

**ARLINGTON HIGH SCHOOL**

Student Handbook  
**2018-19**



**Chris Duncan**  
*Principal*

**Diana Penny**  
*Vice Principal*

**Dr. Felicia Turner - 9<sup>th</sup> grade**  
**Mr. Reginald Gipson - 10<sup>th</sup> grade**  
**Mr. Joe Welch - 11<sup>th</sup> grade**  
**Mrs. Joy Bowser - 12<sup>th</sup> grade**  
*Assistant Principals*

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## FROM THE PRINCIPAL

It's hard to believe another year is upon us! We are glad you are going to be a part of the Arlington Tiger family.

The Arlington Community School District and Arlington High School want to partner with you to make sure your child is educated in a productive, challenging learning environment and ready for any Post-Secondary opportunity that should come his or her way.

We believe that each student can reach unprecedented levels of Post-Secondary success with the partnership between the District, School, Parents and Community. Planning collaboratively and organizing strategically are our goals as we provide rigorous and innovative instruction to each and every student we educate.

Hopefully, this student handbook will help each student stay organized and know all policies and procedures that apply to them. It contains information regarding school's procedures and the district's policies, in addition to important dates, academic resources, and services available on our campus.

We look forward to an awesome school year and a great experience for you and your student.

Welcome to the 2018-19 school year! If my staff or I can help you in any way, please feel free to let me know.

Chris Duncan  
*Principal*

## **FROM THE AHS PTSA PRESIDENT**

On behalf of the Arlington High School PTSA, I am delighted to welcome you to the 2018-2019 school year! Arlington High is an extraordinary school with a fantastic team of teachers, staff, and administrators, but they cannot educate our children alone. As parents, we all want the absolute best education for our children. Studies show that children excel when parents and guardians are actively involved in their children's education. Some parents think high school students don't need them as much as they did in elementary or middle school, but teens actually need you to be involved more than ever. I invite you to become a member of the AHS PTSA. It really does make a difference!

The PTSA supports a quality educational experience. We support education by providing educational grants for books and classroom materials to benefit our students. The PTSA sponsors programs such as the Mock Car Crash to educate students on the dangers of distracted/impaired driving. We also give away two \$500 scholarships to two graduating seniors each year.

Your membership not only ensures that we are able to provide opportunities for our students; it gives us a strong voice. The stronger the voice, the more we are heard. Through your support, the PTSA has become one of the strongest voices that directly support our children and school. Membership is not exclusive to just parents, teachers and students of AHS; it is open to anyone in the community who wishes to become involved.

I invite you to participate in the events and programs that we have planned throughout the year. Volunteer opportunities as well as other important events and announcements will be listed on our website ([www.arlingtonhighptsa.org](http://www.arlingtonhighptsa.org)) and our Facebook page (Arlington High School PTSA). Any amount of time you are willing to share makes a difference, whether it is 30 minutes, or sending in needed items. We need you to make this year the best!

We hope you have a wonderful year at AHS. We look forward to working with you.

Leanne Edwards  
*2018-2019 AHS PTSA President*

## **CONTACT INFORMATION**

Main Office: (901) 867-1541 Fax: (901) 867-1546

## **ADMINISTRATION**

Principal: Mr. Chris Duncan  
Vice-Principal: Mrs. Diana Penny  
Assistant Principal: Mrs. Joy Bowser  
Assistant Principal: Mr. Reginald Gipson  
Assistant Principal: Dr. Felicia Turner  
Assistant Principal: Mr. Joe Welch

## **SCHOOL COUNSELORS**

Mrs. Lea Chisum: College and Career  
Ms. Ellen Douglas: 9<sup>th</sup> grade  
Mrs. Constance Certion: 10<sup>th</sup> grade  
Mrs. Cindy Sigmin: 11<sup>th</sup> grade  
Ms. T'Ann Dixon: 12<sup>th</sup> grade

## **SCHOOL CONTACTS**

Athletic Director: Rebekah Sanders  
Attendance Operator: Sharon Stutts  
Bus Transportation: Joe Welch  
Cafeteria Manager: Tamara Harris  
Main Office Secretary: Julie Loflin  
Medical Clerk and Front Desk: Brooke Stokes  
School Newspaper: Michelle Fletcher  
School Resource Officer: Deputies Sewell & Hugheley  
School Yearbook: Carl Pfeiffer  
Special Education Records: Diane Lowry  
Textbooks: Joe Welch

## **MISSION**

Arlington High School students will acquire knowledge and experiences in academic and social settings.

Every student will be inspired and challenged to learn and grow, transition into society and become a productive citizen who will contribute to his or her community.

## **VISION**

Arlington High School will be an academic institution of excellence, fostering a community of confident, self-directed, life-long learners.

Arlington High School will provide exemplary educational experiences that meet the academic expectations of each student, teacher, parent and community stakeholder.

Through a commitment to outstanding achievement, self-evaluation and ongoing improvement, Arlington High School will continue to be a premier academic community.

## **GENERAL INFORMATION**

Arlington High School operates on a seven (7)-course rotation schedule, with one class scheduled daily and six block classes scheduled on alternating days. Courses may be semester-long or year long.

Monday-Thursday Schedule:

- Students attend 5 classes each day: 3 block periods, 1 skinny period and STRIPES
- Block periods meet on alternating days for 94 minutes
- Skinny period meets daily for 48 minutes
- STRIPES meets Monday–Thursday for 31 minutes per day

Friday Schedule:

- All 7 periods meet for 48 minutes
- STRIPES does not meet

### **System To Reach Intervene and Enrich Students (STRIPES)**

STRIPES is a stand-alone intervention and enrichment period that occurs from 9:34-10:15 Monday-Thursday to meet the needs of all students. At the end of 3<sup>rd</sup> period, students are released to pre-determined, teacher assigned destinations to attend intervention and enrichment sessions. Through the implementation of STRIPES, AHS adds 2.73 hours of targeted support and enrichment to students each week.

