ALAMO HEIGHTS HIGH SCHOOL
STUDENT CONDUCT AND DISCIPLINE

Section I. Discipline Management Plan

The following information outlines discipline regulations for all students of Alamo Heights High School and serves as an addendum to the **Student Code of Conduct** that is posted on the Alamo Heights Independent School District Webpage, www.ahisd.net, and included in this Handbook. Students are responsible for knowing the contents of the **Student Code of Conduct**, and **Alamo Heights High School Discipline Management Plan**. Rules and regulations outlined in this document and in the **Student Code of Conduct** apply to all Alamo Heights High School students on any district property or while attending any school event.

Students violating the **Student Code of Conduct** or rules outlined in the Alamo Heights High School **Discipline Management Plan** will be held responsible for their behavior and will be subject to disciplinary consequences. Special Education students with Individualized Educational Plans (IEPs) for discipline may have different consequences than those outlined below.

Student Conduct Expectations: Students are expected to conduct themselves in a courteous and respectful manner at all times with all people. Student conflicts (with other students or teachers) should be brought to the administration's attention for appropriate mediation prior to any school disruptions.

For purposes of this information,

- **LD** refers to a 30 minute lunch detention: 12:25 - 12:55
- **SD** refers to a 2 hour or 4 hour Saturday detention: 8:00-10:00 or 8:00-12:00
- **OS** (Overnight Suspension) means a student may not return to school the following day without a parent. Failure to return with a parent will be considered an unexcused absence.
- **ISS** refers to on campus in-school suspension (8:40-4:00) – regardless of student's schedule
- **OCS** refers to off-campus suspension
- **DAEP** refers to off-campus placement in the Robbins Disciplinary Alternative Education Center. For each offense that requires a DAEP placement the number in parentheses indicates the typical number of school days for that particular offense. However the Administration will make the determination regarding the actual number of placement days.
- **Expulsion** - refers to removal to the Bexar County Juvenile Justice Academy (JJA)

GENERAL CAMPUS DISCIPLINARY GUIDELINES

AHHS Teachers are expected to handle the first level of classroom consequences with the following:

1. Conference with student
2. Communication to parent about specific incident(s)
3. Written referral to the office with date of parent contact included.

However, if a situation warrants immediate removal from the classroom, teachers will contact the office for an administrator. AHHS Teachers/Staff will provide Administration written documentation of the infraction through the on-line referral system.

Consequences described below are general campus disciplinary guidelines and may be increased or decreased in compliance with the AHISD Student Code of Conduct. Discipline Management Techniques Discipline shall be designed to improve conduct and to encourage students to adhere to their responsibilities as members of the school community. Disciplinary action shall draw on the professional judgment of teachers and administrators and on a range of discipline management techniques, including restorative discipline practices. Discipline shall be correlated to the seriousness of the offense, the student's age and grade level, the frequency of misbehavior, the student's attitude, the effect of the misconduct on the school environment, and statutory requirements.

Because of these factors, discipline for a particular offense, including misconduct in a district vehicle owned or operated by the district, unless otherwise specified by law, may bring into consideration varying techniques and responses.

Techniques The following discipline management techniques may be used alone, in combination, or as part of progressive interventions for behavior prohibited by the Student Code of Conduct or by campus or classroom rules:

- Verbal correction, oral or written.
- Cooling-off time or "time-out."
- Seating changes within the classroom or vehicles owned or operated by the district.
- Temporary confiscation of items that disrupt the educational process.
- Rewards or demerits.
- Behavioral contracts.
- Counseling by teachers, school counselors, or administrative personnel.
- Parent-teacher conferences.
- Behavior coaching.
- Anger management classes.

