

## AHS Eagle Policies 2019-2020



*Learning for life through rigor, relevance and relationships.*

*The Eagle Policies are located on the AHS website. Any student who violates these policies shall be subject to disciplinary action. These policies and practices may be altered at any time by the administrative team to better meet the needs of the campus. This document does not include all policies written in the Humble ISD Parent/Student Handbook.*

## **AHS Eagle Policies 2019-2020**

### **AFFECTION (Demonstrations of):**

Inappropriate demonstrations of affection while on the school campus or at a school-sponsored event may result in parent contact and/or school consequences.

### **AFTER SCHOOL:**

If students are on campus after school for official school business such as tutoring, club activities, or athletic events they **MUST** be supervised by an AHS staff member. The hallways will be cleared and “main street” gates lowered by administration at 3:00 PM each day. Students waiting for a ride must remain outside the building unless approved by Humble ISD Central Office. **For safety reasons, students who do not have official school business on campus must be off school grounds by 3:00 PM.**

### **Conduct Before and After School**

Teachers and administrators have full authority over student conduct at before- or after-school activities on district premises and at school-sponsored events off district premises, such as play rehearsals, club meetings, athletic practices, and special study groups or tutorials. Students are subject to the same rules of conduct that apply during the instructional day and will be subject to consequences established by the Student Code of Conduct or any stricter standards of behavior established by the sponsor for extracurricular participants.

### **ATTENDANCE:**

**Please review the HISD Parent/Student Handbook concerning Compulsory Attendance and Attendance for Credit policies.**

#### ***A. Procedure to Leave Campus During the School Day***

1. If a student brings a note from a parent requesting that the student check out during the day, the student should bring the note to his/her **House Principal’s Secretary** before school begins.
2. If a parent calls the House Principal’s office during the day requesting a check-out pass, the check-out pass will be sent to the student.
3. The student will submit the check-out pass to the teacher whose class the student is leaving. **A STUDENT WILL NOT BE ALLOWED TO LEAVE ANY CLASSROOM WITHOUT THIS CHECK-OUT PASS.**
4. **If a student is ill**, the student should obtain a nurse’s pass and go to the **clinic**. The nurse will then call the parents to obtain permission to write a check-out pass for the student. Students should not use their cell phone to contact their parents about an illness; they must first see the nurse.
5. Before the student leaves school, the student must report to the **ATTENDANCE OFFICE** to sign out.
6. Students must have their checkout pass in order to be in the parking lot when leaving campus.
7. Parents, please be aware that when you are attempting to check-out your child at the end of the day, there may be delays depending on several factors including the availability of student aides and the number of checkout requests.

**Anytime a student leaves campus, they must check out through the attendance office. Anytime a student returns to campus, they must sign-in through the attendance office. A Check-In/Check-Out Violation shall result in disciplinary action.**

#### ***B. Attendance Notes***

When a student is absent from school, the student—upon arrival or return to school—must bring a note signed by the parent that describes the reason for the absence. The student has two days (48 hours) after his/her return to school to bring an absence excuse. If no excuse is submitted, the absence will be regarded as truancy. Refer to the truancy policy for academic and disciplinary consequences. Upon return to school, a student absent for more than three (3) consecutive days because of a personal illness must bring a statement from a doctor or health clinic verifying the illness or condition that caused the student’s extended absence from school. Otherwise, the student’s absence may be considered unexcused and, if so, would be considered to be in violation of compulsory attendance laws.

**Humble ISD does not sanction or promote “Senior Skip Day”. Student absences for senior skip-day will be recorded as an unexcused absence.**

### **BULLYING AND HARASSMENT:**

Bullying (All Grade Levels) Bullying is defined in Section 37.0832 of the Education Code as a single significant act or a pattern of acts by one or more students directed at another student that exploits an imbalance of power and involves engaging in written or verbal expression, expression through electronic means, or physical conduct that:

- Has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student or of damage to the student's property;
- Is sufficiently severe, persistent, or pervasive enough that the action of threat creates an intimidating, threatening, or abusive educational environment for the student;
- Materially and substantially disrupts the educational process or the orderly operation of a classroom or school; or
- Infringes on the rights of the victim at school.