## 2018-2019 BELL SCHEDULE

Monday & Wednesday		
7:00	8:34	1 <sup>st</sup>
8:40	9:28	3 <sup>rd</sup>
9:34	10:15	Stripes
10:21	12:20	4 <sup>th</sup>
12:26	2:00	6 <sup>th</sup>
Tuesday & Thursday		
7:00	8:34	2 <sup>nd</sup>
8:40	9:28	3 <sup>rd</sup>
9:34	10:15	Stripes
10:21	12:20	5 <sup>th</sup>
12:26	2:00	7 <sup>th</sup>
Friday		
7:00	7:48	1 <sup>st</sup>
7:54	8:41	2 <sup>nd</sup>
8:47	9:34	3 <sup>rd</sup>
9:40	10:27	4 <sup>th</sup>
10:34	12:15	5 <sup>th</sup>
12:21	1:07	6 <sup>th</sup>
1:13	2:00	7 <sup>th</sup>

### 2018-19 Schedule

### Lunch

M/W Lunch Schedule		
B Lunch	10:46	11:17
C Lunch	11:17	11:48
D Lunch	11:48	12:20
T/TH Lunch Schedule		
A Lunch	10:15	10:46
B Lunch	10:46	11:17
C Lunch	11:17	11:48
D Lunch	11:48	12:20
Straight 7 Lunch Schedule		
A Lunch	10:27	10:54
B Lunch	10:54	11:20
C Lunch	11:20	11:47
D Lunch	11:47	12:15



**IMPORTANT DATES**

<b>FIRST SEMESTER</b>	
<b>DATE</b>	<b>EVENT</b>
August 13	First Day of School
September 3	Labor Day – Students Out
September 17	Parent Conferences
September 15	Inservice – Students Out
October 8-12	Fall Break – Students Out
November 19-23	Thanksgiving Break – Students Out
December 19–21	Semester Exams
December 21	½ Day for Students
Dec. 21 – Jan. 4	Winter Break – Students Out
<b>SECOND SEMESTER</b>	
<b>DATE</b>	<b>EVENT</b>
Dec. 21 – Jan. 4	Winter Break – Students Out
January 7	Students Return
January 21	MLK Jr. Day – Students Out
February 18	Parent Conferences
February 18	Inservice – Students Out
March 11-15	Spring Break – Students Out
April 19	Good Friday – Students Out
May 22-24	Semester Exams
May 24	½ Day for Students

**STUDENT HANDBOOK**

This student handbook contains pertinent information in relation to attendance and discipline policies, counseling services available, as well as helpful information regarding general policies and procedures. Students are responsible for it at all times. The students will be expected to abide by the handbook throughout the school year and be responsible for the contents inside.

## AHS PTSA

The most effective way for parents to become involved is to join the AHS PTSA. All members receive the PTSA newsletter. Included in the newsletters are letters from the AHS administrators, helpful information on policies and procedures, additions to the school activity calendar, points of interest that pertain to each class, athletic calendars for all sports, teacher highlights, and much more. Joining the AHS PTSA is a great way for the students and parents to stay informed of the current events and activities that are scheduled throughout the year.

## CLUBS & ORGANIZATIONS

School sponsored activities, other than athletics, which involve students outside of their academic classes are considered extracurricular activities. A Club Fair is held at the beginning of the year where students who are interested in becoming involved can obtain additional information (meeting time, membership requirements, dues, etc.) about each individual club. Participation in the following organizations offered at AHS is strongly encouraged:

FCCLA	SGA	AHS Ambassadors
Spanish Club	FCA	National Honor Society
Thespian	Key Club	Trapshooting
Leo	BPA	Environmental
Beta Club	CLICK	Skills USA
Book Club	Art Club	Multi Cultural Club

## AHS ATHLETICS

<u>Fall</u>	<u>Winter</u>	<u>Spring</u>
Cross Country	Wrestling	Baseball
Golf	Bowling	Softball
Volleyball	Ice Hockey*	Track
Football	Swimming	Boys' Soccer
Girls' Soccer	Basketball	Trap-Club Sport
Competitive Cheer	Basketball Cheer	Tennis
		Pom/Dance
		Lacrosse-Club Sport

\*Non-TSSAA sanctioned sport

## DELIVERIES TO SCHOOL

Items delivered to the school for students should be brought to the main office. Due to the large number of students at Arlington High School, students will not be notified in class of a delivery.

Students who expect a delivery to the Main Office should check between classes. Our office staff will hold those items until students arrive to pick them up. Deliveries such as flowers, balloons, or food are not accepted.

### **EARLY ARRIVAL**

Students arriving on campus prior to 6:45 AM may enter the building, but must go immediately to the cafeteria or rotunda where they are to remain until dismissed to go to their first period class.

### **VISITORS ON CAMPUS**

No visitors will be permitted on campus unless they have specific school related business to conduct. All parents, former students, and others who have business with a teacher, counselor, or administrator must check in through the Main Office or the Attendance Office. Teachers may be seen only during their planning time. A visitor's badge is required while in the building. **Visitors are not allowed to eat lunch with AHS students** due to limited cafeteria

### **ATTENDANCE**

#### **Absences ACS Policy #6.200**

Attendance is a key factor in student achievement and therefore, students are expected to be present each day school is in session. Absences shall be classified as either excused or unexcused as determined by the principal or his designee.