• Mediation (victim-offender).
• Classroom circles.
• Family group conferencing
• Grade reductions for cheating, plagiarism, and as otherwise permitted by policy.
• Detention, including outside regular school hours.
• Sending the student to the office or other assigned area, or to in-school suspension.
• Assignment of school duties, such as cleaning or picking up litter.
• Withdrawal of privileges, such as participation in extracurricular activities, eligibility for seeking and holding honorary offices, or membership in school-sponsored clubs and organizations.
• Penalties identified in individual student organizations' extracurricular standards of behavior.
• Restriction or revocation of district transportation privileges.
• School-assessed and school-administered probation.
• Out-of-school suspension, as specified in the Out-of-School Suspension section of this Code.
• Placement in a DAEP, as specified in the DAEP section of this Code. 10
• Placement and/or expulsion in an alternative educational setting, as specified in the Placement and/or Expulsion for Certain Offenses section of this Code.
• Expulsion, as specified in the Expulsion section of this Code.
• Referral to an outside agency or legal authority for criminal prosecution in addition to disciplinary measures imposed by the district.
• Other strategies and consequences as determined by school officials

Academic Integrity/Cheating
See guidelines found at ahisd.net

Alcohol
Selling, giving, or delivering to another person or possessing, using, or being under the influence of any amount of alcohol

- Police notification for possible criminal charges
- Parent notification
- Suspension up to three days
- DAEP - 30 school days

Arrested Students
A District student at school may be subject to arrest or apprehension by a law enforcement officer while at school. The appropriate campus administrator shall promptly notify a student's parent by phone or in person of any violation that may result in in-school or out-of-school suspension, placement in a DAEP, placement in a JJAEP, or expulsion. The appropriate campus administrator shall also notify a student's parent if the student is taken into custody by a law

enforcement officer under the disciplinary provisions of the Education Code. A good faith effort shall be made on the day the action was taken to provide to the student for delivery to the student's parent written notification of the disciplinary action. If the parent has not been reached by telephone or in person by 5:00 p.m. of the first business day after the day the disciplinary action was taken, the appropriate campus administrator shall send written notification by U.S. Mail. If the appropriate campus administrator is not able to provide notice to the parent, the principal or designee shall provide the notice. Before the principal or appropriate administrator assigns a student under age 18 to detention outside regular school hours, notice shall be given to the student's parent to inform him or her of the reason for the detention and permit arrangements for necessary transportation. (Pg 10 SOCO)

Assault

TITLE 5. OFFENSES AGAINST THE PERSON
CHAPTER 22. ASSAULTIVE OFFENSES
Sec. 22.01. ASSAULT. (a) A person commits an offense if the person:

(1) intentionally, knowingly, or recklessly causes bodily injury to another, including the person's spouse;
(2) intentionally or knowingly threatens another with imminent bodily injury, including the person's spouse; or
(3) intentionally or knowingly causes physical contact with another when the person knows or should reasonably believe that the other will regard the contact as offensive or provocative.

- Police notification for possible criminal charges (Parent may choose to press charges)
- Parent notification
- Suspension (1-3 days)
- DAEP (60 school days)
- Expulsion

Cell Phone and Personal Electronic Device Policy

1. In accordance with campus expectations and state guidelines, the use of cell phones and other personal electronic devices (including smart watches or fitness trackers with messaging or calling capabilities, Bluetooth earbuds or headphones, personal tablets and computers, two-way radios, pagers, or any other device capable of telecommunication or digital communication) is prohibited during instructional time. Personal electronic devices are prohibited **anytime a student is on campus during the instructional day**, regardless of schedule, activity, or class status. The expectation applies bell-to-bell and includes passing periods, transitions, holding areas, school-sponsored activities occurring

on campus, and any other time a student is present on school grounds during the school day. Devices must remain powered off and stored out of sight until the dismissal bell.

2. The use of cell phones or any device capable of capturing images is strictly prohibited in locker rooms or restroom areas while at school or at a school-related or school-sponsored event.
3. Students are prohibited from possessing, sending, forwarding, posting, accessing, or displaying electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.

1st Offense

- Device confiscated; student may pick up at the end of the day (4:00 - 4:30 PM) in the main office
- Parent contact
- 1 day LD

2nd Offense

- Device confiscated; parent must pick up after 24 hours*
- 2 days LD
- Pick-up times: 8:15–8:45 AM or 3:30–4:30 PM only

3rd Offense

- Device confiscated; parent must pick up after 48 hours*
- 4-hour Saturday detention
- Pick-up times: 8:15–8:45 AM or 3:30–4:30 PM only

4th Offense and Subsequent Offenses

- Extended hold times* and parent pickup required
- ISS and/or OSS may be assigned depending on prior occurrences
- Repeated violations may result in DAEP placement for persistent misbehavior

- Refusal to surrender a device when requested by staff will be considered insubordination and may result in **ISS** or **Out-of-School Suspension (OSS)**, depending on the severity of the incident. Repeated refusal will result in progressive disciplinary consequences.
- More than **two** cell phone violations will result in a loss of exam exemption privileges for the semester
- **Any** out of school suspension placement also results in the loss of exam exemptions.

