

Edward Manzano Jr., Middle School



2580 W. Alton Gloor Brownsville, Texas 78520
Phone (956) 548-9800 - Fax (956) 548-6772



Marisol Ayala-Trevino
Principal

Melody Middleton
Assistant Principal

Esmeralda Salazar
Dean of Instruction

Norma J. Frausto
Assistant Principal

Dr. René Gutiérrez
Superintendent

Alma Cardenas-Rubio
Area Asst. Superintendent

DISCIPLINE MANAGEMENT PLAN

2019-2020

IMPORTANT INFORMATION TO CONSIDER:

- Students should be aware of the procedures that will be in place for the grade level.
- Students in ITS should always have assignments to work on that will be provided by Team.
- Students should be treated fairly and rules applied consistently by every teacher.
- Students should be made aware of procedure/s that were not followed in a timely manner.
- Consistency is the key to any campus and classroom discipline plan.

NON-NEGOTIABLE:

- All teachers will post the discipline plan and grade level procedures in their classrooms.
- All teachers will review discipline plan with students in homeroom class.
- Students will be assigned ITS/OSS or other upon reaching the 5th offense.
- No student will be sent to ITS without a behavior referral and ITS assignment.
- Teachers must have documentation of prior parent contact before sending a student to the office.
- All prior teacher actions must be documented in eSchoolPLUS prior to any referral.
- Be prepared to provide to administration documentation of prior actions taken by the teacher.
- Severe infractions such as fighting, weapons, drugs and assaults will be handled by campus administration.

NOTE: *Discipline administrator will contact parent via phone call and/or copy discipline referral. Students who misbehave in ITS will be in danger of an Out of School Suspension (OSS) or a BAC recommendation for their persistent misbehavior.

***For students receiving services through special education please make sure to follow the Behavior Intervention Plan in conjunction with the discipline plan and coordinate with folder teacher for behavior interventions.**

Strong classroom management is the key to a successful campus discipline plan!

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1ST OFFENSE ----- Documentation in eSchoolPLUS / WARNING & REDIRECT / AND Parent Contact (document in parent log).

2nd OFFENSE ----- Documentation in eSchoolPLUS / TEACHER (TEAM) -STUDENT CONFERENCE / Parent Contact (document in parent log) / and required counselor referral/contact.

3rd OFFENSE ----- Documentation in eSchoolPLUS/REQUIRED COUNSELOR REFERRAL-VISIT (Counselor-Student documentation along with Teacher-TEAM documentation)/ and Parent Contact (document in parent log).

4th OFFENSE ----- Documentation in eSchoolPLUS/MANDATORY TEAM-PARENT-STUDENT-COUNSELOR Conference (document appropriately).

5th OFFENSE -----OFFICE REFERRAL to administration with all supporting documentation provided to administrator.

- Behavior Referral in eSCHOOLPLUS must be completed prior to sending a student to the office.
- Page front office and request security to Room # _____. Student will escorted by security or hall monitor to the front office.

*If behavior is considered a severe emergency or safety concern – page for security to escort student to office and immediately follow-up in eSchoolPLUS.

No student is to be sent to the office without a security escort.

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