Excused absences shall include:

- Personal illness;
- Serious illness of immediate family member;
- Death in the family;
- Religious observances;
- School sponsored or school endorsed activities;
- Summons, subpoena, or court order not the result of the student's misconduct;
- Homebound students; or
- Circumstances, which in the judgment of the principal create emergencies over which the student has no control.

All absences must be verified in writing by the parent within two (2) days of the student's return to school. Absences for which no written verification is submitted will be considered unexcused. Physician verification will be required after the accumulation of ten (10) days of absences.

#### **Checking In and Checking Out of School**

Students arriving after 7:00 a.m. are tardy and must report to the Attendance Office to check-in. No student is allowed to check-out after 1:30 p.m.

- **9<sup>th</sup> and 10<sup>th</sup> Graders** – A parent is required to check the student in and out of school in the Attendance Office. Students with a valid doctor's note may check-in without a parent.

- **11<sup>th</sup> and 12<sup>th</sup> Graders** – A student must bring a parent note or a valid doctor’s note to the Attendance Office to check-in. A student may check out when a parent note is provided to the Attendance Office before school. No faxes or emails will be accepted.

A parent will be required to check in a student after he/she has accrued 10 tardies to school.

### **Consequences for Unexcused Tardies to School**

If a student has an unexcused tardy to school, the grade level administrator will assign the following consequences:

- **1<sup>st</sup> Tardy – Warning**
- **2<sup>nd</sup> Tardy – Detention**
- **3<sup>rd</sup> Tardy – Saturday School**
- **4<sup>th</sup> Tardy – 1 Day of OSS**

### **Consequences for Tardies to Class**

A student is considered tardy to class when they are not in their seat when the tardy bell rings. Teachers will use the following consequences to address tardiness to class:

- **1<sup>st</sup> Tardy – Warning**
- **2<sup>nd</sup> Tardy – Detention**
- **3<sup>rd</sup> Tardy – Detention**
- **4<sup>th</sup> Tardy – Referral**

Students, who have not arrived to class 5 minutes or more after the bell, will be considered cutting class. Remaining in the restroom without teachers/office awareness will be considered a class cut.

### **Transitions Between Classes**

Six minutes are allotted for class changes between periods. Students are asked to move to the right in hallways when entering and exiting the building, and to not stop and congregate and block traffic during this time. During class, students should not be in the halls without a written hall pass given by the student’s teacher of record, including the date, time, destination, and teacher signature. Students must be in the cafeteria during their scheduled lunchtime. Anyone out of the cafeteria without permission is held to the equivalent of cutting class.

### **Truancy**

Upon arrival to school property, students are not to leave campus without properly checking out through the Attendance Office. This is considered truancy and is punishable by ISS. Continued violations will result in OSS. All AHS students must have parent permission to checkout regardless of age.

### **MAKE-UP/LATE WORK PROCEDURE**

Arlington High School establishes a make-up work policy for late work in order to provide consistency throughout the school with regard to the acceptance and

credit awarded for work that is turned in by students beyond a prescribed deadline. The expectation is that all students turn in assignments on time. When students do not turn in work on time, however, the staff of Students of Arlington High School will show responsibility for their learning by completing the assignments.

Students are expected to make up work expeditiously and to discuss arrangements with teachers outside of class upon their return. IT IS THE SOLE RESPONSIBILITY OF THE STUDENT TO COORDINATE ALL MAKE-UP AND LATE WORK. It is important that all students understand the importance of meeting deadlines in high school, college, and career. Late work will be accepted as follows:

- Late work will only be accepted up to 2 school days after the due date.
- Once the late work is received, it will be graded to check for mastery of the standards/assignments. 10-pts/% will be deducted each day until the 3<sup>rd</sup> day.
- Any work received more than 2 school days after the due date will receive a grade of 0.
- Absolutely NO late work will be accepted during the final week of the quarter grading period unless covered by the absence policy.
- Students who are absent one day will take previously announced quizzes and tests and hand in previously assigned work the same day they return to class. Assignments made and/or quizzes/tests given in their absence should be made up within one (1) school day after returning to school.
- Students who are absent for more than one day are responsible for conferring with the teacher to arrange a make-up schedule. Students will receive one make-up day for each day of excused absence. Again, work previously assigned is due the day of the student's return.

In the case of prearranged absences, students will deliver to teachers all previously assigned work due during their absence the day they return.

- A student who is absent from class (e.g. for a field trip, medical appointment, excused tardy or clinic visit) but who is in attendance for any part of the day, is required to hand in assigned work and make up quizzes/tests on that day.
- Work becomes late when an absence is unexcused, or when a student turns in assignments after the equal number of days allowed for excused absences.

### **DRIVER'S LICENSE**

To obtain a driver's license or permit to drive in Tennessee, the Department of Safety requires each person between the ages of fifteen (15) and seventeen (17) inclusive to:

1. Obtain a Certificate of Compulsory Attendance, and
2. Pass a Driver's Education class OR have a learner's permit (for at least 3 months).

The Certificate of Compulsory Attendance is provided by the high school attendance office to students who meet the legal requirement of compulsory attendance, in addition to currently passing three (3) full unit subjects or the equivalency. To maintain the driver's permit or certificate, the student must continue to meet the legal requirement of compulsory attendance and the academic requirement of currently passing three (3) full unit subjects or the equivalency.

### **WITHDRAWAL FROM SCHOOL**

To withdraw from school, it is necessary for the student to turn in all textbooks to the attendance office and to request a withdrawal form. If the necessary procedures are not followed, grades and pertinent information will not be released.

### **SCHOOL DISCIPLINE PROCEDURES**

In the event that a student's behavior is disruptive to the learning environment or constitutes a threat to the safety, health, or welfare of a student or students and/or school personnel, the Principal or Assistant Principal will determine the most appropriate consequence based on the violation and aligned with ACS Discipline Policy, 6.313.

