code chapters 19-22. A list of Title 5 felonies can be found in the TASB Model SCOC glossary and FOC(LEGAL).

Violence

Misconduct	ISS, detention, or other local disciplinary techniques	Out-of-school suspension up to 3 days	DAEP	Expulsion	Notes
Same conduct plus charges, referral to juvenile court for delinquent conduct, probation, deferred adjudication, arrest, or conviction for a <i>violent felony</i> [TPC Title 5 or aggravated robbery], with special findings by board or designee, regardless of location or time or whether the student was enrolled at the time or completed court requirements			TEC 37.0081 ✓	TEC 37.0081 ✓	
Fighting or scuffling	*	*	*		
Threats against students, staff, or school property	*	*	*		

Sexual Misconduct

Misconduct	ISS, detention, or other local disciplinary techniques	Out-of-school suspension up to 3 days	DAEP	Expulsion	Notes
Sexual assault or aggravated sexual assault , on school property or at a school-related activity				TEC 37.007(a)(2)(A) ★	
Same conduct within 300 feet of school property or while on the property or at a school-related activity of another Texas district				TEC 37.007(b)(3), (i) ✓	
Sexual assault, or aggravated sexual assault against another student, on or off school property				TEC 37.007(b)(4) ✓	
Conviction, deferred adjudication, or probation based on continuous sexual abuse of a child or disabled individual , sexual assault , or aggravated sexual assault of another student attending the same campus, upon request of the victim's parent and if there is not another campus in the district to which the offending student may be transferred			TEC 25.0341(b)(2), 37.0051 ★		Student shall be removed and placed in DAEP or JJAEP in accordance with state law. A limitation imposed by Chapter 37, Subchapter A, does not apply to placement under this section. [TEC 37.0051]

Sexual Misconduct

Misconduct	ISS, detention, or other local disciplinary techniques	Out-of-school suspension up to 3 days	DAEP	Expulsion	Notes
Indecency with a child , on school property or at a school-related activity				TEC 37.007(a)(2)(D) ★	
Same conduct within 300 feet of school property or while on the property or at a school-related activity of another Texas district				TEC 37.007(b)(3), (i) ✓	
Continuous sexual abuse of a young child or disabled individual on school property or at a school-related activity				TEC 37.007(a)(2)(I) ★	
Same conduct within 300 feet of school property or while on the property or at a school-related activity of another Texas district				TEC 37.007(b)(3), (i) ✓	
Public lewdness or indecent exposure , on or within 300 feet of school property or at a school-related activity			TEC 37.006(a)(2)(F) ★		
Voyeurism , on or within 300 feet of school property or at a school-related activity, if victim is a child under the age of 14			TEC 37.006(a)(2)(A) ★		Voyeurism is punishable as a felony if the victim is a child under the age of 14 at the time of the offense.

Sexual Misconduct

Misconduct	ISS, detention, or other local disciplinary techniques	Out-of-school suspension up to 3 days	DAEP	Expulsion	Notes
Invasive visual recording , on or within 300 feet of campus or at a school-related activity			TEC 37.006(a)(2)(A) ★		
Unlawful disclosure or promotion of intimate visual material on or within 300 feet of school property or at a school-related activity			TEC 37.006(a)(2)(A) ★		
Sexual misconduct punishable as Title 5 felony off campus and not at a school-sponsored or school-related activity if: student receives deferred prosecution; court finding of delinquent conduct; or superintendent reasonably believes that student engaged in the conduct			TEC 37.006(c) ★		<i>Title 5 felonies</i> are violent offenses defined in Texas Penal Code chapters 19-22. A list of Title 5 felonies can be found in the TASB Model SCOC glossary and FOC(LEGAL).
Possession or promotion of child pornography on or within 300 feet of school property or at a school-related activity			TEC 37.006(a)(2)(A) ★		

Sexual Misconduct

Misconduct	ISS, detention, or other local disciplinary techniques	Out-of-school suspension up to 3 days	DAEP	Expulsion	Notes
Registered sex offender—under court supervision			TEC 37.304 ★		If student is under court supervision, including probation, community supervision, or parole, district must assign to DAEP or JJAEP for at least one semester. [TEC 37.304, .309]
Registered sex offender—not under court supervision			TEC 37.305 ✓		A student who is required to register as a sex offender but is not under any form of court supervision may be placed in DAEP or JJAEP for one semester. However, the student may not be placed in the regular classroom if the board or designee determines that such placement threatens the safety of other students or teachers, will be detrimental to the educational process, or is not in the best interests of the district's students. [TEC 37.305]

