

ARLINGTON HIGH SCHOOL

Agenda Book
2016-17

Chris Duncan
Principal

Mr. Joe Welch - 9th grade
Mrs. Joy Bowser- 10th grade
Mrs. Carolyn Weirich - 11th grade
Mr. Reginald Gipson - 12th grade
Assistant Principals

5475 Airline Road
Arlington, Tennessee 38002
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This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NO. _____



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FROM THE PRINCIPAL

On behalf of the faculty and staff, welcome to Arlington High School! I am honored to be serving in my fourth year as your principal and look forward to the work we will be doing together.

As a student at Arlington High, you will experience an academic program that will challenge you to choose course offerings that meet your interests, talents, and goals. Success in high school demands thoughtful planning, regular attendance and a good work ethic. Our staff will encourage you to challenge yourself, work hard, develop good study habits, set ambitious goals and enjoy yourself.

AHS provides an extensive list of extracurricular activities that provide physical and social opportunities to match a wide variety of student interests. Our motto is “there is something for everybody.” You are encouraged to engage in activities beyond your academic courses. There are outstanding athletic teams, musical programs, academic groups, drama and a wide array of clubs. You will learn more about yourself, learn how to balance your time, and be provided an opportunity for personal growth, and intellectual development when you participate in one or more of these activities. Take a chance by getting engaged in high school life, as this time is unlike any other time in your life.

This handbook contains important information that will guide you through school procedures and district policies. I urge you to read it thoroughly and thoughtfully. Procedures have been developed to create an environment conducive to learning and where both students and staff feel safe and secure. As a staff, we are committed to respecting students and challenging students to grow. AHS Code of Conduct is included in this handbook and is based on students respecting the rights and dignity of each other. I will always encourage you to accept the challenge to be a model of respectful behavior. We encourage parents and students to contact us concerning any questions about the contents of this handbook, the school's policies, or the individual progress of a student.

Our mission is to serve the students and community of Arlington. We look forward to an exciting and prosperous school year!

Chris Duncan

FROM THE AHS PTSA PRESIDENT

On behalf of the Arlington High School PTSA, I am delighted to welcome you to the 2016-2017 school year! Arlington High is an extraordinary school with a fantastic team of teachers 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 Alive at 25 and 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. This is especially important now in the educational reform climate we are in at both the State and Federal Level. Our political leaders will only hear us if we speak up. The mere number of members in our PTSA can speak volumes.

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. Through your support the PTSA has become one of the strongest voices that directly support our children and school.

I invite you to participate in the events and programs that we have planned throughout the year. Volunteer opportunities will be listed on our website www.arlingtonhptsa.org as well as other important events and announcements. 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.

Michael Todd

ADMINISTRATION

Principal: Mr. Chris Duncan
Vice-Principal: Mrs. Nichole Jones-Wallace
Assistant Principal: Mrs. Joy Bowser
Assistant Principal: Mr. Reginald Gipson
Assistant Principal: Mrs. Carolyn Weirich
Assistant Principal: Mr. Joseph Welch

GUIDANCE COUNSELORS

Mrs. Lea Chisum – College and Career
Ms. T'Ann Dixon – 9th grade
Mrs. Ellen Douglas – 10th grade
Mrs. Constance Certion – 11th grade
Mrs. Cindy Sigman – 12th grade

SCHOOL CONTACTS

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

Athletic Director: Alan Campbell
Attendance Clerk: Sharon Stutts
Bus Transportation: Joe Welch
Cafeteria Manager: Tamara Harris
Main Office Secretary: Julie Loflin
Medical Clerk and Front Desk: Sabina Talley
School Newspaper: Michelle Fletcher
School Resource Officer: Deputies Sewell & Solang
School Yearbook: Carl Pfeiffer
Special Education Records: Diane Lowry
Textbooks: Joe Welch

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.

AGENDA BOOK

This handbook contains pertinent information in relation to attendance and discipline policies, counseling services available, as well as helpful information regarding general policies and procedures. Every AHS student must pay a \$10.00 fee to receive an agenda book at the beginning of the school year. They are responsible for it at all times. The students will be expected to maintain the agenda book throughout the school year for use as a hall pass in addition to utilizing it as an assignment notebook. For students who lose their agenda book, they may purchase a new one from their English teacher for the price of \$10.00.

