

**ALAMO HEIGHTS JUNIOR SCHOOL**  
**GUIDELINES FOR DISCIPLINE CONSEQUENCES**

The Student Code of Conduct (SCOC) and the student handbook should be referred to for detailed explanations and consistency regarding disciplinary procedures.

Disciplinary abbreviations are as follows:

- **LD** refers to a 45 minute lunch detention: 4th pd. 11:15-12:00, 5th pd. 12:05-12:50 or 6<sup>th</sup> pd. 12:55-1:40
- **ASD** refers to a 75 minute after school detention: 4:15-5:30
- **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 (8:45-4:00) – regardless of student's schedule.
- **Suspension** refers to off-campus suspension.
- **DAEP** refers to off-campus placement in the Disciplinary Alternative Education Placement at the Robbins Building. 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

**Parent Contact is expected within 24 hours when a student is brought into the office regarding any disciplinary issue.**

\**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. (Pg. 8 SCOC). In all cases, the campus administrator shall take into consideration mitigating factors, such as (1) self-defense (see SCOC); (2) intent or lack of intent at the time the student engaged in the conduct; (3) the student's disciplinary history; (4) a disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct; (5) a student's status in the conservatorship of the Department of Family and Protective Services (foster care); or (6) a student's status as homeless.

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. (Pg. 8 SCOC)

**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 (Pg. 9-10 SOCO)

## **FREQUENTLY USED GUIDELINES**

### **Cell Phones**

1. Verbal warning, student puts phone away.
2. Teacher picks up and takes to the AP office, returned at end of day in AP office. Parent notified by teacher.
3. Confiscate, turn into office, and return to parents at end of the current week. Parent notified by teacher.
4. Confiscate, turn into office, parent and student conference with administrator.
5. Confiscate, parent notified by administrator, & 2 hr detention.

Failure to give up the cell phone to the teacher or administrator may result in d-hall or ISS.

### **Classroom Disruptions/Insubordination/Persistent Misbehavior/Misbehavior with Sub, or Failure to follow safety guidelines, ie. wearing mask, social distancing, following designated traffic pattern.**

Conference and student MAY be retained for remainder of period in AP office.

1. Warning
2. LD (1-3 days)
3. ASD
4. Saturday School
5. ISS (1, 2 or 3 days)
6. Suspension/DAEP

## **Lunch**

### Off campus Privileges

1. Junior School students are not allowed to leave campus for lunch.
2. Students who are found to have left campus for lunch will be held accountable for the consequences under **Truancy**. Students not authorized for off campus lunch privileges will be:
  1. Warned and directed back to lunch campus
  2. Parent contacted
  3. 1 day LD
  4. 3 days LD

### Food deliveries are not allowed

1. Warning and Parent Contact
2. Parent Contact & 1 day LD
3. Parent Contact & 2 days LD
4. Parent Contact & 3 days LD

### **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

### **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 + 2 days ISS

### **\*Tardy Policy**

- 1<sup>st</sup>- 3<sup>rd</sup> Handled by teacher (student and parent contact)
- 4th tardy - 1 day LD
- 5th tardy - 2 days LD
- 6th tardy - 2 hr. AD/SD Hall
- 7th Tardy - 4 hr. Saturday Detention Hall

After 10 mins students are to be marked absent.

### **Tobacco Products \*e-cigarettes, vaping- Possession/Use On or Off Campus**

1. ISS - 3 Days
2. ISS - 5 Days
3. DAEP - 10 Days

## **Truancy**

1. 2 hr. Thursday/Saturday Detention Hall;
2. 4 hr. Saturday Detention Hall
3. ISS (1, 2 or 3 days)

## **MISCELLANEOUS GUIDELINES**

### **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.

1. Police notification for possible criminal charges (Parent may choose to press charges)
2. Parent notification
3. Suspension (1-3 days)
4. DAEP (30 school days)
5. Expulsion

## **Alcohol**

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

1. Police notification for possible criminal charges
2. Parent notification
3. Suspension up to three days
4. DAEP - 30 school days

## **Attendance**

Personal or family illness verified by a note from parent/guardian may not to exceed a total of nine (9) days in a school year.

**\*Cheating/Plagiarism: See [Academic Integrity Guidelines & Procedures](#) on the AHISD website**

## **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.

## **Computer Offenses - Acceptable Use Policy (AUP)**

Any violation of the acceptable use policy could result in the following:

- 1<sup>st</sup> offense- LD, AD, SD, or ISS + parent notification
- 2<sup>nd</sup> offense – ISS with parent conference and/or removal of computer privileges at school
- 3<sup>rd</sup> offense- 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).

1. Police notification for possible criminal charges
2. Parent notification (See notification under Arrests)
3. Suspension (up to three days)
4. DAEP (30 school days)
5. 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.

**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:
- a. LD, AD, SD,
  - b. ISS
  - c. DAEP (30 school days)
  - d. Restitution may be required
  - e. Expulsion

**Extracurricular Code: See [Extracurricular Code Guidelines on AHISD Website](#)**

**Fighting (Mutual combat)**

1. Police notification if needed for possible criminal charges
2. Parent notification
3. ISS (1, 2 or 3 days)
4. Suspension (1-3 days)
5. OS/DAEP (10 school days)

Recording of Fighting/Inappropriate use of cell phone.

1. 2 hours detention
2. 1 day ISS
3. 3 days ISS

**Harassment** of a student based on the student's race, color, religion, sex, gender, national origin, disability, age, or any other basis prohibited by law is prohibited [SCOC and FFH(LOCAL)].

Note: Assignments for personal reflection, research, letters of apology, etc., may be used in conjunction with the actions below to reinforce growth, learning, and repair relationships.

- 1<sup>st</sup> offense: one counseling session (at least 30 minutes) with an AHISD counselor; one lunch detention; notification to coach/sponsor of extracurricular activity.
- 2<sup>nd</sup> offense: two counseling sessions (at least 30 minutes each) with an AHISD counselor; five days of lunch detention; one-week suspension from extracurricular activity.
- 3<sup>rd</sup> offense: three counseling sessions (at least 30 minutes each) with an AHISD counselor; three days of ISS; 30-day suspension from extracurricular activity.

**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 lock-ers that is forbidden by District policy or that would lead school officials to reasonably believe that it would cause a substantial dis-ruption 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**

1. Student Conference / clean up
2. Meet Custodial Staff that oversees lunch and help clean up
3. 1 day of campus cleanup at lunch
4. 2 days LD

### **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:

1. Protect a person, including the person using physical restraint, from physical injury;
2. Obtain possession of a weapon or other dangerous object;
3. Protect property from serious damage;
4. Remove from a specific location a stu-dent refusing a lawful command of a school employee, including a classroom or other school property, in order to re-store order or impose disciplinary mea-sures;
5. Restrain an irrational student; or
6. Prevent student from fleeing when fleeing would put self or others in danger.

### **Theft (minor – cafeteria)**

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

\*With restitution

### **Theft (major)**

1. 5 days ISS\*
2. 7 days ISS \*
3. 1-3 days OCS + DAEP\*

\*With restitution of damages

\*if >\$1500.00 then DAEP or expulsion

### **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.

1. Removal from the event
2. 2 weeks of probation (may not attend any school event)
3. Parent conference + 4 hours SD
4. Banned from all events for the remainder of the year + 4 hours SD