

ARLINGTON HIGH SCHOOL
Student Handbook

2022-2023



Mr. Shannon Abraham
Principal

Mrs. Diana Penny
Vice Principal

Dr. Felicia Turner - 9th grade
Mr. Reginald Gipson - 10th grade
Mr. Joe Welch - 11th grade
Dr. Joy Bowser - 12th grade
Assistant Principals

5475 Airline Road
Arlington, Tennessee 38002
Phone: (901) 867-1541
Fax: (901) 867-1546
www.acsk-12.org

Table of Contents

From the Principal.....	4
From the PTSA President.....	5
Contact Information.....	6
Administration.....	6
School Counselors.....	6
School Contacts.....	6
Mission Statement.....	7
Vision Statement.....	7
Student Handbook Information.....	7
AHS PTSA.....	7
Clubs & Organizations.....	7 – 8
AHS Athletics.....	8
Visitors on Campus.....	8
Deliveries to Students.....	8
Schedule Overview.....	8
Transitions Between Classes.....	8
Early Arrival.....	8
2022-2023 Bell Schedule.....	9
2022-2023 Instructional Calendar.....	10
2022-2023 AHS Assessment Calendar.....	10
Student Support.....	11
STRIPES.....	11
Library.....	11
Parent Conferences.....	11
Late Work Procedure.....	11
Student Medication Administration.....	11
General Student Health Guidelines.....	12
Recommendations for School Exclusion.....	12 – 13
Meal Pricing.....	13
Meal Charge.....	13
Attendance.....	13
Tardiness.....	14
Tardy Discipline Procedure.....	14
Checking out of School.....	14
Truancy.....	14
Driver's License or Permit.....	14
Withdrawal from School.....	14
School Discipline Procedures.....	15 – 18
Student Discrimination, Harassment, Intimidation Bullying & Cyberbullying.....	18 – 20

Consequences.....	19
Reporting.....	19
No Retaliation.....	19 - 20
Investigation.....	20
Student Use of Personal Communication Devices.....	20
Dress Code.....	21
Transportation.....	21 – 22
Bus Conduct.....	21 – 22
Student Drivers.....	22
Lunch Rules.....	22
Student User Agreement.....	22
Student Fees.....	23
Student Activity Pass.....	23
Classes and Clubs.....	23
Senior Lot Parking Permit.....	23
Student Parking Permit.....	23
Textbooks.....	23
School Counseling Department.....	23
Graduation Requirements.....	24
TN Minimum Graduation Requirements.....	24
Area of Focus.....	24
GPA Calculation.....	25
Enrollment in Advanced and College Level Courses.....	25
Final Exams.....	25
Report Cards and Reporting of Grades.....	25
Homework Request Procedure.....	25
Makeup Work.....	25 - 26
Honors, AP, Dual Enrollment and National Industry Certification Courses.....	26
Course Descriptions.....	27
AHS Honor Code.....	27 - 28
Students with Disabilities.....	28
Class Schedule Template.....	29

FROM THE PRINCIPAL

As your new principal, I am excited to welcome you back to Arlington High School for the 2022-23 school year. Our administration, teachers, and support staff have worked diligently to create a school environment and culture that is optimized for your learning needs. Our entire staff looks forward to supporting and encouraging you by providing you with opportunities to meet and surpass your goals.

The Student Handbook will provide you with the needed information to successfully thrive within this carefully cultivated environment. We ask that you read and review each policy, procedure and expectation so that everyone has a shared vision of what it means to be an Arlington Tiger! Your adherence to our attendance and dress code policies will continue to be a priority as we believe that it is essential to our learning environment that you are present, on time and dressed appropriately.

Again, I would like to welcome you back! I am excited about the new school year. I hope you come to school with the expectation of academic success and that you work to find a balance between this expectation and your other interests.

Go Tigers!

Mr. Shannon Abraham

Principal

Arlington High School

FROM THE PTSA President

On behalf of the Arlington High School PTSA, I am delighted to welcome you to the 2022-2023 school year!

What an exciting time to be a Tiger! If you didn't already know we have a new incoming Principal to AHS. What a pleasure it is to say Welcome to your Tiger Home to Mr. Shannon Abraham.

Arlington High is an extraordinary school with a fantastic team of teachers, staff, and administrators. 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 child'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 supportive.

In order to fulfill our mission for a unified parent/teacher/community. We strive for 100% PTSA membership. The PTSA supports a quality educational experience. We support education by providing educational grants for books and classroom materials to benefit our students. We also help support College Career Day so Our students are given the opportunity to see lots of representation of colleges right here at Our School.

Some of the ways your PTSA supports our school is by providing Teacher Grants. We were able to provide Fall and Spring opportunities. We also give two (2) \$500.00 scholarships to our Senior class in the form of an Essay Scholarship opportunity in the Spring. 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) 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! This year we will be asking Our Parents to consider giving beyond just joining the PTSA and we will send out more information regarding how you can support OUR Students, OUR Schools and OUR Teachers. As we continue to grow stronger and our student body and faculty increase we encourage you to get involved, be involved and support your school.