AHS ATHLETICS

Fall

Cross Country
Golf
Volleyball
Football
Girls' Soccer
Competitive Cheer

Winter

Wrestling
Bowling
Ice Hockey*
Swimming*
Basketball
Basketball Cheer

Spring

Baseball
Softball
Track
Boys' Soccer
Trap- Club sport
Tennis
Pom/Dance
Lacrosse- Club Sport

*Non-TSSAA sanctioned sport

AHS HONOR CODE

Code of Honor

Honorable conduct is expected of all students at all times. Honorable conduct includes:

- A) **Respect** is defined as consideration for the person and property of others.
- B) **Truthfulness** is defined as not knowing and misrepresenting the truth.
- C) **Integrity** is defined as avoiding academic dishonesty.

Honor Contract

I will uphold the characteristics of respect, truthfulness, and integrity as outlined in the Honor Code of Arlington High School.

****Update: Effective the 2016-2017 school year, Arlington High School will implement the AHS Student Honor Code. Each student is responsible for upholding and enforcing the Honor Code.**

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.

ATTENDANCE

Arlington Community Schools Absences 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; 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 at after 7:00

Students arriving after 7:00 a.m. are tardy and must report to the Attendance Office to check in. Same procedures apply with note from parent or doctor. **Arlington Community Schools policy #6.200** determines excused/unexcused status of the tardy.

Tardy Procedure

A student is considered tardy to class when they are not in their seat when the tardy bell rings. If a student accumulates two and three tardies within the same class, during the current quarter, the teacher will assign a detention to be held on an assigned day.

4th tardy= Saturday School, 5th tardy= Parent meeting and Saturday School, 6th tardy= OSS

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.

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

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.

Note: Office phones are available to all students during regular school hours if a call is necessary.

CHECK OUTS

Illness During the School Day

If a student is too ill to stay at school, it is required that the parent or the parent's designee comes to the Attendance Office to sign the student out. Students remaining in the restroom without teacher or office permission will be viewed as a class cut.

Doctors Appointments

When checking out for a doctor's appointment a student must present a note from their parent or legal guardian regarding the appointment to the attendance office the morning of the appointment. Without the note and phone verification, the student will not be allowed to leave school. ALL check-outs or check-ins from doctor's appointments will be excused only after the student brings to the Attendance Office a "return to school" note from the doctor's office within 2 days of the absence.

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	FCA	National Honor Society
Thespian	Key	Trapshooting
Leo	BPA	Environmental
Beta	CLICK	Skills USA
Book	Art	Multi Cultural

CUTTING CLASS

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.

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.

DISCIPLINARY ACTIONS AND POLICIES

Procedures to promote adherence to school rules

Parent Conferences

The teacher or administrator will arrange 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 four 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. Students on OSS cannot make up work for credit EXCEPT for “major” assignments, which account for 15% or more of their grade or if the community service policy applies.

There are two types of OSS: short term and long term.

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 Board of Education 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. Being under the influence of alcohol/drugs or in the possession of alcohol/drugs while at school or a school-sponsored activity is also a long-term suspendable offense.

Loss of Bus Service

Serious violations of bus conduct rules may result in loss of bus service for a length of time.

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: Additionally AHS enforces NO HOLES

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 be no shorter than 4 inches above the knee.
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;** (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 be no shorter than 4 inches above the knee. 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.

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 three 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.

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.

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*.

Class and Club

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*.

Parking Permits

Parking/Premium – Premium parking is located in the SW parking lot in front of the athletic complex. This is available to seniors only. - Top 10% of Senior class \$40.00. All other seniors, first come basis \$50.00

Parking/Student - Students must purchase a parking permit and park in the designated student parking lot 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.

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.

FINAL EXAMS

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

GRADING SCALE

A	93-100
B	85-92
C	75-84
D	70-74
F	Below 70

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

GRADUATION REQUIREMENTS

Any student graduating with a Regular Education Diploma from a public school in Tennessee must complete the requirements of the Tennessee Diploma Project (TDP).

Tennessee Minimum Graduation Requirements

Total Credits Required: 22

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

Social Studies: 3 credits

Physical Education and Wellness: 1.5 credits

Personal Finance: .5 credit

Foreign Language: 2 credits

Fine Arts: 1 credit- May be waived for students not going to a University to expand and enhance the elective focus.

Elective Focus: 3 credits- Math and Science, Career and Technical Education, Fine Arts, Humanities, Advanced Placement (AP) or International Baccalaureate

Available Technical Areas

Business Technology

Cosmetology

Family and Consumer Science

Leisure Craft

Health Science

Criminal Justice

Marketing

HALL PASS POLICY

Students should ask to leave the classroom only in dire emergencies or when sent for by an administrator or counselor. On those rare occasions that a student needs to leave a classroom, the

teacher must complete a hall pass that includes time, date and teacher signature, which the student must have in his possession while out of the classroom.