- Additional disciplinary action may be administered based on the severity, frequency, or specific circumstances of the incident, at the discretion of the campus administrator.

***Holds count in school days.**
For cellphone violations requiring a 24-hour or 48-hour hold, 'hours' are counted in **school days when students are in session**, not calendar hours. Weekends, student holidays, and days school is not in session **do not** count toward the hold. A '24-hour hold' equals **one full school day**; a '48-hour hold' equals **two full school days**. Devices are released only during posted pickup windows.

Pickup windows: 8:15–8:45 AM or 3:30–4:30 PM (parent/guardian with ID for 2nd+ offenses).

Checking In and Out of School
Upon returning to school after an absence, students MUST report to the Attendance Office, prior to returning to class, with a parent or guardian note explaining their absence. **Students who have an appointment with a health professional should bring a doctor's note upon returning to campus.** If a student needs to leave school for any reason, the student **MUST** check out through the attendance office.

Classroom Disruptions / Insubordination / Persistent Misbehavior / Misbehavior with a Substitute
Conference and student MAY be retained in the office for the remainder of the period

1. 2 hr. Saturday Detention Hall
2. 4 hr. Saturday Detention Hall
3. 1 day ISS
4. 2 days ISS
5. 3 days of ISS

*Additional disciplinary action may be administered based on the severity, frequency, or specific circumstances of the incident, at the discretion of the campus administrator.

Computer Offenses - Acceptable Use Policy (AUP)
Any violation of the acceptable use policy could result in the following:

1. LD, SD, or ISS + parent notification
2. ISS with parent conference and/or removal of computer privileges at school
3. ISS and/or removal of computer privileges for the rest of the year

Additional consequences may be administered depending on the severity of the offense* (e.g. inappropriate websites) even on the first offense. *Including, but not limited to, the loss of district/personal electronic technology use while enrolled at AHISD.

Drugs
Selling, giving, or delivering to another person or possessing or using any amount of Drugs (including prescription) /Weapons/ or Drug Paraphernalia or being under the influence of any amount of Drugs (including prescription).

- Police notification for possible criminal charges
- Parent notification (See notification under Arrests)
- Suspension (up to three days)
- DAEP (30-45 school days)
- Expulsion

Drug Searches
In order to ensure a drug-free learning environment, the District conducts drug searches of the school facilities. During these drug searches, lockers, hallways, classrooms, grounds, vehicles, etc. are subject to dog checks by trained dogs at any time. If a dog alerts to a locker, a vehicle, or an item in a classroom, school officials may search that item.

E-Cigarette (Vape) - THC/Controlled Substance
Possession or use of an e-cigarette (vape) device containing THC or any controlled substance, on or off campus.

1. DAEP (45 school days)
2. Expulsion (second offense)

E-Cigarette (Vape) - Nicotine/Non-Controlled Substance
Possession or use of an e-cigarette (vape) device containing nicotine or any non-controlled substance, on or off campus.

1. DAEP (10 days)
2. DAEP (20 days)

Extracurricular Code
See Extracurricular at ahisd.net.

Fighting (Mutual combat)

- Police notification for possible criminal charges
- Parent notification
- ISS/ *OSS
- Suspension (1-3 days)

- DAEP (5 days)

*Additional disciplinary action may be administered based on the severity, frequency, or specific circumstances of the incident, at the discretion of the campus administrator.

Graffiti/Vandalism (ei. Writing on desk, tables, walls, in bathrooms, etc.)

1. Police notification for possible criminal charges
2. Parent notification

Depending upon the severity of the damage the following can be applied:

- LD or SD
- ISS
- DAEP (30-45 days)
- Restitution may be required
- Expulsion

Interrogations and Searches

School officials may search a student's outer clothing, pockets, backpacks, purses or other property (including cell phones, cameras and other electronic devices) by establishing reasonable cause or by consent. Vehicles on district property or within 300 feet of district property are also subject to search.