We hope you have a wonderful year at AHS.

Lisa Maxwell
PTSA President
lisadmaxwell@gmail.com

CONTACT INFORMATION

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

ADMINISTRATION

Principal: Mr. Shannon Abraham
Vice-Principal: Mrs. Diana Penny
Assistant Principal: Dr. 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
Mrs. Ellen Payne: 9th grade
Ms. Kelsey Fearnley: 10th grade
Mrs. Erica Peyton: 11th grade
Ms. T'Ann Dixon: 12th grade

SCHOOL CONTACTS

Athletic Director: Mr. Josh Manthe
Attendance Operator: Mrs. Sharon Stutts
Bus Transportation: Mr. Joe Welch
Cafeteria Manager: Mrs. Tamara Harris
Main Office Secretary: Mrs. Julie Loflin
Medical Clerk and Front Desk: Mrs. Brandy Hardee
School Newspaper: Mrs. Michelle Fletcher
School Resource Officer: Deputy Lee and Deputy Bills
School Yearbook: Mr. Carl Pfeiffer
Special Education Records: Mrs. Jeanne Turner
Plant Manager: Mr. Andre Robinson

MISSION STATEMENT

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 STATEMENT

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.

WE BELIEVE:

- Student learning is sustained by providing a fair, supportive, and challenging environment.
- Students are individuals with unique intellectual, cultural, social, physical, and emotional needs.
- Students are encouraged to mature intellectually, socially, and emotionally.
- Students gain confidence by fostering decision-making, critical thinking, and effective communication skills.
- Students become proficient in academics through comprehensive instruction and assessment.
- Student excellence is promoted by recognition of academic and extracurricular achievements, as well as citizenship.
- Students are exposed to research-based curriculum and instructional practices that incorporate a variety of learning styles.
- Students are assessed formatively and summatively by diverse methods in order to evaluate their achievement and mastery.
- Students thrive in an atmosphere that fosters positive relationships and mutual respect among students and staff.
- Student learning and success are enhanced through collaboration of students, parents, administrators, teachers, and the community.

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. All 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. 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:

Ethics Bowl	JCL – Latin	Active Minds	BlueCrew
Science Bowl	Key Club	Multicultural Club	Bridge Builders
DECA	Knowledge Bowl	Quidditch	Diamond Girls
Facing History	Model UN	Leo Club	Environmental Club
FCCLA	FCA	Student Ministry	Gaming

French	Portfolio Club	Fashion Club	Princesses for Patients
FBLA	Science Olympiad	Young Democrats	SAGA
Future Educators	SkillsUSA	Young Republicans	Skate Club
Graphic Media	Spanish	Student Council	SWAT
HOSA	Speech Team	Battle of the Books	Women's Equality
Young Life	Youth Court	AHS Ambassadors	

AHS ATHLETICS

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

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 space.

Deliveries to Students

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.

SCHEDULE OVERVIEW

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

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.

Early Arrival

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

2022 - 2023 BELL SCHEDULE

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

M/W 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

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

2022-2023 INSTRUCTIONAL CALENDAR

FIRST SEMESTER	
Date	Event
August 8	1 st Day of School
TBD	Open House
September 5	Labor Day
October 7	End of Q1
October 10-14	Fall Break
November 10	Parent Conferences
November 11	Veterans' Day
November 21-25	Thanksgiving Break
December 14-16	Semester Exams
December 16	End of Q2 (½ Day)
December 19- December 30	Winter Break
SECOND SEMESTER	
Date	Event
January 2	Students Return
January 16	MLK Jr. Day
TBD	Curriculum Night
February 10	Parent Conferences
February 20	Presidents' Day
March 10	End of Q3
March 13-17	Spring Break
April 7	Good Friday
May 17-19	Semester Exams
May 19	End of Q2 (½ Day)

2022 - 2023 ASSESSMENT SCHEDULE

Assessment	Administration Window	Participants
Citizenship Test	Fall Semester: Sept. – Dec. Spring Semester: Jan. – May	Students enrolled in U.S. Gov't or AP Gov't
ACT Fall 2022	October 4	Students in 12 th grade
ACT Spring 2023	March 7	Students in 11 th grade & 12 th grade re-take
PSAT	October 25	Students in 10 th or 11 th grade (Optional: pre-registration required)
TN Ready Alternate Assessments	TBA	Selected Special Education Students in grades 3-12.
TN Ready End-of- Course	April 17 – May 19	Students enrolled in EOC courses in grades 9-12.
Advanced Placement Exams`	May 1 – May 12	Students enrolled in specific AP courses in grades 9-12.
ASVAB	October 19	Students in 12 th grade

**Dates are subject to change.*

STUDENT SUPPORT

System To Reach Intervene Push 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 3rd 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.