Bullying includes cyberbullying. Cyberbullying is defined by Section 37.0832 of the Education Code as bullying that is done through the use of any electronic communication device, including through the use of a cellular or other type of telephone, a computer, a camera, electronic mail, instant messaging, text messaging, a social media application, an Internet website, or any other Internet-based communication tool. The district is required to adopt policies and procedures regarding:

- Bullying that occurs on or is delivered to school property or to the site of a school-sponsored or school-related activity on or off school property;
- Bullying that occurs on a publicly or privately owned school bus or vehicle being used for transportation of students to or from school or a school-sponsored or school-related activity; and
- Cyberbullying 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.

Please refer to Board Policy **FFI (LEGAL) and FFI (LOCAL)** for additional information.

[https://www.humbleisd.net/cms/lib/TX01001414/Centricity/Domain/5/Parent\\_Student\\_Handbook\\_SCOC\\_2018-2019.pdf](https://www.humbleisd.net/cms/lib/TX01001414/Centricity/Domain/5/Parent_Student_Handbook_SCOC_2018-2019.pdf)

### **CLOSED CAMPUS:**

Students are **not allowed** to leave campus for lunch or any other reason during the school day. Any student who needs to leave campus must follow proper check out procedures, which includes **written permission** from a parent or guardian. Unauthorized visitors are prohibited. All visitors must enter through the front of the building to obtain a Humble ISD visitors badge. Parents who wish to eat lunch with their child will be allowed to eat lunch with the child in a separate private location.

### **DRESS CODE:**

The district's dress code is established to teach grooming and hygiene, prevents disruption, and minimizes safety hazards. Students and parents may determine a student's personal dress and grooming standards, provided that they comply with the following:

- Hair
  - Hair must be neat, clean and well groomed. Hair style/color must not create disruptions or distraction. Extreme hairstyles which include hair that is dyed an unnatural color (green, orange, etc.) will not be permitted. Head sweatbands, hair rollers, or long handled combs may not be worn in the hair.
- Head Covering
  - No type of head covering, cap, or hat is to be worn in the building.
- Mustaches and Beards
  - Facial hair must be well groomed and of natural color.

Any form of dress or grooming that attracts undue attention, disrupts school, is considered gang related, or detracts from the learning process is unacceptable. No sleepwear is to be worn at school. Mini-dresses and mini-skirts shorter than mid-thigh, spaghetti straps, leotards and halters as an outer garment are not acceptable. Blouses covering tube tops must be buttoned. Fashions with slits to mid-thigh are not acceptable. **Dresses, skirts and shorts must be no shorter than 3 ½ inches (vertical length of the student ID card) from the top of the knee.**

**Sleeveless shirts may be worn by female students, provided the straps are at least 2 inches wide (width of ID card). Off the shoulder sleeves are not permitted. Garments worn under blouses and tops that are sheer or see-through must be in dress code. Undergarments may not be visible at any time.**

Excessively loose or tight garments are not acceptable; all clothing should be appropriately fit. **Tights and pantyhose are considered undergarments and may only be worn with a dress, skirt, or shorts that are within dress code. Jeans and other legwear with holes above the knee are prohibited unless foundation garment is worn underneath the jeans. Skin above the knee is not to show through any holes.**

Shirts must be worn so as not to expose the bare chest. Male students may not wear shirts without sleeves. Tank tops or undershirts are not to be worn as outer garments. The midriff must not be exposed when a student goes through the normal activities of a school day (bending, stretching, reaching, etc.).

Garments with inappropriate decorations or advertisements are not acceptable. The American flag is not to be worn as an article of clothing. A depiction of the American flag on clothing, in a respectful manner, is acceptable.

Sunglasses are not allowed to be worn in the school building.

Appropriate foundation garments must be worn at all times. Revealing garments are not permitted.

Earrings may be worn in pierced ears. **No student will wear jewelry in any other pierced area of the body.**

Shoes are to be worn. Steel-toed shoes, house slippers, cleats and roller/wheeled shoes are not permitted.

Any garment or accessory that could be used in a threatening or menacing manner is prohibited.

