### GENERAL INFORMATION

| 1. What do schools need to know about discipline? | • Under TEC 37.008(m-1), failure to report all disciplinary removals and truancy 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.  
• A trained administrator will determine the correct codes and may forward discipline information to data-entry personnel. **In no case should data entry/clerical personnel be responsible for determining disciplinary coding.** |
| 2. Foster Children – What do schools need to know? | • TEA requires school district’s to provide notice to a foster child’s educational decision-maker and caseworker regarding certain events that may significantly impact the child’s education (HB 2619). Be sure to notify the student’s caregiver and case manager if he/she is removed from class due to suspension, in-school suspension, DAEP referral or JJAEP referral. List the case manager’s contact information on the student’s Chancery Contacts screen. |
| 3. Discipline Records Reviews – What do schools need to know? | • Federal and State Compliance (FSC) analysts conduct manual discipline records reviews each year for all HISD schools.  
• An analyst assigned to the school will contact campus PEIMS discipline designees to schedule a visit.  
• **Empty folders are not acceptable.**  
• Discipline contacts **DO NOT** need to be present during the review. |
| 4. When are discipline reviews conducted? | • The reviews begin January and continue through June. |

### DOCUMENTATION

| 1. What documentation does a typical discipline folder include? | PEIMS discipline contacts must be sure that every student with a **PEIMS reportable** discipline removal has a discipline referral form, parent notification letter, **and** a discipline folder labeled with the **student’s full name, ID and Grade.** |
| 2. Where can schools find current information on disciplinary codes and documentation requirements? | **EACH YEAR**, schools should download the following from the FSC website, [http://www.houstonisd.org/Domain/8334](http://www.houstonisd.org/Domain/8334).  
• Forms and Documents  
• Offenses – Consequences Charts  
• Parent Notification Letters (In/Out-of-School Suspension)  
• PEIMS Appendix E – Additional Information Related to Discipline  
• Training Materials |
## 2016 – 2017 Discipline Review Preparation &
Frequently Asked Questions Guide

### 3. Where can schools find additional discipline resources?

Additional resources are on the Student Discipline website, [http://www.houstonisd.org/Domain/15184](http://www.houstonisd.org/Domain/15184)

- Anti-Bullying Resources
- Code of Student Conduct
- DAEP and JJAEP Parent Notification Letters
- DAEP/JJAEP Online Referral Application (for administrators only), [http://prodnet.houstonisd.org/DAEP/Login.aspx](http://prodnet.houstonisd.org/DAEP/Login.aspx)
- Discipline Overview Process
- Expulsion Process
- Victim of Violent Crime Letter

### 4. Discipline Referral Form – What do schools need to know?

- A Discipline Referral Form is **REQUIRED** for all PEIMS disciplinary events.
- FSC highly recommends the HISD Discipline Referral Template because it fulfills all the PEIMS requirements.
- The administrator **MUST** complete the referral and sign and date it **BEFORE** the data is entered into Chancery. *No signature/date stamps or copies.*
- The referral **MUST** be completed in ink or typed with all required information:
  - Student’s legal name, grade, sex/gender
  - Campus name
  - Date of referral
  - Incident date, description and number,
  - PEIMS reason and action codes,
  - Days/dates assigned for all removals (ISS/OSS/DAEP/JJAEP)
  - Discrepancy Reason
  - Campus of assignment and responsibility
  - Police/ARMS# (if required)
  - **VERY IMPORTANT:** **NEVER** send home discipline documentation that includes the names of other students (per HISD Legal Department).

### 5. Parent Notification Letters – What do schools need to know?

- **Parent Notification Letters are REQUIRED** for all disciplinary removals:
  - In-School Suspension (ISS)
  - Out-of School Suspension (OSS)
  - District Alternative Education Placement (DAEP)
  - Juvenile Justice Alternative Education Placements (JJAEP)
- The incident description on the referral and letter **MUST** be accurate and match.
- Keep signed copies of parent notification letters in the student’s discipline folder behind the referral.

### 6. DAEP Referrals – What documentation is required in the student’s folder?

- **Copy of the DAEP Placement Letter** that was sent to the parent stating the beginning and end date of the placement and a description of the appeals process. *(Student must be at least 6)*
- **Copy of the DAEP On-line Referral Application. The administrator must print it.**
### 7. JJAEP Referrals – What documentation is required in the student’s folder?