Library

The library provides resources 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 three weeks. The library is open from 6:30 a.m. until 2:45 p.m. Monday - Friday.

Parent Conferences

Parent-teacher conferences are encouraged and may be initiated by either the teacher or the parent. The grade level counselor, the teacher, and the parent will work together to schedule a conference.

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 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 3rd 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.

Student Medication Administration

If a student is required to take medication during school hours without a parent present to administer the medication, only the nurse or the principal's designee will assist the student to self-administer the medication in compliance with ACS Policy 6.405.

General Student Health Guidelines

Any student who is diagnosed with a chronic illness should be referred to Coordinated School Health for assistance. Based on individual student health information, the school nurse will develop an Individualized Health Care Plan, Specific Action Plan or Fact Sheet and communicate with school personnel to implement an appropriate plan.

Recommendations for School Exclusion

If a child presents with any of these symptoms at the school clinic, the parent/guardian will be notified and the child must be picked up. The intent of this guide is in the best interest of all and can translate into fewer missed days.

Symptoms	Exclusion Criteria
Appearance/Behavior	<ul style="list-style-type: none"> • Appears to be severely ill • Is not responsive • Irritable • Persistently crying • Having difficulty breathing • Has a quickly spreading rash
Fever (temperature 100°F or greater by any method)	<ul style="list-style-type: none"> • Fever and behavior change or other signs and symptoms (e.g., sore throat, rash, vomiting, diarrhea) • Must not return until temperature is below 100°F for 24 hours without the use of <u>fever-reducing medication</u>
Conjunctivitis (pink eye)	<ul style="list-style-type: none"> • May return after 24 hours of starting antibiotic drops (bacterial); or with a note from doctor stating “no longer contagious” (viral)
Diarrhea	<ul style="list-style-type: none"> • Diapered children whose stool is not contained in the diaper • Toilet-trained children if the diarrhea is causing “accidents” • Stool containing blood or mucus • Diarrhea is defined by stool which is occurring more frequently and/or is less formed in consistency than usual in the child, and not associated with changes of diet
Vomiting	<ul style="list-style-type: none"> • 2 or more times in the previous 24 hours, unless the vomiting is determined to be caused by a non-communicable/non-infectious condition and the child is not in danger of dehydration • If child is at school, child must be sent home and free of vomiting episodes for 24 hours
Rash	<ul style="list-style-type: none"> • With fever or behavioral changes, until a primary care provider has determined that the illness is not a communicable disease
Streptococcal pharyngitis (strep throat or other streptococcal infection)	<ul style="list-style-type: none"> • Until fever free and the child has had two doses of a course of an appropriate antibiotic 12 hours apart
Scabies, Ringworm	<ul style="list-style-type: none"> • Until after the first treatment. • Treatment may occur between the end of the day and beginning of the next day—not requiring any exclusion
Varicella (chicken pox)	<ul style="list-style-type: none"> • Until all lesions have dried or crusted (usually 6 days after onset of rash) and no new lesions have showed for at least 24 hours.

Pediculosis (Lice)	<ul style="list-style-type: none"> Contact school nurse for information
Rubella	<ul style="list-style-type: none"> Until 7 days after the rash appears
Pertussis (whooping cough)	<ul style="list-style-type: none"> Until 5 days of appropriate antibiotic treatment (21 days if untreated)
Mumps	<ul style="list-style-type: none"> Until 5 days after onset of parotid gland swelling
Measles	<ul style="list-style-type: none"> Until 4 days after onset of rash
Hepatitis A virus	<ul style="list-style-type: none"> Until 1 week after onset of illness or jaundice or as directed by the health department
Parvovirus (Fifth Disease)	<ul style="list-style-type: none"> Until rash appears and the child no longer has a fever
Other symptoms	<ul style="list-style-type: none"> A physician's written order that the child be separated from other children

This information is based on the latest recommendations addressing health and safety in group settings from the following organizations: American Academy of Pediatrics and the Centers for Disease Control and Prevention.

Meal Pricing

Meal	Full Pay	Reduced
Breakfast	\$1.50	\$.30
Lunch	\$3.00	\$.40

Meal Charge

Students who are unable to pay for their meals at the time of the meal service shall be permitted to charge breakfast and lunch. Students may not charge a la carte items.

The dollar limit for charges is \$8.50 for full pay students and \$4.00 for reduced pay students. Although the student will receive an alternate meal after the dollar limit for charges has been reached, the student will be charged the regular breakfast and/or lunch price for full pay and/or reduced pay students.

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;
- ✦ Observance of a day set aside by a religious denomination of which the student is a member or adherent, where such religion calls for special observance of such day;
- ✦ Court summons pertaining to matters that are not the result of the student's misconduct;
- ✦ School sponsored activities;
- ✦ School endorsed activities;
- ✦ Pregnant students;
- ✦ Up to two (2) college visits on school days;
- ✦ 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 five (5) days of the student's return to school.