If the principal determines that a student's grooming or clothing violates the school's dress code, the student will be given an opportunity to correct the problem at school. If not corrected, the student may be assigned to in-school suspension or sent home for the remainder of the day, until the problem is corrected, or until a parent or designee brings an acceptable change of clothing to the school. Repeated offenses may result in more serious disciplinary action in accordance with the Student Code of Conduct.

**The administration and faculty shall have the right to appraise any current fashion or fad and determine whether it is appropriate or inappropriate for school wear.**

**It is the responsibility of the parents and students to comply with school rules and regulations concerning dress and grooming standards.**

#### **DROPPING OFF ITEMS FOR STUDENTS:**

**Drop offs are prohibited. Deliveries must be made directly to the student in the front rotunda. Students will not be called out of class or notified of deliveries by AHS staff.**

#### **ELECTRONIC COMMUNICATION DEVICES:**

**Please refer to the last page of the Eagle Policies for specific District level guidelines.**

Using electronic devices on campus is a privilege, not a right. Any student who abuses this privilege through unauthorized or inappropriate use can lose this privilege. In addition, other disciplinary measures can be imposed.

#### **EARLY RELEASE / LATE ARRIVAL:**

**Students who have early release must leave campus at the beginning of the designated period.** Any student who receives ISS due to disciplinary action will lose their late arrival / early release for the ISS days assigned.

If special circumstances arise (tutoring, using the library, etc.) and a student needs to remain on campus during the early release time, the student must obtain a pass from the appropriate house principal prior to the date/time it is needed.

Early release students must have their own transportation.

\*Early release / late arrival is a privilege not a right.

#### **FIGHTING:**

Fighting of any kind is not acceptable on campus. Any student who strikes another student may be in violation. At the early signs of a dispute students should report the problem to a staff member. Students who are initially observers and enter a fight will be in violation of this policy. Self-defense will be considered by the administration when reviewing incidents of fighting. When a fight does occur, **law enforcement officials may be contacted.** Discipline consequences such as In-School Suspension and Off Campus Suspension will occur. **Any student involved in a fight during the school year may be sent to the District Alternative Education Placement (DAEP) program for the remainder of the semester and lose eligibility to participate in extracurricular activities.**

#### **IDENTIFICATION BADGES:**

All students will be issued a school identification badge and lanyard that **must be worn at all times.** The current year badge must be kept on a lanyard and worn in plain sight around the neck. Students without a badge will not be allowed to enter class and will be charged \$2.00 for a one day temporary badge to be worn on the chest. The badges are not to be drawn on, decorated or defaced in any way. Students who lose, damage or deface their badge will be assessed a \$5.00 replacement fee for badge and \$2.00 for a replacement lanyard. Failure to wear the ID badge will result in a disciplinary consequence.

**NURSE:**

Students need a nurse’s pass from a teacher to go to the nurse’s office when leaving class. **Students must always sign in on the sign-in sheet when arriving at the nurse’s office. Please see the Humble ISD Parent/Student Handbook for further information on Student Illness, Clinic Services and Immunizations.**

**PARKING:**

Vehicles parked on district property are under the jurisdiction of the district. School officials may search any vehicle any time there is reasonable suspicion to do so, with or without the permission of the student.

Students shall not park in prohibited areas, as designated by the campus parking guidelines. Parking violations may result in towing of vehicle or revocation of parking privileges.

**TARDIES:** (Per semester)

Tardies are cumulative (not per class)!

**1st – 4th student will be assigned a D-Hall; 5th – 7th student will be assigned a Thursday or Saturday class. Excessive tardies (8 and above) may result in ISS (In-School-Suspension). Tardies to first period may result in a student’s parking privileges being revoked. Tardy passes excuse the consequence, but does not eliminate the tardy from the student’s overall tardy count.**

**Technology- Inappropriate Use:**

Students are prohibited from possessing, sending, forwarding, posting, accessing or displaying electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another student’s reputation or illegal, including cyberbullying. This prohibition also applies to conduct off school property, whether the equipment used to send such messages is district-owned or personally owned, if it results in a substantial disruption to the educational environment. Any person taking, disseminating, transferring, possessing, or sharing obscene, sexually oriented, lewd, or otherwise illegal images or other content, commonly referred to as “sexting,” are in violation of this policy and may, in certain instances be reported to law enforcement.