Consequences for violations are defined below.

#### **Parent Conferences**

The teacher or administrator will schedule conferences in an effort to correct behavior when deemed necessary.

#### **Detention**

Arlington High School teachers will hold detention on a weekly basis. Students will be notified of the day and time of the assigned detention. Detentions may be given for rule infractions such as sleeping in class, breaking class/school rules, students not arriving to school/class on time (tardies), etc.

#### **Saturday School**

A school administrator may assign Saturday School to students for rule infractions. Saturday School may be assigned for three or more tardies in a nine-week period and violation of school rules. Failure to attend an assigned Saturday School may result in Out-of-School suspension.

**In-School Suspension (ISS)**

It is incumbent on the staff and administration to maintain an environment, which is conducive to learning. Therefore, students who disrupt the learning environment for repeated infractions or for severe infractions of school or district policies such as skipping class, excessive unexcused absences, disrupting class, tardiness, profanity, insubordination, continued disregard of school rules, etc. may be assigned In-School Suspension.

When students are placed in In-School-Suspension (ISS), they will report to the designated ISS room for the dates assigned by the administration. Students will be monitored while in ISS, and they are expected to work on assignments the entire day. Unlike OSS, ISS allows students to get their academic credit. Students will follow the ISS rules or be placed in OSS for the remainder of days assigned ISS.

**Out-of-School Suspension (OSS)**

Actions that may result in OSS include, but are not limited to, a continued defiant attitude toward staff, intimidation of other students, threats to harm other students, violence (fighting on campus), possession of tobacco and/or drug paraphernalia (rolling papers, pipe, etc.), and profanity and/or threats of violence directed at faculty or staff. OSS is considered an unexcused absence. For the first unexcused suspension, students may make up missed assignments if they fulfill community service hours. After the first suspension, students on OSS cannot make up work for credit EXCEPT for "major" assignments, which account for 15% or more of their grade.

There are two types of OSS: short term and long term. Students CANNOT be on campus for any reason while serving any OSS unless remanded to Alternative School.

**Short Term Suspension**

OSS for ten or fewer days is considered short term. An appeal of a short-term suspension may be made to the school principal.

**Long Term Suspension**

OSS for eleven or more days is considered long term. Any long-term suspension may be appealed to the Department of Student Services at the ACS District Office within 10 days of the date the suspension was assigned.

According to state laws and zero tolerance, anyone who has drugs in his or her possession will be arrested and suspended for 180 days. Anyone who has a firearm in his or her possession, vehicle, and/or locker, either at school or at a school-sponsored activity, will be arrested and suspended for 180 days. Anyone who physically assaults any school employee will be arrested and suspended for 180 days. Any threat (verbal, written, or suggested) of violence to a school employee or student will be taken seriously and severe disciplinary action will follow. Students under the influence of alcohol/drugs or in the possession of

alcohol/drugs while at school or a school-sponsored activity will be recommended for a long-term suspension.

**Loss of Bus Service**

Serious or consistent violations of bus conduct rules may result in loss of bus service for a length of time up to the remainder of the year.

**SCHOOL JURISDICTION**

The school campus, as well as bus stops, will be governed by school rules. Violation of school rules in those designated areas will result in disciplinary actions. Enforcement will begin in these areas once students arrive on campus for school and until students have left those areas after school has been dismissed. Extracurricular activities, both on and off the campus, are also under the jurisdiction of the school and thus subject to disciplinary action for violation.

**SCHOOL RESOURCE OFFICERS**

A School Resource Officer has been assigned to work with the faculty, staff, and community members to ensure a safe school environment. The officer is available during the day to assist with matters that may require police intervention.

**SEARCHES OF PERSONS AND PROPERTY**

Arlington High School is committed to having a safe and secure environment for students, staff, and visitors. To ensure a safe environment, anyone on Arlington Community School's property is subject to being searched. This would include searching persons, bags, containers, lockers, or vehicles on the property of Arlington Community Schools.

**HARASSMENT/ BULLYING OF STUDENTS**

AHS is committed to a safe and civil educational environment for all students, employees, volunteers and patrons, free from harassment, intimidation or bullying.

- I. Tennessee law defines "harassment, intimidation, bullying or cyberbullying " as acts that substantially interfere with a student's educational benefits, educational opportunities, or educational performance, and:
  - a. If the act takes place on school grounds, at any school-sponsored activity, on school-provided equipment or transportation, or at any official school bus stop, the act has the effect of:
    - i. Physically harming a student or damaging a student's property;
    - ii. Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property; or
    - iii. Creating a hostile educational environment.
  - b. If the act takes place off school property or outside of a school-sponsored activity, it is directed specifically at a student or



students and has the effect of creating a hostile educational environment or otherwise creating a substantial disruption to the educational environment or learning process.

If bullying or harassment occurs, please report the situation to a teacher, an administrator, or any other school personnel. Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator and remediate the impact on the victim. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the violation. False reports or retaliation for harassment, intimidation or bullying also constitutes violations of this policy.

### **CELL PHONES / PERSONAL COMMUNICATION DEVICES**

#### **ACS Board Policy #6.312**

Students may not be in possession of any type of personal communication device or personal electronic device, including but not limited to cell phones, tablets, and laptops, that is turned on or in visible/audible use at any time during the regular school day on school property. Students who choose to carry a personal communication device with them to and from school must keep the device turned off and stored in the student's assigned locker, automobile, backpack, or purse.

A student who brings his/her device to school shall do so at his/her own risk. No searches or investigations will be conducted to retain lost or stolen devices.

The principal or his/her designee may grant permission for the use of these devices to assist with instruction in the classroom.