Absences for which no written verification is submitted will be considered unexcused.

Tardiness

If a student arrives to school between 7:00 a.m. and 7:15 a.m., the student will report directly to the first class of the day. In order to have the tardy **excused**, he/she **must** provide the teacher a note from a parent or doctor. If a student arrives to school after 7:15 a.m., the student must check-in through the attendance office. He/She will receive a blue (excused) or yellow (unexcused) slip.

FAILURE TO CHECK IN THROUGH THE ATTENDANCE OFFICE MAY RESULT IN THE STUDENT BEING INCORRECTLY MARKED ABSENT OR TRUANT.

Tardy Discipline Procedure

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

- **1st Tardy – Warning**
- **2nd Tardy – Detention with parent contact**
- **3rd Tardy – Detention with parent contact**
- **4th Tardy – Referral**

**This procedure is for all unexcused tardies for all class periods. This includes unexcused check-ins to class.

Checking Out of School

No student is allowed to check-out after 1:30 p.m.

Truancy

Truancy is defined as an absence for an entire school day, a major portion of the school day or the major portion of any class, study hall or activity during the school day for which the student is scheduled.

Remaining in the restroom without teachers/office awareness will be considered cutting class, and will result in disciplinary action.

DRIVER'S LICENSE OR PERMIT

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:

- ✦ Obtain a Certificate of Compulsory Attendance, and
- ✦ 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 school issued devices with charging blocks and cords and all textbooks issued 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

See ACS Policy 6.313

The following levels of misbehavior and disciplinary procedures and options are standards designed to protect all members of the educational community in the exercise of their rights and duties and to maintain a safe learning environment where orderly learning is possible and encouraged. This Policy applies to behavior violations that take place on school grounds; at bus stops; en route to and from school, but not limited to, school buses; off grounds at school-sponsored activities; or off school grounds if the 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.

For behavior violations not listed below, the Principal has the authority to determine consequences in accordance with the level that is comparable to the violations listed in the category.

The following list is not intended to be all-inclusive. Its purpose is to maintain a safe learning environment. Disciplinary measures shall be implemented in a way that:

1. Balances accountability with an understanding of traumatic behavior;
2. Teaches school and classroom rules while reinforcing that violent or abusive behavior is not allowed at school;
3. Minimizes disruptions to education with an emphasis on positive behavioral supports and behavioral intervention plans;
4. Creates consistent rules and consequences; and
5. Models respectful, non-violent relationships.

In order to ensure that these goals are accomplished, the school district shall utilize the following trauma-informed discipline practices: behavior intervention plans, counseling and/or social and transition specialist or school psychologist services, referral to outside agencies, multi-tiered system of supports, incentives, and restorative practices.

Level 1

- Intentional disruption of the classroom, cafeteria or school-related activities
- Excessive tardiness
- Failure to do assignments or carry out directions
- Cutting class
- Possession of lighters and matches
- Being in an unauthorized area without permission
- Unauthorized possession of a personal communication device
- Cheating and lying, including tampering with grades or report cards
- Wearing, while on school grounds during the regular school day, clothing that exposes underwear or body parts in an indecent manner that disrupts the learning environment
- Urging others to engage in Level 2 behavior violations
- Violating the ACS Technology Use Policy and accompanying Procedures (depending on severity)
- Failure or refusal to wear a protective face covering, in the event that protective face coverings are required at an ACS premises/grounds the student enters. (Exceptions to a protective face covering requirement may only be made by the Superintendent or his designee.)

Consequences for Level 1 Violations:

- Verbal Reprimand
- Parent-Principal/designee conference/Restorative conferencing

- Referral to counselor counselor/social and transition specialist/behavior coachDevelopment of behavior plan/determination of additional supports
- Detention
- In-school suspension

Level 2

- Continuation of unmodified Level 1 behaviors
- Vulgar, profane or rude remarks or non-verbal gestures to staff members or students
- Fighting
- Open or defiant attitude toward a staff member
- Leaving school grounds without permission
- Threatening bodily harm to another student
- Inappropriate use of personal communication device
- Advising or counseling others to engage in Level 3,4 or 5 behaviors
- Violating the ACS Technology Use Policy and accompanying Procedures (depending on severity)

Consequences for Level 2 Violations:

- Parent-Principal/designee conference/Restorative conferencing
- Referral to outside agency/social and transition specialist/behavior coach
- Development of behavior plan/determination of additional supports
- In-school suspension
- Detention
- Out-of-school suspension

Level 3

- Continuation of unmodified Level 2 behaviors
- Threatening bodily harm to school personnel
- Theft, possession or sale of stolen property
- Vandalism
- Gambling
- Possession, use or distribution of tobacco, tobacco products, smoking hemp, smokeless tobacco and vapor products, including electronic cigarettes and associated paraphernalia
- Gang-related activity not specified in Level 4
- Assault of a student; one (1) or more students initiating a physical attack on an individual student
- Destruction of or damage to school property
- Immoral or disreputable conduct
- Harassment on the basis of sex, race, religion, natural origin, ethnicity, gender, disability
- Harassment, intimidation, bullying, cyberbullying, hazing
- Failing to follow ACS Policy regarding non-prescription medicines at school and/or sharing non-prescription medicines with one's fellow students
- Violating the ACS Technology Use Policy and accompanying Procedures (depending on severity)
- Possession, use, or distribution of any product that is marketed or intended for use as a weapon and/or personal protection device, including, but not limited to, mace, disabling sprays, batons and keychain devices.