HALLWAYS

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 teacher's signature in the student's handbook. 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.

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 cyberbullying¹" 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:

1. Physically harming a student or damaging a student's property;
2. Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property; or
3. 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.

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.

If bullying or harassment occurs, please report the situation to a teacher, an administrator, or any other school personnel.

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.

HONESTY

Students are expected to turn in original work for all school assignments, whether it is homework, a project, a quiz, or a test. Cheating is intolerable. All students caught cheating will receive a failing grade, the minimum grade of 50 on the assignment in question. Cheating is defined as follows:

1. Plagiarism
2. Giving/attempting to give work to others
3. Receiving/attempting to receive work from others
4. Taking credit for another's ideas/work

****Update: Effective the 2016-2017 school year, Arlington High School will implement the AHS Student Honor Code. Each student is responsible for upholding and enforcing the Honor Code.**

HONORS AND ADVANCED PLACEMENT COURSES

Students interested in taking an Honors or Advanced Placement (AP) course must be recommended by a teacher, complete an application, and must be approved prior to placement. Summer work may be required.

The following courses are offered at the Honors level:

Algebra I, Algebra II, Geometry, Pre-Calculus, Calculus, Humanities, Biology I, Chemistry, English I, II, III and IV, Foreign Languages, World History, and World Geography.

The following courses are offered at the AP level:

Art, Spanish, Biology, Calculus, US Govt., Macroeconomics, Music Theory, Psychology, Physics, Human Geography, European History, Comparative Govt., Statistics, U.S. History, English III, English IV, and Chemistry.

The following Courses are offered for Dual Enrollment:

College Algebra (12th grade only)

College English (12th grade only)

Note: Courses may be deleted due to budgetary constraints, lack of student interest, or unavailability of qualified teachers.

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.

INTERNET GUIDELINES

Student User Agreement and Independent Internet Access

Students utilizing Internet access must receive permission from and be supervised by a 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 AM until 2:45 PM 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.

MAKE-UP POLICY

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.** Conditions and time limits for this work are established as follows:

- 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.
- Teacher Discretion - Under extenuating circumstances and at the discretion of the teacher, an extension may be granted for any of these different conditions. Students have the sole responsibility for discussing these extenuating circumstances with the teacher.

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.

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.

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 is to 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.

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 OFFICER

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.

TESTING

PSAT - The Preliminary Scholastic Aptitude Test ("pre-SAT") is given to juniors. Based on scores, students who take the PSAT as juniors are eligible to qualify for the National Merit Scholarship Program. All juniors are strongly encouraged to take the PSAT. Sophomores may elect to take the PSAT as practice.

ACT/SAT - Scores on both of these tests are utilized by colleges and universities to determine admission and placement and are also used as a determining factor in awarding some scholarships. It is mandated by the State of TN that students take the ACT their junior year. The test is given at school during the spring. This will allow students to begin the college application process in the fall of their senior year.

ACT and SAT registration packets are available in the School Counselor's Office, or registration on-line is available and can be accessed by visiting the websites listed above.

TCAP Writing Assessments

This writing test is given to students enrolled in English III to ensure that written communication skills are effective. The test counts as a test grade for quarter four.

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.

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 Driving- 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 will be disciplined.

TUTORIALS

Tutorial services are free and conducted by individual teachers. Tutoring is normally available before or after school on a first-come-first-served basis. Students who need extra help with academics should make use of this opportunity. Schedules are posted in the School Counseling Office.

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 seating and for the overall safety and welfare of the AHS student body.

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.

ARLINGTON HIGH SCHOOL
STUDENT HANDBOOK
ACKNOWLEDGMENT FORM
2016-2017

Please complete and return to your English teacher.

STUDENT NAME (please print) GRADE

Our signature indicates that we have received, read, and understand the 2016-2017
Arlington High School Student Handbook and the Acceptable Use Policy.

STUDENT SIGNATURE DATE

PARENT SIGNATURE DATE

2016/2017 CLASS SCHEDULE

1st Semester

PERIOD	COURSE	TEACHER	ROOM
1 st			
2 nd			
3 rd			
4 th			
5 th			
6 th			
7 th			

2nd Semester

PERIOD	COURSE	TEACHER	ROOM
1 st			
2 nd			
3 rd			
4 th			
5 th			
6 th			
7 th			