A student found in possess of a personal communication device in violation of this policy will have the device confiscated. The parent may pick up the device at a time and location determined by the principal the next school day following the day that the device is taken. In addition, violation of this policy is subject to the following consequences:

#### **First Offense:**

- Device will be confiscated
- Parent pick up the following day

#### **Second Offense:**

- Device will be confiscated
- Parent conference required to retrieve the device

#### **Third Offense:**

- Device will be confiscated
- Disciplinary consequence at the discretion of the building administrator

#### **Four or more Offenses:**

Student in violation of this policy on four or more occasions are subject to the following consequences, which may include, but are not limited to:

- In-School Suspension
- Out of school Suspension
- Disciplinary consequence at the discretion of the building administrator

**Severe Offenses:**

Highly inappropriate activities include, but are not limited to:

- Electronic communication that contains inappropriate content, profanity, intimidation, or threats to others;
- Cheating or other form of academic dishonesty;
- Taking or showing inappropriate photographs/videos;
- Communication that causes a disruption to the learning environment; and/or
- Refusal to relinquish the device to persons of authority upon request.

Violations considered to be severe may result in suspension from school for up to 10 days, regardless of the number of previous offenses. Office phones are available to all students during regular school hours if a call is necessary.

**DRESS CODE**

**Arlington Community Schools Policy #6.310**

Arlington Community Schools is committed to ensuring a safe and secure learning environment for each student. There is a clear relationship between neat, appropriate attire and a productive learning environment. Apparel or appearance that tends to draw attention to an individual rather than to a learning environment should be avoided.

**High School Dress Code**

In an effort to foster the most productive learning environment for students enrolled in AHS, the following dress code standards will be implemented:

1. Pants must be worn at the waist and must be appropriately sized and at a safe length. **Note: CLOTHING WITH HOLES IS PROHIBITED.**
2. Shirts, blouses, and dresses must completely cover the abdomen, back, shoulders and must have sleeves. Shirts or tops must cover the waistband of pants, shorts, or skirts with no midriff visible. Low-cut blouses, shirts, or tops or extremely tight tops, tube tops, or any top that exposes cleavage are prohibited. Shirts, blouses, and tops must be no longer than wrist-length.
3. Head apparel (such as hoods, hats, etc.), except for religious or medical purposes, must not be worn inside the school building.
4. Footwear is required and must be safe and appropriate for indoor and outdoor activity.
5. Clothing and accessories such as backpacks, patches, jewelry, and notebooks must not display (1) racial or ethnic slurs/symbols, (2) gang

affiliations, (3) vulgar, subversive, or sexually suggestive images; nor should they promote products which students may not legally buy; such as alcohol, tobacco, and illegal drugs.

6. Skirts, dresses, and shorts must extend below the fingertip.
7. Sleepwear, pajamas, and/or blankets cannot be worn in school.
8. Waist length sweaters, sweatshirts, and lightweight jackets (appropriately sized) can be worn inside school for warmth.
9. Prohibited items include (1) large, long and/or heavy chains, (2) studded or chained accessories, (3) sunglasses, except for health purposes, (4) sleepwear and **(5) skin-tight outer materials such as spandex**; and (6) facial jewelry (including tongue piercing).

**\*\*Students will not be permitted to wear skin-tight leggings or yoga pants that clearly reveal the undergarments. In addition, students must wear a shirt, dress or tunic over leggings. Items covering leggings or yoga pants must extend below the fingertip. Capri leggings are prohibited.**

The school administration reserves the right to determine whether the student's attire is within the limits of decency, modesty, and safety. The principal may allow exceptions for school-wide programs or special classroom activities. The school administration will administer appropriate consequences for policy violations.

## **STUDENT FEES**

### **Student Activity Pass**

A student activity fee of \$50 will be available to all students but required of all students participating in any sport, club, extracurricular activity, etc. The fee will help with the cost of coaching supplements. The benefits of this yearly charge will include entrance into all home ball games, fine arts productions, and various other student activities. Your student activity card will be your key to student life after 2:00 P.M. For more information about the SAP, go to the AHS website and click on the link entitled *Student Information* and then choose *AHS Student Activity Pass*.

### **Classes and Clubs**

There are various classes and organizations that charge optional fees in order to maintain the quality of the programs. Courses fees cover the cost of supplies, workbooks, practice tests, national exams, and uniforms. These fees are outlined in detail on the AHS website. For more information regarding these fees, go to the AHS website and click on the link entitled *Student Information* and then choose *AHS Fees*.

### **Senior Lot Parking Permit**

Premium parking is located in the SW parking lot in front of the athletic complex. This is available to seniors only. All other seniors, first come basis \$50.00.

### **Student Parking Permit**

Students must purchase a parking permit and park in the designated student parking lots only. Failure to do so will result in disciplinary action and may also include the loss of driving privileges on campus. The cost for parking permits is \$40.00 and is available for purchase during school registration. The cost for senior parking permits is \$50.00 and this gives you your own spot for that school year.

**Student Lockers**

Lockers and locks are a service provided by Arlington High School. The annual locker rental fee is \$5.00. Replacement locks are \$10.00. Upon receipt, the student will be assigned a locker by a school official and issued a lock with a combination. The students are required to keep the rented school lock on their locker at all times. Lockers assigned to the students are the property of Arlington Community Schools and are subject to search by school personnel at any time. The school is not responsible for the contents of the locker. Failure to follow locker procedures will result in loss of locker privileges and/or disciplinary action. Lockers are assigned based on students’ fifth period location.

**GRADUATION REQUIREMENTS**

**Tennessee Minimum Graduation Requirements**

All students must have achieved the specified 22 units of credit to meet state and local requirements for graduation.