Consequences for Level 3 Violations:

- Referral to counselor/social and transition specialist/behavior coach
- Development of behavior plan/determination of additional supports
- Referral to outside agency
- In-school suspension
- Out-of-school suspension
- Expulsion

When necessary, law enforcement authorities will be notified.

Level 4

- Continuation of unmodified Level 3 behaviors
- Threat, including a false report, to use a bomb, dynamite, or any other destructive weapon
- Assault of any school employee
- Extortion
- Evidence of use or possession of drug paraphernalia, substances for huffing, any substance presented under the guise of it being a controlled substance or prescription drug, and/or medical prescriptions without proper medical authorization and without following ACS Policy regarding taking medicine at school or sharing medical prescriptions with one's fellow students
- Gang activities, including behavior that is threatening, intimidating and/or harassing in nature; recruiting, gang-related fights, gang notebooks with pledges, codes and symbols that are used to communicate threats, warnings and recruiting; gang graffiti, especially drawn on school property; electronic devices such as cell phones with recognized gang text, with gang symbols, signs and language
- Possession of a knife or any potentially lethal weapon, Taser or explosive
- Evidence of drinking or possession of alcoholic beverages
- Off-campus criminal behavior resulting in a felony charge, when the behavior poses a danger to persons or disrupts the educational process
- Arson
- Harassment on the basis of sex, race, religion, natural origin, ethnicity, gender, disability
- Harassment, intimidation, bullying, cyberbullying, hazing
- Transmission by an electronic device of any communication containing a credible threat to cause bodily injury or death to another student or school employee, which creates disruptive activities at the school that requires administrative intervention
- Violating the ACS Technology Use Policy and accompanying Procedures (depending on severity)
- Making a false report of harassment, intimidation, bullying, cyberbullying or hazing
- Providing false evidence in a harassment, intimidation, bullying, cyberbullying or hazing investigation

Consequences for Level 4 Violations:

- Expulsion (11 days – 1 school year) - remand to Alternative Education Program
- Out-of-school suspension

In addition to the consequences listed above, the following may be necessary:

- Referral to counselor/social and transition specialist/behavior coach
- Development of behavior plan/determination of additional supports
- Referral to outside agency

When necessary, law enforcement officials will be notified.

Modification of the consequence for Level 4 violations can be made by the Superintendent/ designee or the Disciplinary Hearing Authority.

Level 5

- Possession or sale of drugs or evidence of the use of drugs, not included in T.C.A. § 39-17-403 - § 39-17-415, § 39-17-454 and § 53-10-101
- Battery upon any school employee
- Violating the ACS Technology Use Policy and accompanying Procedures (depending on severity)
- Any hacking or cyberattacking ACS technology
- Failure to report threat of mass violence

Consequence for Level 5 Violations:

- Expulsion (11 days –1 school year) - remand to Alternative Education Program

In addition to the consequences listed above, the following may be necessary:

- Referral to counselor/social and transition specialist/behavior coach
- Development of behavior plan/determination of additional supports
- Referral to outside agency

When necessary, law enforcement officials will be notified.

Modification of the consequence for Level 5 violations can be made by the Superintendent/designee or the Disciplinary Hearing Authority.

ZERO TOLERANCE OFFENSES

- Unauthorized possession of a firearm on school property or while attending a school sponsored activity.
- Committing aggravated assault or assault resulting in bodily injury upon a teacher, Principal, administrator or any other employee of the school district, or any school resource officer.
- Unlawfully possessing any drug, including controlled substances, as defined in T.C.A. § 39-17-402 - § 39-17-415, controlled substance analogues, as defined by T.C.A. § 39-17-454, or legend drugs, as defined by T.C.A. § 53-10-101, on school grounds or at a school sponsored event.

Consequences for Zero Tolerance Offenses:

- Mandatory one (1) calendar year expulsion except that the Superintendent/designee may modify such expulsion on a case-by-case basis.

AUTHORITY TO ENFORCE THE ACS DISCIPLINE POLICY

ACS teachers and administrators who have received training in evidence-based supports in regard to student behavior and discipline are authorized to enforce this ACS Discipline Policy, in school, on school buses, or at school-sponsored events, including but not limited to, sporting events and approved field trips that take place away from school property.