- **Copy of the JJAEP On-line Referral Application.** *The administrator must print it.*
- **Copy of Letter of Recommended Expulsion** sent to the parent (state the reason for the expulsion, the recommended beginning and end date of the expulsion, and a date for the expulsion hearing. (Student is at least 10 Years Old)
- **Copy of the Expulsion Letter** sent to the parents (include the beginning date and end date of the expulsion).
- An accurate record of the expulsion hearing must be in the student’s folder for any student who has committed an expellable offense.
- When an expulsion hearing is waived, the supporting documentation must be in writing and signed by the student and parent.
- Copy of the final written order expelling the student (if student is expelled)
- **Documentation of an MDR’s findings and signature page(s)** (for special education students)
- **Copy of the victim parental letter** must be on file with the appropriate signatures; *Action Reason Code is 17, 18, 19, 28, 30 or 32.* (if required)
- **VERY IMPORTANT:** If the student withdraws prior to the discipline disposition, the action (due process) must be completed in the student’s absence and filed in the student’s folder. All subsequent dates in Chancery must be dated on or before the actual date of the student’s withdrawal from school.

### 8. Correcting manual documentation - What are the guidelines?

- To correct a documentation error, the administrator must draw a line through the error, make the correction, and then initial and date it.
- **VERY IMPORTANT:** **NEVER** use correction fluid/tape to modify documentation.

### 9. What is the retention schedule for student discipline records?

See the HISD Records Retention Schedule for Schools, [http://www.houstonisd.org/Page/31617](http://www.houstonisd.org/Page/31617).

### COMPLIANCE REVIEWS

<table>
<thead>
<tr>
<th>1. Which records are included in the review?</th>
<th><strong>The analyst will review</strong> will review manual PEIMS discipline records as follows:</th>
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<td>• Up to 100 records (includes mandatory DAEP and JJAEP placements)</td>
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2. How can schools prepare for a discipline review?

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<th>Campus discipline contacts must be sure to:</th>
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<td>• Attend/complete the annual FSC PEIMS Discipline Training.</td>
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<td>• Contact your assigned senior compliance analyst assigned with any questions.</td>
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<td>• Keep discipline folders in secured location.</td>
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<tr>
<td>• Maintain a discipline folder for any student that has been removed from his/her regularly scheduled class for a PEIMS disciplinary event.</td>
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<tr>
<td>• Monitor the manual documentation and the Chancery data to be sure that both are accurate.</td>
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3. What happens after the discipline records review?

| The analyst will debrief the findings with the principal and/or PEIMS contact(s). |
| The principal/coordinator and the senior compliance analyst will sign and date all review forms. |
| The campus can make copies of the review forms for their records. |
| The original review forms will be filed in the Federal and State Compliance Department. |

4. What is the significance of the review findings?

| The review findings will identify anomalies in data and/or documentation that campuses MUST address prior to the Summer PEIMS Submission. |
| Campuses must update or complete discipline documentation as required. |
| Schools must contact their assigned analyst with any questions. |
| Schools are accountable for inaccurate data that is submitted to PEIMS. |

5. Will non-compliant schools receive follow-up support?

| YES, FSC will follow up with non-compliant schools. Noncompliance is < 80%. |

6. Can the campus principal request a discipline records review?

| YES, the campus principal can call FSC at 713-556-6753 or email his/her assigned senior compliance analyst to request a discipline records review at any time during the school year. |

**RESOURCES**

Federal and State Compliance  
4400 West 18th Street, Level 3NE  
Houston, Texas 77092  
Office Phone: 713-556-6753  
FAX: 713-556-6782

The following resources are also on the FSC website, [http://www.houstonisd.org/Domain/8334](http://www.houstonisd.org/Domain/8334):

- HISD Data Quality Manual
- HISD School Guidelines

The [Student Attendance Accounting Handbook (SAAH)](http://tea.texas.gov/index2.aspx?id=25769817607) contains the official attendance accounting requirements that all public school districts and open-enrollment charter schools in Texas must meet.