Math: 4 credits	Including Algebra I, Algebra II, Geometry and fourth high-level math course.
Science: 3 credits	Including Biology, Chemistry or Physics, and a third lab course.
English: 4 credits	Students must be enrolled in an English Course each year.
Social Studies: 3 credits	Includes one credit in U.S. History & Geography (Standard, Honors, or AP), one credit in World History & Geography (Standard, Honors, or AP), AP European History or AP Human Geography, ½ credit from U.S. Government, and Civics (Standard or AP), and ½ credit Economics (Standard or AP).
Wellness: 1 credits	
Physical Education: 0.5 credits	
Personal Finance: 0.5 credits	
Foreign Language: 2 credits	Two credits must be obtained in the same language in consecutive grade levels.
Fine Arts: 1 credit	
Focus Area: 3 credits	Electives focused on a particular concentration beyond the CORE requirements in one of the following areas: Math and Science, Career and Technical

	Education (CTE), Fine Arts, Humanities, or Advanced Placement (AP).
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### **High School Courses Taken in Middle School**

Students taking Physical Science and/or Algebra I Honors and/or Foreign Language prior to entering high school must take additional units in grades 9-12 in order to meet Tennessee Diploma Project graduation requirements.

### **AREA OF FOCUS**

Each student must have 3 electives in a single area:

<b>Area of Focus</b>	<b>Courses Included</b>
Advanced Placement (AP)	A total of 3 credits will satisfy the requirements for this focus area – above the required graduation requirements.
Career and Technical Education (CTE)	Students must earn 3 or 4 credits in one of the CTE programs of study.
Fine Arts	If a student chooses Fine Arts as a focus area, he or she must earn 3 credits in addition to the 1 credit that is required for every graduate.
Humanities	To have a Humanities focus, a student must earn 3 credits in addition to the 4 English credits, 3 Social Studies credits, and 2 Foreign Language credits required for graduation.
Math and Science	The Science and Math focus area requires a student to enroll in 3 or more additional science or math courses.

### **GPA CALCULATION**

<b>Grade</b>	<b>Value</b>	<b>Standard</b>	<b>Honors</b>	<b>AP/Dual Enrollment</b>	<b>Statewide Dual Credit</b>
A	93-100	4.0	4.5	5.0	4.75
B	85-92	3.0	3.5	4.0	3.75
C	75-84	2.0	2.5	3.0	2.75
D	70-74	1.0	1.5	2.0	1.75
F	Below 70	0.0	0.0	0.0	0.0

Three additional points are added for honors courses, four additional points are added for dual enrollment, and five additional points are added to the grade for AP classes.

### **ADD/DROP POLICY**

Required courses cannot be dropped. No request to add a course will be considered after the **tenth** day of class for that course. **No** class may be dropped after students have received their first nine weeks report card for that class.

### **FINAL EXAMS**

Three days are devoted to final exams at the end of each semester.

### **REPORT CARDS AND REPORTING OF GRADES**

Report cards are issued at the end of each nine weeks during homeroom. The final report card will be mailed to the home of the student. Grade Point Averages are calculated based on semester averages. Parents are encouraged to check their children's grades on-line through Power school. This information may be accessed through the school web site at [arlingtonhs@acsk-12.org](mailto:arlingtonhs@acsk-12.org).

### **HOMEWORK REQUEST PROCEDURE**

When it is determined that a student will be absent for two or more consecutive days, arrangements may be made to collect homework by contacting the Guidance Office (before 10:00 AM). If requested prior to 10:00 AM, the homework will be available in the Guidance Office after 12:30 PM the following workday. The individual picking up the assignments must also make arrangements to pick up the books from the student's locker (will need the locker number and lock combination). Students are expected to complete the assignments prior to returning to school.

### **HONORS, ADVANCED PLACEMENT, DUAL ENROLLMENT, AND NATIONAL INDUSTRY CERTIFICATION COURSES**

All students should have access to rigorous and relevant early postsecondary (EPSO) opportunities. For some courses, students must be recommended by a teacher, complete an application, and be approved prior to placement. Summer work may be required.

#### **Honors Courses**

Math: Algebra I, Algebra II, Geometry, Pre-Calculus, Calculus

Science: Biology, Chemistry, Anatomy & Physiology, Physics, Organic Chemistry

English: English I, II, III and IV

Foreign Languages: French I – IV, Latin I – IV, and Spanish I - IV

Social Studies: World History & Geography, U.S. History & Geography

Fine Arts: Art I – IV, Concert Choir, Chorale, Speech/Forensics, Intro to Theatre,

Acting, Advanced Acting, Production Workshop, Intro to Film and Video

#### **Advanced Placement Courses**

Math: Calculus AB, Calculus BC, and Statistics

Science: Biology, Chemistry, Environmental Science and Physics  
English: English 11 Language & Composition, English 12 Literature & Composition, AP Seminar and AP Research  
Foreign Language: Spanish and French  
Social Studies: European History, U.S. Gov. & Politics, Human Geography, Macro Economics, Psychology, U.S. History, and World History  
Fine Arts: Studio Art-Drawing and Music Theory

### **Dual Enrollment Courses**

Career Skill Building for Workforce Success, College Algebra, English 12, Entrepreneurship, Human Anatomy and Physiology, U.S. History, Mechatronics and Welding.

### **Statewide Dual Credit**

Pre-Calculus-College Algebra

### **National Industry Certification Courses**

Welding: NIMS, AWS SENSE ELWL, AWS SENSE ALWL

Mechatronics: NIMS

Office Management: MOS

Emergency Services: Emergency Medical Responder

STEM: CSWA

Coding: COMP TIA IT Fundamentals, Microsoft Technology Associate Developer Certificate

### **Course Descriptions**

**Standard Level Courses** are designed to prepare students for entrance into a college and for academic success in the college classroom. Standard courses are open to all students and follow the content standards, learning expectations, and performance indicators approved by the State Board of Education and Arlington Community Schools.