REFERRALS

As a method for managing student behavior, ensuring the safety of students and ensuring students the opportunity to learn in an orderly and disciplined classroom, a teacher may refer a student to the Principal/designee.

Referrals shall be kept in a student discipline file and shall not become a part of the student's permanent record.

STUDENT DISCRIMINATION, HARASSMENT, INTIMIDATION, BULLYING & CYBERBULLYING
(POLICY 6.304)

Students are expected to treat one another with respect, which means that harassment, intimidation, bullying, and cyber-bullying are prohibited. Sexual harassment complaints shall be made pursuant to ACS Board Policy 1.806, ***Title IX Complaints, Including Sexual Harassment Complaints.***

Bullying/Intimidation/Harassment – An act that substantially interferes with a student's educational benefits, educational opportunities, or educational performance, and:

- ✦ 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:
 - Physically harming a student or damaging a student's property;

- Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property;
 - Causing emotional distress to a student or students; or
 - Creating a hostile educational environment.
- ✦ 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.

Cyber-bullying means a form of bullying undertaken through the use of electronic devices. *Electronic devices* include, but are not limited to, telephones, cellular phones, or other wireless telecommunication devices, personal digital assistants, computers, electronic mail, instant messaging, text messaging, and websites.

Consequences

Any student who commits an act of harassment, intimidation, bullying and/or cyber-bullying shall be disciplined in accordance with ACS Policy Manual.

Any student found to have falsely accused someone of having committed an act of harassment or intimidation, bullying or cyber-bullying, as a means of harassment or intimidation, bullying or cyber-bullying shall be discipline in accordance with ACS Discipline Procedures established in the ACS Policy Manual.

Reporting

Any student that believes that his/her child is the subject of or has witnessed an act of harassment of harassment, intimidation, bullying and/or cyber-bullying shall report the conduct to any school teacher, school counselor, or school administrator. All such reports shall be immediately reported to the School Principal.

Any parent/guardian of a student that believes that his/her child is the subject of or has witnessed an act of harassment of harassment, intimidation, bullying and/or cyber-bullying shall report the conduct to any school teacher, school counselor, school administrator, or ACS Federal Rights Coordinator. All such reports shall be immediately reported to the School Principal.

Any ACS employee that witnesses an act of harassment, intimidation, bullying or cyber-bullying shall report the conduct to the School Principal.

Any ACS employee, student or volunteer who witnesses or possesses reliable information that a student has transmitted by an electronic device any communication containing a credible threat to cause bodily injury or death to another student or school employee shall report such information to the school principal or ACS Federal Rights Coordinator.

Reports of harassment, intimidation, bullying, and/or cyber-bullying may be made anonymously to any school teacher, school counselor, school administrator or ACS Student Services representative or by accessing the ACS Tip Hotline at AHSTIPHotline@ACSK-12.org. All such reports will be immediately reported to the School Principal. Formal disciplinary action may not be taken against a student based solely on an anonymous report.

Contact Information for the ACT Federal Rights Coordinator is:
 Federal Rights Coordinator (ACS Student Services Supervisor)
 12060 Arlington Trail
 Arlington, TN 38002
 Telephone: (901) 389-2497, Ext. 2560

No Retaliation

Acts of reprisal or retaliation against any person who reports an act of harassment, intimidation, bullying and/or cyber-bullying are strictly prohibited. If a student retaliates against a report of an act of harassment, intimidation, bullying and/or cyber-bullying will be disciplined in accordance with ACS Discipline Procedures established in the ACS Policy Manual.

Investigation

The principal of each school or their designee(s) is responsible for investigation of all reports of harassment, intimidation, bullying and/or cyber-bullying, including, but not limited to, reports that a student has transmitted by an electronic device any comments containing a credible threat to cause bodily injury or death to a student or school employee.

The Principal shall commence the investigation of such reports within forty-eight (48) hours of receipt of the report, unless the need for more time is appropriately documented. The Principal or Principal's designee shall initiate an appropriate intervention within twenty (20) calendar days of receipt of the report, unless the need for more time is appropriately documented. Within forty-eight (48) hours of the findings being complete, the Principal or Principal's designee shall inform the parent/guardian of the students involved in an act of harassment, intimidation, bullying or cyberbullying of the findings of the investigation and whether corrective action was taken.

In cases of substantiated harassment, intimidation, bullying or cyberbullying, the Principal or the Principal's designee shall meet with the victim within five (5) days after the appropriate intervention has been given to ensure there have been no further acts of harassment, intimidation, bullying, cyberbullying, or retaliation. The Principal or Principal's designee shall again meet with the victim thirty (30) days after the intervention has been given.

STUDENT USE OF PERSONAL COMMUNICATION DEVICES

ACS Board Policy #6.312

Students may not turn on or use any type of personal communication device including, but not limited to, cell phones, smart phones or tablets during the regular school day on school property.