**TEXTBOOKS:**

State-approved textbooks and/or e-books are provided free of charge for each subject or class. Books must be covered by the student, as directed by the teacher, and treated with care. Any student failing to return a book issued by the school loses the right to receive additional textbooks until the book is returned or paid for.

**Students must clear textbook fines to be eligible to receive an exemption form for final exams and/or student parking privileges.**

**TOBACCO PRODUCTS PROHIBITED:**

Students are prohibited from possessing or using any type of tobacco product, **including electronic cigarettes, vapes, JUUL, Dap pens, or any other electronic vaporizing device**, while on school property at any time or while attending an off campus school-related activity.

The district and its staff strictly enforce prohibitions against the use of all tobacco products, including electronic cigarettes or any other electronic vaporizing device, by students and others on school property and at school-sponsored and school-related activities. [See the Student Code of Conduct and policies at FNCD and GKA.]

**TRESPASSING:**

Students who are on a campus other than their assigned campus are considered trespassing unless they have checked in with the front office and have permission to be on the campus. **A trespassing citation may be issued to students who are caught trespassing.**

\*\*\*\*\*

**It is mandatory that students attend their assigned D-Halls and Thursday or Saturday classes. Missed D-Halls will result in a Thursday or Saturday Class and missed Thursday or Saturday classes may result in In-School Suspension or off campus suspension.**

## Student Use of Personal Technology Devices at School

Use of all personal electronic devices used on school property is subject to all guidelines of Responsible Use Policy and the Student Code of Conduct. The device may belong to the user but the network belongs to Humble ISD. Therefore, all Humble ISD network rules apply. If approved personal devices disrupt network operations, Humble ISD has the right to discontinue future use and the user may be liable for restitution for damages and/or disciplinary action.

- High School – Students are allowed to use personal technology devices that can access the Internet for educational purposes as determined by the classroom teacher. Students will be allowed to use the device between classes and in the cafeteria setting in a digitally responsible manner.

Responsibility to keep the personal technology secure rests with the individual owner. Humble ISD is not liable for any device stolen or damaged on campus. The district cannot replace or provide financial restitution for any stolen or damaged personal technological device.

Users bringing personal devices on to school property agree to the following conditions:

- Personal electronic devices cannot be used to bypass the district internet filter. If network access is needed, connection to the filtered, wireless network provided by the District is required. Students using cellular service to bypass the district filter will be subject to disciplinary action.
- Students will not be required to bring a personal electronic device as a factor in grading or assessing student work. Students who do not have access to personal electronic devices will be provided with a device for in-class use, a partner to share with, or an alternative assignment.
- All personal devices must be in silent mode while on school campuses.
- Each user is responsible for his/her own device: set-up, maintenance, charging, and security. District personnel will not support, diagnose or repair personal devices.
- Personal technology must be charged prior to bringing it to school and must run off its own battery while at school.
- Technology may not be used to cheat on assignments or tests, or for non-instructional purposes (such as making personal phone calls and text/instant messaging, surfing the internet).
- Personal devices may not be used to take, send, or post photographs or videos of a person or persons on campus during school activities and/or hours for non-instructional purposes.
- Personal devices may only be used to access files, applications or internet sites which are relevant to the classroom curriculum. Non-instructional games are not permitted.
- Personal electronic devices are only to be used for educational purposes at the direction and under the supervision of a classroom teacher. The use of personal electronic devices during the school day is at the discretion of teachers and administrators.
- The teacher and campus administrators have the right to prohibit the use of personal electronic devices at certain times or during designated activities (i.e. testing, campus presentations, theatrical performances, guest speakers, etc.) that occur on campus.
- An administrator may examine a student's personal telecommunication device and search its contents, in accordance with disciplinary guidelines and the laws of the State of Texas.
- PRINTING from personal technology will not be possible at school.
- Use of personal devices to make phone calls in common areas and/or after school hours will be determined by the campus administration.
- Students are prohibited from trading or selling technology items to other students on district property, at school-sponsored events, or on school buses.
- If a student uses a personal device without authorization during the school day, the device will be confiscated. A confiscated device may be picked up from the principal's office for a fee of \$15 by the parent or student, as determined by the campus. Confiscated personal devices that are not retrieved will be disposed of after the notice required by law.