**Honors Level Courses** are designed for students who are capable of and interested in progressing through course material with more depth and rigor than the standard course. Honors courses substantially exceed the content standards, learning expectations, and performance indicators of the standard courses. Honors' course work aims at a greater proficiency in skills, wider range in reading and greater depth in understanding. Students are expected to perform at a faster pace, show greater levels of independence, and demonstrate greater skill in writing. To enroll in an Honors course, students should be recommended by a prerequisite teacher, complete an application, and be approved prior to placement. For Honors courses, teachers will add three (3) points to the final average of each grading period and each semester exam grade. The two nine-week grades and the semester exam grade will be used to calculate the semester average. Points are not added to the semester average.

**Advanced Placement (AP) Courses** are taught at a college level with curriculum determined by The College Board. AP courses include extensive reading. Students

in AP courses may earn college credit if they perform well on the national AP tests. To enroll in an AP course, students should be recommended by a prerequisite teacher, complete an application, and be approved prior to placement. For AP courses, teachers will add five (5) points to the final average of each grading period and each semester exam grade. The two nine-week grades and the semester exam grade will be used to calculate the semester average. Points are not added to the semester average.

**Dual Enrollment Courses** allow students to participate in college level courses conducted during the school day on the AHS campus. Dual Enrollment courses use college curricula and Tennessee state standards. Admission requirements and enrollment must be met in order to earn college credit. For Dual Enrollment courses, teachers will add three (3) points to the final average of each grading period and each semester exam grade. The two nine-week grades and the semester exam grade will be used to calculate the semester average. Points are not added to the semester average. For more information, please visit the University of Memphis' Dual Enrollment page:

[http://www.memphis.edu/dualenrollment/hs\\_based/index.php](http://www.memphis.edu/dualenrollment/hs_based/index.php)

**Statewide Dual Credit Courses** are academically challenging high school courses, created by Tennessee secondary and postsecondary educators, which incorporate college-level learning objectives and have an aligned challenge exam. Students who meet the cut score on the culminating challenge exam earn credit that can be applied to any public postsecondary institution in the state. For Statewide Dual Credit courses, teachers will add three (3) points to the final average of each grading period and each semester exam grade. The two nine-week grades and the semester exam grade will be used to calculate the semester average. Points are not added to the semester average.

#### **A Note on Course Availability**

Availability of a course is determined by need as students register in the spring semester for the following year's courses. It may not be possible to offer all courses described in the 2017-18 Program of Studies due to budgetary constraints, lack of student interest, or staffing availability. Please use this throughout the year for reference regarding graduation requirements, curriculum offerings and various policies.

### **HONOR ROLL**

To achieve "Principal's Honor Roll," a student must maintain an "A" average (93 and above). For "Faculty Honor Roll," the student must have no grades lower than a "B" (85-93). Conduct grades should be no lower than an "S" for all honor rolls.

### **ASSESSMENTS**

**TNReady End of Course Exams** are required by the State Board of Education for students enrolled in English I, English II, English III, Algebra I, Algebra II,



Geometry, U.S. History, and Biology. The results of these examinations will be factored as a percentage of the student's second semester average.

**Advanced Placement Exams** are required for students enrolled in AP courses. All students enrolled in an AP course must pay the fee of approximately \$93 to the AP Coordinator (by the end of the first quarter) and participate in the College Board AP testing program in May. Nonpayment by deadline may result in the AP course being dropped.

**National Industry Certification Exams** are encouraged for students enrolled in CTE programs of study offering postsecondary credits. Students must meet a cut score on the industry certification exam for postsecondary credit to be awarded.

**ACT 11<sup>th</sup> Grade Assessment** is required for every junior by the State Board of Education. To receive a regular high school diploma, all students enrolled in a Tennessee public high school during their eleventh (11<sup>th</sup>) grade year must take either the ACT or SAT.

**United States Civics Test** is required at completion of the United States Government or AP Government courses.

### **AHS HONOR CODE**

Honor is one of a person's greatest attributes. An honor system is based on the premise that a person upholds the highest standards in all that he or she does. Honor and integrity are related to a school's key characteristics. Without honor, students cannot achieve their maximum potential.

Under the honor code of Arlington High School, it is expected that all students will demonstrate honesty and integrity in their conduct. Cheating, plagiarism, lying, and forgery, will not be tolerated under any circumstances. Any student who violates the honor code must be held accountable for compromising the honor and trust of our community.

#### **Code of Honor Violation Consequences**

**1<sup>st</sup> Offense:** The student will receive a zero for the assignment and the teacher will notify the grade level administrator, grade level counselor and parent. The first offense will keep the student out of any appointed or elected leadership roles for that year only.

**2<sup>nd</sup> Offense:** The student will receive a zero for the assignment and a conduct grade of N. The teacher will schedule a conference with the parent, student, grade level counselor, and the grade level administrator. (Conduct grade removes students from school based appointed or elected leadership roles)

**3<sup>rd</sup> Offense:** The student will receive a zero for the assignment and a conduct grade of U. The teacher will schedule a conference with the parent, student, grade level counselor, and the grade level administrator. Students who have reached this level will not be allowed to wear Honor Cords/Stoles at graduation.

**4<sup>th</sup> Offense:** The student will receive a zero for the assignment and a consequence of In-School Suspension. The grade level administrator will schedule a conference with the parent, student, and grade level counselor before the student returns to classes.

### **TEXTBOOKS**

It is the student's responsibility to keep up with the textbooks issued by Arlington High School. The student name must be written on the inside, front cover of each textbook by the issuing teacher. Textbooks will be returned to the teachers on an announced day at the end of the school year or at the end of the semester, if enrolled in a semester course. Students not following the proper procedures will be responsible for the cost of any missing and/or damaged textbooks. Students are required to keep their textbooks covered at all times.

### **INTERNET GUIDELINES**

#### **Student User Agreement and Independent Internet Access**

Students utilizing Internet access must receive permission from and be supervised by an ACS staff member. Students are responsible for appropriate behavior on-line just as they are in a classroom. Inappropriate or unauthorized use of the Internet will result in disciplinary action.

### **LIBRARY**

The library provides materials to support the instructional program of the school. No more than five books may be checked out at the same time for a period of two weeks. The library is open from 6:50 a.m. until 2:45 p.m. Monday - Friday.

### **LUNCH RULES**

The outdoor eating area is designed for seniors only. All other students are expected to eat in the cafeteria. Unopened drink cans, water bottles, or box drinks are the only drink containers permitted on campus (glass bottles are not permitted) and are to be used only during lunch in the cafeteria or after school during extra-curricular activities. No guests are allowed in the cafeteria, nor can deliveries be made to students in the cafeteria. Students are expected to conduct themselves properly in the cafeteria and clean up their area when lunch is over. Inappropriate behavior while in the cafeteria may result in disciplinary action.

## **MEDICATION ADMINISTRATION**

If it is necessary for a student to receive medication during school hours and the parents are unable to administer the medication, a school nurse or principal's designee will administer the medication in compliance with the following regulations:

Only medications, which absolutely must be given during school hours, may be delivered to the school by a parent. Medication should be brought for no more than a two-week period. Over the counter medication may not be administered at the school (approval must be attained through the principal and/or school nurse). All medication must be in the original containers and correctly labeled with a pharmaceutical label or a label from a doctor's office which states student's name, the doctor's name, the name of the medication, strength and dosage amount and time. A Parent Authorization form must be completed. Copies are available in the main office. Medicines, which require refrigeration, should not be brought to the school.

The school system retains the discretion to reject requests for administration of medicine.

## **SCHOOL COUNSELING**

The School Counseling Department at Arlington High School serves the students, faculty, parents, and the community. Realizing that each student has individual needs and abilities, our efforts are designed to prepare a competent, responsible, self-reliant individual who can reach maximum potential. The school-counseling program seeks to assist all students to mature in self-understanding, responsibility, decision-making, and the development of values.

Counselors meet with all grade level students for assistance with course scheduling, grade information, graduation requirements, career planning, intervention, tutoring, study skills, summer programs, and test preparation. All counselors are also available to discuss any academic or personal concerns.

Our school counselors have an open door policy; however, if the counselor is unavailable, the student should complete a counseling form, and he or she will be contacted as soon as possible. In the case of an emergency, students will be seen immediately.

Parents are encouraged to contact teachers or school counselors to obtain information on academic progress. Parent conferences are encouraged and can be scheduled by contacting the student's grade level counselor. One school-wide Parent Conference night is scheduled each semester (see calendar for dates). If a

parent would like to schedule a meeting with a teacher on one of those designated dates, that may be done by contacting the school counseling office or the individual teacher.

## **TRANSPORTATION**

### **Buses**

All students riding a bus must abide by the rules set by Arlington Community Schools. Students who do not follow the rules may have their bus privileges suspended.

1. Observe the same conduct as in the classroom.
2. Students may only ride the bus which serves their home address and may only board or get off the bus at their assigned stop.
3. Students should be at their assigned bus stop 5 minutes before the scheduled pick up time.
4. Students must remain in their seat. Keep head, hands, and feet inside the bus.
5. Bus driver is authorized to assign seats.
6. Cooperate with the driver.
7. Be courteous, use no profane language.
8. Keep the bus clean, do not eat or drink.
9. Do not be destructive.
10. Backpack size is limited to one the student can pick up and hold in their lap.
11. Large band instruments are not allowed on the school bus. (\*Refer to Parent-Pupil Handbook.)
12. Live animals are not allowed on the school bus.
13. Cell phones/electronic devices are not allowed on the school bus.
14. Smoking and the use of any tobacco product on a school bus are prohibited.

### **Student Drivers**

Freshman are not allowed to drive to Arlington High School. The speed limit on the Arlington High School campus is 5 mph. Students who decide to exceed the speed limit or drive recklessly will be disciplined and can lose driving privileges for an extended period of time.

ARLINGTON HIGH SCHOOL  
STUDENT HANDBOOK

ACKNOWLEDGMENT FORM

2018-2019

Please complete and return to your English teacher. \_\_\_\_\_

\_\_\_\_\_  
STUDENT NAME (please print)

GRADE

Our signature indicates that we have received, read, and understand the 2018-2019 Arlington High School Student Handbook and the Acceptable Use Policy.

\_\_\_\_\_  
STUDENT SIGNATURE

DATE

\_\_\_\_\_  
PARENT SIGNATURE

DATE

# 2018/2019 CLASS SCHEDULE

1<sup>st</sup> Semester

PERIOD	COURSE	TEACHER	ROOM
1 <sup>st</sup>			
2 <sup>nd</sup>			
3 <sup>rd</sup>			
4 <sup>th</sup>			
5 <sup>th</sup>			
6 <sup>th</sup>			
7 <sup>th</sup>			

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2nd Semester

PERIOD	COURSE	TEACHER	ROOM
1 <sup>st</sup>			
2 <sup>nd</sup>			
3 <sup>rd</sup>			
4 <sup>th</sup>			
5 <sup>th</sup>			
6 <sup>th</sup>			
7 <sup>th</sup>			

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