Areas such as lockers, which are owned and jointly controlled by the District, may be searched if reasonable cause exists to believe that contraband is inside the locker. Students shall not place, keep or maintain any article or material in school-owned lockers that is forbidden by District policy or that would lead school officials to reasonably believe that it would cause a substantial disruption on school property or at a school-sponsored or school-related function.

Administrators and teachers have the right to question students regarding their conduct or the conduct of others.

Littering/Failure to clean up trash

- Student Conference / clean up
- Meet Custodial Staff that oversees lunch and help clean up
- 1 day of campus cleanup at lunch
- 2 days LD

Lunch

Off campus Privileges

- Only Junior and Seniors are allowed to leave campus

- Juniors and Seniors must show school ID to leave campus
- Freshmen and sophomores may not leave campus during lunch. Underclassmen must get a pass from a teacher or administrator before going to their cars during school hours. Students who are found to have left campus for lunch will be held accountable for the consequences under **Truancy**.

Food deliveries are not allowed

1. Parent Contact & 1 LD
2. 2 day LD
3. 4 Hr. SD

No Show to detention

1. Reset lunch/after school/saturday detention & an extra detention is added
2. 2 hr. Detention Hall
3. 4 hr. Saturday Detention Hall
4. 1 day ISS

Parking Permits/Reckless Driving

Parking at the high school is a privilege. Students must always have a parking tag displayed and must always park in designated student parking. Failure to do so will result in your car being towed and/or loss of parking privileges on campus. Reckless driving on campus may result in the loss of driving/parking privileges on campus. See the parking terms of agreement.

Physical Restraint

Any District employee may, within the scope of the employee's duties, use and apply physical restraint to a student that the employee reasonably believes is necessary in order to:

- Protect a person, including the person using physical restraint, from physical injury;
- Obtain possession of a weapon or other dangerous object;
- Protect property from serious damage;
- Remove from a specific location a student refusing a lawful command of a school employee, including a classroom or other school property, in order to restore order or impose disciplinary measures;
- Restrain an irrational student; or
- Prevent student from fleeing when fleeing would put self or others in danger.

Profanity

1. Parent Notification
2. General profanity (hallway, etc.) – 2 days LD

3. Profanity in the classroom – 1 day ISS
4. Profanity toward a staff member – suspension or ISS

*Additional disciplinary action may be administered based on the severity, frequency, or specific circumstances of the incident, at the discretion of the campus administrator.

Tardy Policy

1. 1st- 4th Handled by teacher (Parent contact)
2. 5th tardy - 2 days LD
3. 6th tardy - 2 hr. SD
4. 7th Tardy - 4 hr. SD

Theft (minor – cafeteria)

1. 1 day ISS*
2. 3 days ISS*
3. 5 Days ISS*

*With restitution

Theft (major)

1. ISS *
2. Suspension*
3. DAEP*

*With restitution of damages
*if >$1500.00 then DAEP or expulsion

*Additional disciplinary action may be administered based on the severity, frequency, or specific circumstances of the incident, at the discretion of the campus administrator.

Tobacco Product - Possession /Use On or Off Campus

1. ISS - 3 Days
2. ISS - 5 Days/OSS*
3. DAEP - 10 Days

*Additional disciplinary action may be administered based on the severity, frequency, or specific circumstances of the incident, at the discretion of the campus administrator.

Truancy

1. 2 hr. SD*
2. 4 hr. SD*

3. 1 day ISS*
4. 2 days ISS*
5. 3 days ISS *

*Additional disciplinary action may be administered based on the severity, frequency, or specific circumstances of the incident, at the discretion of the campus administrator.

Unsportsmanlike Conduct at a School Event.

Acceptable conduct is rooting FOR our school. Unacceptable conduct would include, but is not limited to: name calling, inappropriate banners or signs, using inappropriate language, harassing other players, officials, parents, fans, etc.

1st offense

- Removal from the event
- 2 weeks of probation (may not attend any school event)
- Parent conference + 4 hours SD

2nd offense

- Banned from all events for the remainder of the year + 4 hours SD

Unsuccessful in ISS

1. Additional day ISS
2. Overnight Suspension pending Parent Conference
3. 2 days ISS