An AHS student who brings his/her device to school must keep the device turned off and stored in the student's automobile, backpack, purse, or in a garment pocket, unless their teacher specifically permits the student to use the communication device in the classroom for instructional purposes. **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.**

Teachers may request permission from the principal for students to use personal communication devices in the classroom to assist with instruction.

A student found in possession 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

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.

In an effort to foster the most productive learning environment for students, the following dress code standards for students in Grades 9 – 12:

- Pants must be worn at the waist and at a safe length.
- Shirts or tops must completely cover the abdomen, back and shoulders no midriff visible. Low cut blouses, shirts, or tops are prohibited.
- Head coverings, such as caps, scarves, hoods, hats, etc., except for religious or medical reasons, must not be worn inside the school building.
- Footwear is required and must be safe and appropriate for physical activity.
- Clothing items bearing writings or images of: (1) substances such as drugs, alcohol, tobacco, etc.; (2) offensive, vulgar, lewd, or indecent speech; (3) gang-related indicia or (4) racially or ethnically divisive symbols or messages, shall not be worn.
- Skirts, dresses, and shorts must extend below the fingertip.
- Sleepwear, pajamas, and/or blankets cannot be worn at school.
- Clothing with tears or holes allowing skin to be shown cannot be worn at school.
- Sunglasses shall not be worn indoors at school except for health purposes.
- Facial jewelry including tongue piercings or nose rings shall not be worn at school.

****Leggings or yoga pants may be worn with a shirt or top that extend to the mid-thigh.**

School officials may also prohibit the wearing of clothing bearing any image which would substantially or materially interfere with school activities or the learning environment.

The principal may allow exceptions for school-wide programs or special classroom activities.

The school administration will administer appropriate consequences for policy violations.

TRANSPORTATION

Bus Conduct

A bus is an extension of the classroom, and students must conduct themselves on the bus in a manner consistent with established standards classroom behavior. A student who violates bus rules which impact the safety of others may have their transportation privileges suspended by the principal. The bus driver is authorized to assign seats on the bus.

- ✦ Special education students must have a parent or guardian at their residence to receive them when dropped off. If there is no one present, they will be returned to their school for supervision until picked up by a parent.
- ✦ Cooperate with the driver. Students shall be respectful and not use profane or abusive language.
- ✦ Use of aerosol sprays, perfumes, etc. is prohibited.
- ✦ No screaming or yelling on the bus.
- ✦ Students will not throw items in or out of the bus. This behavior can cause serious safety consequences.
- ✦ No fighting, bullying, harassment, or horseplay on the bus or at the bus stop.
- ✦ Students will not deliberately stand on private property while waiting for the bus.
- ✦ Students will load and unload the bus in a safe and timely manner. Be at your bus stop at least five (5) minutes prior to your assigned time.
- ✦ Students must stay seated and not turn around in their seat. Nothing can block the aisle.
- ✦ Smoking and use of tobacco and/or use of drugs on the bus or at the bus stop is prohibited.

- ✦ Students will not extend hands, arms, head or any body parts out of the window.
- ✦ Students will not tamper with equipment or vandalize the bus. Parents/students will be charged for repair to damage of the interior/exterior of the school bus.
- ✦ Keep the bus clean. No eating or drinking on the bus.
- ✦ Cell phones may not be used for phone calls, texting or taking pictures at any time on the bus. They are approved only to be used with headphones to listen to music.
- ✦ Students may only ride the bus which serves their home address and may only board or get off the bus at their assigned stop.
- ✦ Backpack size is limited to one the student can pick up and hold in their lap.
- ✦ Large band instruments are not allowed on the school bus. (*Refer to The ACS Student-Parent Handbook.)

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.

LUNCH RULES

The outdoor eating area is intended for **Seniors** only. All other students are required 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.

STUDENT USER AGREEMENT

We are pleased to offer students of Arlington Community Schools access to district electronic resources. Our goal in providing this service is to promote educational excellence in our system by facilitating resource sharing, innovation, and communication. Electronic resources provide students with access to vast amounts of information and numerous opportunities for communication. Every student in grades K-12 will be issued an iPad as an instructional tool, providing the student the ability to access academic content anywhere at anytime.

Our intent is to make internet access available to students to help further educational goals and objectives. However, parents/guardians should be warned that even with district content filtering in place, if students disregard the guidelines of the school and/or system, they may find ways to access materials via the Internet which may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages.

During school, teachers will guide students toward appropriate materials. Outside of instruction and with independent access, students/parents/guardians bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, cellphones, movies, social media, and other potentially offensive media. Schools will ensure that procedures for access and standards of conduct regarding Internet use are communicated to students through appropriate instruction on Internet Safety. It is presumed that students given access will comply with District standards. The District cannot be held responsible for items including but not limited to materials, images, video, ideas and concepts that a student may gain by his or her inappropriate use of the internet.