Sexual Misconduct

Misconduct	ISS, detention, or other local disciplinary techniques	Out-of-school suspension up to 3 days	DAEP	Expulsion	Notes
Inappropriate exposure of body parts	*	*	*		
Sexual or gender-based harassment	*	*	*		
Inappropriate sexual conduct toward a student or employee	*	*	*		

Substance Abuse

Misconduct	ISS, detention, or other local disciplinary techniques	Out-of-school suspension up to 3 days	DAEP	Expulsion	Notes
Drug- or alcohol-related misconduct [TEC 37.006(a)(2)(C), (D)], on school property or at a school-related activity, if punishable as a felony				TEC 37.007(a)(3) ★	
Same conduct within 300 feet of school property or while on the property or at a school-related activity of another Texas district				TEC 37.007(b)(3), (i) ✓	
Selling, giving, delivering, possessing, using, or being under the influence of any amount of marijuana , a controlled substance , or a dangerous drug , on or within 300 feet of school property or at a school-related activity, if not punishable as a felony			TEC 37.006(a)(2)(C) ★	TEC 37.007(b)(2)(A) ✓	District may not prohibit possession of low-THC cannabis pursuant to a valid prescription as authorized by Texas Health & Safety Code chapter 487.
Selling, giving, delivering, possessing, using, being under the influence of, or committing a serious act or offense while under the influence of alcohol, on or within 300 feet of school property or at a school-related activity			TEC 37.006(a)(2)(D) ★	TEC 37.007(b)(2)(A) ✓	

Substance Abuse

Misconduct	ISS, detention, or other local disciplinary techniques	Out-of-school suspension up to 3 days	DAEP	Expulsion	Notes
Abusable volatile chemical offense, on or within 300 feet of school property or at a school-related activity			TEC 37.006(a)(2)(E) ★	TEC 37.007(b)(2)(B) ✓	Chapter 37 addresses DAEP or expulsion for conduct containing the elements of offenses related to abusable volatile chemicals under Texas Health & Safety Code sections 485.031-.034, including possession, use, and delivery to a minor.
Off-campus non-violent felony, with special findings by superintendent or designee [see TEC 37.006(d)]			TEC 37.006(d) ✓		
Possessing or using tobacco products or e-cigarettes, including any component, part, or accessory for the e-cigarette	*	*	*		
Possessing, selling, giving, or using drug paraphernalia	*	*	*		
Possessing, selling, or using look-alike drugs or items attempted to be passed off as drugs	*	*	*		
Improper use, possession, or being under the influence of prescription drugs	*	*	*		

Substance Abuse					
Misconduct	ISS, detention, or other local disciplinary techniques	Out-of-school suspension up to 3 days	DAEP	Expulsion	Notes
Improper use or being under the influence of over-the-counter drugs	*	*	*		

Retaliation

Misconduct	ISS, detention, or other local disciplinary techniques	Out-of-school suspension up to 3 days	DAEP	Expulsion	Notes
On- or off-campus retaliation through conduct containing the elements of a violent or weapons-related offense [TEC 37.007(a)] against a school employee or volunteer				TEC 37.007(d) ★	
Assault with bodily injury against a school employee or volunteer, on or within 300 feet of school property or at a school-related activity			TEC 37.006(a)(2)(B) ★	TEC 37.007(b)(2)(C) ✓	
On- or off-campus retaliatory assault with bodily injury on a school employee or volunteer			TEC 37.006(a)(2)(B) [on campus] or TEC 37.006(c) [off campus] ★	TEC 37.007(d) ✓	
On- or off-campus retaliation against any school employee			TEC 37.006(b) ★		

Mistreatment of Others					
Misconduct	ISS, detention, or other local disciplinary techniques	Out-of-school suspension up to 3 days	DAEP	Expulsion	Notes
Bullying [TEC 37.0832(a)] that occurs on or is delivered to the site of a school-sponsored or school-related activity on or off school property	*	*	*		
Bullying [TEC 37.0832(a)] that occurs on a publicly or privately owned school bus or vehicle used for transportation of students to or from school or a school-sponsored or school-related activity	*	*	*		
Cyberbullying [TEC 37.0832(a)] that occurs 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	*	*	*		
Bullying [TEC 37.0832(a)] that encourages a student to commit or attempt to commit suicide			TEC 37.0052 ✓	TEC 37.0052 ✓	

Mistreatment of Others					
Misconduct	ISS, detention, or other local disciplinary techniques	Out-of-school suspension up to 3 days	DAEP	Expulsion	Notes
Inciting violence against a student through group bullying [TEC 37.0832(a)]			TEC 37.0052 ✓	TEC 37.0052 ✓	
Releasing or threatening to release intimate visual material [Tex. Civ. Prac. & Rem. Code 98B.001] of a minor or of an adult student without the student's consent			TEC 37.0052 ✓	TEC 37.0052 ✓	<i>Intimate visual material</i> means film, photograph, or other physical medium allowing an image to be displayed on a screen that depicts a person with the person's intimate parts exposed or engaged in a sexual conduct.
Harassment of a district employee in the form of initiating a communication and in the course of the communication making an obscene comment, request, suggestion, or proposal with intent to harass, annoy, alarm, abuse, torment, or embarrass the employee, on or within 300 feet of school property or while attending a school-related activity			TEC 37.006(a)(2)(G); TPC 42.07(a)(1) ★		<i>Obscene</i> means containing a patently offensive description of or a solicitation to commit an ultimate sex act, including sexual intercourse, masturbation, cunnilingus, fellatio, or anilingus, or a description of an excretory function. [TPC 42.07(a)(3)]

Mistreatment of Others					
Misconduct	ISS, detention, or other local disciplinary techniques	Out-of-school suspension up to 3 days	DAEP	Expulsion	Notes
Harassment of a district employee in the form of threatening to inflict bodily injury on the employee or to commit a felony against the employee, a member of the employee's family or household, or the employee's property, on or within 300 feet of school property or while attending a school-related activity			TEC 37.006(a)(2)(G); TPC 42.07(a)(2) ★		
Harassment of a district employee in the form of conveying a false report regarding the death or serious bodily injury of another person, on or within 300 feet of school property or while attending a school-related activity			TEC 37.006(a)(2)(G); TPC 42.07(a)(3) ★		
Harassment of a district employee by sending repeated electronic communications in a manner reasonably likely to harass, annoy, alarm, abuse, torment, embarrass, or offend the employee, on or within 300 feet of school property or while attending a school-related activity			TEC 37.006(a)(2)(G); TPC 42.07(a)(7) ★		
Directing profanity or obscene gestures at students or staff	★	★	★		

Mistreatment of Others					
Misconduct	ISS, detention, or other local disciplinary techniques	Out-of-school suspension up to 3 days	DAEP	Expulsion	Notes
Hazing [TEC 37.151], dating violence [TEC 37.0831], harassment [TEC 37.001(b)(2)], or making a hit list [TEC 37.001(b)(3)]	*	*	*		
Assault with threat of imminent bodily injury but no bodily injury [TPC 22.01(a)(2)]	*	*	*		
Assault by offensive or provocative physical contact but no bodily injury [TPC 22.01(a)(3)]	*	*	*		

Other Misconduct

Misconduct	ISS, detention, or other local disciplinary techniques	Out-of- school suspension up to 3 days	DAEP	Expulsion	Notes
Arson , on campus or at a school-related activity				TEC 37.007(a)(2)(B) ★	
Same conduct within 300 feet of school property or while on the property or at a school-related activity of another Texas district				TEC 37.007(b)(3), (i) ✓	
Documented serious misbehavior while in DAEP				TEC 37.007(c) ✓	<i>Serious misbehavior</i> means: (1) deliberate violent behavior that poses a direct threat to health or safety; (2) extortion, meaning gaining of money or property by force or threat; (3) coercion ; (4) public lewdness ; (5) indecent exposure ; (6) criminal mischief ; (7) hazing ; or (8) harassment in the form of initiating a communication and in the course of the communication making an obscene comment, request, suggestion, or proposal with intent to harass, annoy, alarm, abuse, torment, or embarrass a student or employee.

Other Misconduct

Misconduct	ISS, detention, or other local disciplinary techniques	Out-of- school suspension up to 3 days	DAEP	Expulsion	Notes
Terroristic threat or false alarm involving a public school			TEC 37.006(a)(1) ★	TEC 37.007(b)(1) ✓	
Deadly conduct , on or within 300 feet of school property or at a school- related activity				TEC 37.007(b)(2)(D) ✓	
On- or off-campus felony criminal mischief				TEC 37.007(f) ✓	<i>Felony criminal mischief</i> includes damage to property equal to or in excess of \$2,500. [TPC 28.03]
Non-felony criminal mischief	*	*	*		
Any felony on or within 300 feet of school property or at a school-related activity			TEC 37.006(a)(2)(A) ★		Check for potential expulsion, depending on type of felony
Off-campus non-violent felony, with special findings by superintendent or designee [TEC 37.006(d)]			TEC 37.006(d)-(e) ✓		

Other Misconduct

Misconduct	ISS, detention, or other local disciplinary techniques	Out-of- school suspension up to 3 days	DAEP	Expulsion	Notes
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				TEC 37.007(b) ✓	
Stealing	*	*	*		
Other violations of SCOC	*	*	*		

EXHIBIT A

SGLC ASSIGNMENT COMPLETED

THIS LETTER MUST BE PRESENTED AT THE ASSISTANT PRINCIPAL'S OFFICE

Date: _____

Student: _____

Dear Parents:

Your child, _____, was assigned to SGLC with the stipulation that he/she would demonstrate appropriate behavior and earn each day he/she attended classes. The behavior was monitored with a student disciplinary contract that you were to sign daily. We have reviewed your child's disciplinary contracts and have found the following:

 X The student **COMPLETED** the assignment to SGLC successfully and **MAY RETURN** to his/her campus.

A parent or guardian must accompany your child to report to his/her campus on _____ and present him/herself to _____, Assistant Principal, **WITH THIS LETTER.** The Assistant Principal will meet with both of you and then refer the student to a counselor so that they may receive his/her class schedule.

We encourage you, the parents, to remain active in monitoring your child's attendance, behavior and academic progress so that your child will be successful at his/her campus and NOT RETURN TO THE SGLC.

Respectfully,

SGLC Principal

_____ 504 Student

_____ SpEd Student

_____ ESL Student

EXHIBIT B

SGLC Early Exit

THIS LETTER MUST BE PRESENTED AT THE ASSISTANT PRINCIPAL'S OFFICE

DATE: _____

STUDENT: _____

☐ San Felipe Memorial Middle School

☐ Del Rio Middle School

☐ Del Rio Freshman School

☐ Del Rio High School

Dear Campus Administrator:

After an **“Early Exit”** review, it was determined that _____ would return to his/her campus on _____ and present him/herself to the Assistant Principal to sign a Behavior Contract. Both the student and parent understand that should _____ fail to maintain the requirements of that contract, he/she will be returned to the SGLC until the completion of his original assignment, _____.

If you have any questions about this student, please do not hesitate to contact me at ext. 4452.

Respectfully,

SGLC Principal

____ 504 Student

____ Sp.Ed. Student

____ ESL Student

STUDENT RECORDS

FL
(REGULATION)

DISCIPLINE RECORDS	<p>The District will maintain a discipline card for each student. Discipline records will include the following:</p> <ol style="list-style-type: none">1. Instances of the student being referred to the office for disciplinary reasons.2. Calls or conferences held with a parent regarding the student's behavior.3. Assignments to detention and the number of days the student is assigned.4. Assignments to in-school suspension and the number of days the student is assigned.5. Instances of corporal punishment, administered according to District policy; the name of the person administering it, and the name of the witness. [See also FO]6. Instances of out-of-school suspension and the number of days the student is suspended.7. Placements in a disciplinary alternate education program (DAEP) and the length of the placements.8. Instances of expulsion and the length of the expulsions.
RECORDS OF DISTRICT'S POLICE	<p>Records maintained by the District's police force will be maintained in a place separate from a student's academic records, in accordance with federal law.</p>
NOTICES FROM LOCAL LAW ENFORCEMENT	<p>Information received by the District about a student, under Article 15.27, Code of Criminal Procedure, will be maintained separately from the student's permanent academic file. The District will destroy all such information at the end of the school year in which the information was received.</p>

Discipline Audits

- **425 PEIMS** – Fataals, Special Warnings & timely corrections
- **Action** - Attendance correlation with discipline action details
- **Comments** - Corresponding with coding
- **Expulsions** – Unauthorized, supporting documentation and level decision to rescind
- **Incident #** - Matching incident #s require matching offense
- **Length of action assignment** – OSS and emergency placement
- **Placements** – Unauthorized, supporting documentation and level decision to rescind
- **Referral** – Filed, complete, and with supporting documentation
- **Referral and Skyward** - Entered in Skyward and filed at campus
- **Special Ed** – Has the department been notified?
- **Timely edits and entry** – Within the six weeks reporting period

Attendance required at trainings and bring requested materials.