The use of ACS District technology resources is a privilege, not a right. The privilege of using the technology resources provided by the ACS School District is not transferable or extendable by students to people or groups outside the district and terminates when a student is no longer enrolled in an ACS school. This information is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. Violations may result in disciplinary action up to and including suspension/expulsion for students or legal action.

See the ACS Student/Parent Handbook for additional information.

STUDENT FEES

Student Activity Pass

A student activity pass with a 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.

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.

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 any textbooks issued covered at all times.

SCHOOL COUNSELING DEPARTMENT

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.

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. Students must be enrolled in a math course each year.
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).

* The physical education requirement may be met by substituting an equivalent time of physical activity in other areas including but not limited to marching band, JROTC, cheerleading, interscholastic athletics, and school sponsored intramural athletics. See your school counselor for information and the correct form.

* Students enrolled in grades 9-12 who have taken the equivalent of a high school level course in middle school may earn high school credit.

AREA OF FOCUS

Each student must have 3 electives in a single area:

Area of Focus	Courses Included
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 credits beyond the 4 required math and 3 required science credits.

GPA CALCULATION

Grade	Value	Standard	Honors	AP/Dual Enrollment/Local Dual Credit/ Statewide Dual Credit/National Industry Certification
A	90-100	4.0	4.5	5.0
B	80-89	3.0	3.5	4.0
C	70-79	2.0	2.5	3.0
D	60-69	1.0	1.5	2.0
F	Below 60	0.0	0.0	0.0

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

Enrollment in Advanced and College Level Courses

Students will remain enrolled in an advanced course unless the parent/guardian submits a written request for removal within thirty (30) days from the first day of school.

Students may also be removed from advanced courses if the student’s teacher determines that the student should be removed based on performance after thirty (30) days of instruction and the Principal approves the request to remove the student.

Grades earned in college level courses may be used to determine grade point average, provided the grading scale used by the college corresponds with the grade level of the school system.

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 AHS web site.

Homework Request Procedure

For short-term absences, it is time-efficient in most cases for students and/or parents to access assignments on Schoology or contact teachers directly for make-up work. For long-term absences of three 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. Students are expected to complete the assignments prior to returning to school.

Makeup Work

Students who receive an excused absences will be provided the opportunity to make-up missed work. Students will be allowed one day (1) day for each day they are absent.

Students with an unexcused absence due to reasons other than suspension, will be provided the opportunity to make-up missed work for up to five (5) unexcused absences. Students will be allowed one (1) day for each day they are absent.

Make-up work must be requested no later than two (2) days after the student returns to school. Students will be allowed one day (1) for each day they are absent.

Students receiving their first out of school suspension in a school year may be permitted to complete and receive credit on make-up work for their assignments by performing pre-approved community service.

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, Etymology, Humanities

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, Media

Advanced Placement Courses

Math: Calculus AB, Calculus BC, Statistics

Science: Biology, Chemistry, Environmental Science, and Physics

English: English 11 Language & Composition, English 12 Literature & Composition, and AP Seminar, and AP Research

Foreign Language: Spanish, 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

CTE: Computer Science

Dual Enrollment Courses

Career Skill Building for Workforce Success, College Algebra, English 12, Entrepreneurship, Human Anatomy and Physiology, Biology, U.S. History, Mechatronics, Welding, Family and Global Perspectives, Criminal Justice, Oral Communication.

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

**For complete descriptions refer to the AHS Program of Study.*

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 University of Memphis 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

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.

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

1st 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.

2nd 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.)

3rd 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.

4th 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.

STUDENTS WITH DISABILITIES

Students with disabilities are included in all Arlington Community Schools. Schools are expected to initiate actions that enable students with disabilities to become an accepted part of the student body and are treated with the same respect as regular students. Consequences for offenses directed toward students with disabilities should reflect the severity or repetition of the offense.

Students with disabilities have special protections provided through law against unilateral suspension. While certain levels of behavior are expected of special education students, disabling conditions may impact the student's amnesty. It is imperative that school personnel be aware of which students are classified as disabled under either IDEA or Section 504. A student with a disability shall not be unilaterally removed from school for more than ten days before a Manifestation Determination is convened to determine whether the student's offense was caused by his/her disability.

At the initial IEP team meeting or annual review, plans are established which address behavior management as well as academic and vocational skills. The student's IEP reflects expected behaviors, objectives to modify behavior, and pre-established consequences when appropriate. A written record is kept of all discussions and disciplinary actions taken. Whenever possible, suspension or expulsion is the last action used. It is recommended that lesser consequences such as time out, detention, supervised study, on-site intervention, etc. be used before resorting to suspensions. It is important that the team includes an instructional component designed to teach the student skills such as anger management, conflict resolution, showing respect to others, and effective communication designed to prevent future misbehavior. When there is no relationship between a child's behavior and his/her disability, the student can be suspended or expelled according to normal school policy; however, educational services are continued to the extent required.

2022/2023 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			

Notes: