

ARLINGTON HIGH SCHOOL

STUDENT HANDBOOK

2017- 2018



NOTICE OF NONDISCRIMINATION

The Arlington Public Schools does not discriminate on the basis of race, sex, color, religion, national origin, sexual orientation, gender identity, marital status, disability, or homelessness, in admission to, access to, employment in, or treatment in its programs and activities.

SCHOOL ADMINISTRATION

SUPERINTENDENT OF SCHOOLS.....	Kathleen Bodie
ASSISTANT SUPERINTENDENT.....	Roderick MacNeal
PRINCIPAL.....	Matthew Janger
ASSISTANT PRINCIPAL.....	William McCarthy
DOWNES HOUSE DEAN	Veronica Tivnan
COLLOMB HOUSE DEAN.....	Paul McKnight
FUSCO HOUSE DEAN	Robert DiLoreto

Telephone Numbers

Principal	316-3591
Assistant Principal	316-3605
Main Office Admin Asst	316-3594
Principal's Admin Asst	316-3658
Guidance Office Admin Asst	316-3607
Downes House Dean	316-3611
Downes House AdminAsst	316-3610
Collomb House Dean	316-3388
Collomb House Admin Asst	316-3389
Fusco House Dean	316-3616
Fusco House Admin Asst	316-3565

WELCOME TO ARLINGTON HIGH SCHOOL

Dear Student:

Welcome to Arlington High School. The purpose of this handbook is to provide you with basic information, expectations, and rules for life at AHS. You should use it and know it as you would know the rules of any game you like to play. Understanding the purpose, rules, and expectations of the high school will help you avoid pitfalls and get the most out of your time here.

In addition to the curriculum and classes of instruction which form the central part of our school, there are also many opportunities and services provided for support, fun, personal growth, and community spirit. Get connected. We encourage you to get involved in extracurricular sports, clubs and organizations. Take advantage of the supports and resources available such as advisors, counselors, learning center, library, scholarships. We encourage you to participate in school activities year round.

This handbook provides you with information on all aspects of school life. We hope you will take advantage of the many opportunities for a rich and rewarding high school experience.

AHS Staff & Administration

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Section A

Mission Statement
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MISSION STATEMENT

In an effort to foster academic excellence and personal achievement at the highest levels, Arlington High School focuses on learning, connecting, and caring as a community. AHS provides a safe, supporting, nurturing environment in which students can acquire knowledge, values, and intellectual curiosity that will lead to life-long learning. As a community we have agreed upon the following values and habits of mind as foundational principles and social and behavioral expectations that will guide all teaching and learning and policy decisions at Arlington High School. They are:

- Integrity,
- Communication,
- Accountability and responsibility,
- Respect, and
- Effective teamwork and cooperation.

We believe that living these values and habits of mind on a daily basis will ensure all students a rigorous high school education that will prepare them for their future roles as learners, leaders, and citizens in a 21st century democracy.

Academic Expectations

- Gather data and critically evaluate the content, source, and relevance of that data, especially but not exclusively, through the use of technology
- Reason logically, using appropriate qualitative or quantitative methods and use their analysis to answer questions
- Write clearly and effectively.
- Listen actively and respond through inquiry, discussion, writing, and various forms of art
- Read and comprehend varied materials and be able to interpret and apply what they have read.
- Speak clearly and effectively in a variety of contexts
- Demonstrate life, leadership, physical, and cognitive skills through projects, performance, and products

Arlington High School Academic Honesty Policy

The Arlington High School community values personal integrity, learning, and effort. Students are recognized for their effort, behavior, and achievements through grades, credits, and other honors. Academic honesty requires that a student submit work that is his or her own and credit sources or those who have provided assistance. Academic dishonesty is when students claim possession of knowledge, skills, effort or work that is not their own. This undermines the teaching and learning process as well as the process of valuing and crediting student achievement.

In the modern world of collaboration and information technology, learning appropriate uses of assistance, technology, and information is complex. Academic dishonesty includes, but is not limited to, the following behaviors:

- Using another person's words or ideas without acknowledgment. Plagiarism is stealing.

- Purchasing, selling, obtaining, or furnishing an assignment from another person or technological resource and using it without acknowledgement
- Looking at another student's test/quiz or essay and submitting the work as one's own
- Communicating about course material with anyone other than the teacher during a test/quiz
- Discussing a test /quiz with students who have not yet taken the test/quiz
- Allowing one's own work to be copied, shared, or photographed and submitted as part of another person's work without acknowledgements
- Using unauthorized assistance (for example: notes, calculators, phones, or other devices) on a test/quiz
- Submitting an assignment copied from or done by another person (for example: artwork, computer programs, lab reports, projects or homework)
- Falsifying scientific or other data submitted for academic credit
- Acquiring, without authorization, copies of or answers to tests/quizzes/assignments before the scheduled exercise

Responsibilities of Students, Parents, Teachers and Administrators

Students: Students are expected to uphold the academic honesty policy in completing all school related work. Students should understand the expectations for doing and submitting work, giving credit, and receiving assistance in each class. No assignment is exempt. It is the student's responsibility to know the academic behaviors that are acceptable, and those that are dishonest and constitute a violation of the academic honesty policy. If a student has any questions about this policy, it is his or her responsibility to ask. Clearly informing teachers of sources and types of assistance used on assignments is an important way for students to learn how to use resources appropriately. For example: note the names of any students with whom you discuss an assignment.

Parents/Guardians: parents/guardians are expected to be familiar with and support this policy.

Teachers: Teachers are expected to know and enforce the policy and to communicate its principles to their students over the course of the year. Teachers should clearly inform students of their expectations for doing and submitting work, giving credit, and receiving assistance in each class. Teachers are expected to teach the skills necessary for academic integrity.

Administrators: Administrators are expected to assist teachers in implementation this policy, enforce these expectations, and to maintain records of disciplinary incidents.

Consequences

The following actions will be taken for every violation of the academic honesty policy.

- Teacher will consult student about the suspected offense.
- Teacher will notify the appropriate House Dean who will enter the infraction into the student's Discipline Record.
- Teacher will notify the parents/guardians.
- The student will receive a zero for the given assignment.
- The student may be expected to make-up work in order to demonstrate learning, earn a passing grade, remain prepared for additional coursework, or support other class activities (e.g., a collaborative project)
- Arlington High School National Honor Society will be informed.

Depending on the severity of the offense or accumulation of offenses the administration may take the following actions:

- Detention or suspension imposed
- Intervention plan imposed
- Restorative practices implemented
- Co-curricular activities, award committees, or colleges notified

- Leadership roles (e.g. student council officer) may be revoked

Arlington High School ICARE Habits of Mind Rubric

Integrity

Student is able to listen to others' ideas and opinions.

Student does not plagiarize or cheat.

Student is able to accept consequences for his/her actions.

Student demonstrates consistent effort by staying on task, working towards goals, and completing classroom assignments.

Student works towards achieving his/her full academic, social, and community service potential.

Communication

Student regularly participates in class.

Student demonstrates effective verbal communication when called upon, in class discussions, and when presenting information.

Student can communicate effectively through writing on tests, papers, and other assignments.

Student can communicate appropriately and effectively with his/her peers by speaking in a calm voice, actively listening, not interrupting, and considering others' perspectives.

Student can communicate effectively with the teacher by asking questions, discussing class material, and receiving feedback.

Accountability and Responsibility

Student consistently turns in homework on time.

Student comes to class prepared every day with a writing utensil, book, and anything else necessary for class.

Student consistently attends class and is there on time.

Student makes up missing assignments in a timely fashion.

Student comes in for extra help when necessary.

Respect

Student follows classroom rules and regulations.

Student has an open mind regarding new ideas brought up in classroom discussions by teachers, peers, and others.

Student is respectful of school property, including textbooks, furniture, and classroom materials.

Student is respectful of other students' property.

Student respects other's personal space.

Student is respectful of diversity and differences among students by using appropriate language, including not name calling or teasing.

Effective Cooperation and Teamwork

Student can perform different roles in group settings, such as facilitator, presenter, note taker, and listener.

Student is individually accountable for his / her performance in a group setting.

Student holds others accountable for their actions in both classroom and group settings.

Student is able to effectively deal with conflict in a group setting by recognizing when there is a problem, working with others to achieve a solution, and implementing that solution.

BELL SCHEDULE

The following is the standard bell schedule followed at Arlington High School. This schedule will be adjusted to account for changes to our typical week (i.e. early release days, double x-block weeks, late entry days). Any changes to our standard schedule will be announced and posted.

BELL SCHEDULE (M/W/F)

Homeroom8:00 –8:08
Period 1.....8:11- 9:02
Period 2.....9:05 – 9:56
Period 3..... 9:59-11:19
Period 4 (Lunch).....11:22-12:38
1st Lunch: Lunch 11:22-11:44 (22 min) Period 4: 11:47-12:38
2nd Lunch*: Period 4: 11:22-11:46 Lunch 11:48-12:10 (24 min) Period 4 cont'd. 12:10-12:38
3rd Lunch: Class: 11:22-12:13 Lunch: 12:16-12:38 (22 min)
Period 5..... 12:41-1:32
Period 6..... 1:35-2:26
PM Period 2:30 – 3:26
Detention..... 2:35–3:15

Daily Instructional Time = 344 minutes

*Second Lunch / Split 4th Period changes at mid-year. For the first half of the SY 2017 - 2018, September 5 – January 19, Fusco House has 1st lunch and Downs House has 2nd Lunch. For the 2nd half of the year, January 22 – June 25, Downs has 1st Lunch and Fusco has 2nd.

BELL SCHEDULE (T/TH)

Homeroom.....8:00 –8:08
Period 1..... 8:11- 9:02
Period 29:05–9:56
Period 3.....9:59-11:19
Period 4 (Lunch).....11:22-12:38
1st Lunch: Lunch 11:22-11:44 (22 min) Period 4: 11:47-12:38
2nd Lunch*: Period 4: 11:22-11:46 Lunch 11:48-12:10 (24 min) Period 4 cont'd. 12:10-12:38
3rd Lunch: Class: 11:22-12:13 Lunch: 12:16-12:38 (22 min)
Period 5 (X-Block)..... 12:40-1:04 **TUESDAY ONLY** period 512:40 - 2:00
Period 6..... 1:06-2:26 **TUESDAY ONLY** period 6X block2:00 - 2:26
PM Period2:30–3:26
Detention..... 2:35–3:15

Daily Instructional Time = 344 minutes

*Second Lunch / Split 4th Period changes at mid-year. For the first half of the 2017 - 2018, September 5 – January 19, Fusco House has 1st lunch and Downs House has 2nd Lunch. For the 2nd half of the year, January 22 – June 25, Downs has 1st Lunch and Fusco has 2nd.

IMPORTANT LOCATIONS TO KNOW

Main Office – Front Lobby facing Massachusetts Ave.

Principal’s Office – Located in Main Office

Assistant Principal’s Office - Second Floor - near cafeteria, end of corridor

Health Clinic – Adjacent to Main Office

House Dean’s Office:

Collomb House – Third Floor – main lobby across from Main Office

Downs House – Second Floor Downs Building –rear of school

Fusco House – Third Floor Fusco Building – front of school

Counseling Offices –

Central Guidance – Main Office area Ms. Hirsch, Ms. Lichter, Ms. Rakowsky

Ms. Razi and Ms. Klau’s Office – Fusco Bldg. Rm. 307

Counselor’s Office – 3rd Floor Collomb Bldg. In Media Center –Mr. Eggleston

Counselor’s Office – 3rd Floor Downs Bldg – Rm. 331A – Ms. Buckley

Cafeteria – downstairs from Main Office area

Media Center – Main Office area adjacent to the main computer labs

School Resource Officer – located in Fusco Bldg – 3rd Floor across from Old Hall

Classroom and Office Locations:

Fusco Building

Fusco Building primarily houses the Dean’s Office, English Department, Foreign Language Department, METCO Office, Old Hall, Intervention Counselor’s Office, School Resource Officer’s Office, Attendance Officer’s Office, Community Education Office, and on the 6th floor the School Administrative Offices.

AHS Classrooms: 301-307; 400-408; 501-510A

Downs Building

Downs Building primarily houses the Dean’s Office, Mathematics, Social Studies, Physical Education Departments, Menotomy Pre-School, and Athletic Office. AHS Classrooms: 130, 132; 230-238; 330-339; 430-438 **(All class rooms with a “3” as a middle number are in Downs. Bldg.)**

Collomb Building

Collomb Building houses many administrative and classroom locations: Main Office, Principal’s Office, Assistant Principal’s Office, Guidance, Media Center, In-School Suspension, Health Clinic, Lowe Auditorium, Science Department, Technology Classrooms, Collomb House Dean’s Office, Cafeteria, Art Classrooms, Family & Consumer Science, The Workplace Alternative Program, Wood Shops, Health Classroom, Reach and Summit Programs, Integrated Pre-school, and BIP. AHS Classrooms: 105-119; 202-213; 321-322; 410-424

Section B

Clubs & Organizations
Athletics

CLUBS AND ORGANIZATIONS

Listed below are some of the co-curricular activities that have been offered annually at AHS. Most clubs will continue into 2017–2018; some may not, depending on student interest and availability of advisors. New clubs appear every year as student interest changes. If you want to initiate a new club or organization, find a willing faculty advisor to discuss the goal and operation of the club and serve as your club’s advisor. **For the most up to date information please see the Club Webpage on the AHS Website.**

Before a new club is formally recognized by the school, the student leaders and advisor must meet with the All Club Advisor, Ms Begin in room 330. After paperwork is cleared the club will be added to the website. **No club may exclude students on the basis of race, sex, color, religion, national origin, sexual orientation, disability, or homelessness.**

AHS Clubs 2017-2018	
Name of Club	Club Information, Times and Contact Information
84 Club	The Arlington High School Chapter of The 84 Club was number one in the State for 2015! As a part of the 84 club, you will help fight big tobacco companies while learning and educating our community about the tactics they use to target youth. Opportunities to attend statewide leadership conferences, train peers and work independently will be provided.
A Cappella Club	New this year! The Arlington High School A Cappella club is for anyone who loves to sing A Cappella pop (and similar) music. Students work together to arrange original versions of favorite songs, and put them together with background sounds imitating instruments and beatboxing to create awesome A Cappella arrangements - Just with our voices! We do hold auditions, but all are welcome! Email Advisor for more information Contact Ms Kitchen at mkitchen@arlingotn.k12.ma.us
AHS Literary Magazine	The AHS Literary Magazine is a club that celebrates student poetry, prose, and visual media (paintings, sketches, photography, etc.) through an annual publication entitled "Imagine". Members of the club work together to produce, edit, and publish the magazine over the course of the school year. If you are interested in being a part of the publishing process, or you would simply like to submit work to the magazine, please join us! Thursdays and Campus Block Room 407 Contact Mr. Richardson at ahsimagine@gmail.com
AHS Mock Trial Team	Mock Trial is a club that welcomes any student to get a taste of what it is like to live the life of a real lawyer. Joining this team entails learning a simplified version of MA General Law and participating against other schools in trials that are based off what you have learned. This experience is incredibly valuable, as it sharpens the mind, and creates a lasting bond between fellow teammates. (Sign up and Suit up). Email Advisor for more information Contact Mr. Sancinino at jsancinino@arlington.k12.ma.us
AHS Quiz Team	This is Arlington High's friendly, neighborhood, quiz team. Whether it's some casual quizzing or tournaments that you desire, this is the place for you.

	Tryouts are held annually for participation in WGBH's High School Quiz Show. Some Tuesdays in room 509 Contact Mr. Foley at efoley@arlington.k12.ma.us
AHS Robotics Club	We are a group of students that enjoys building, programming, and designing robots. We compete in the First Tech Competition in which we design, build, and program robots to compete against other teams around the U.S. and the world. Tuesdays and Thursdays in room 422 Contact Mr. Fiust and Mr. McG robotics@spyponders.com
AHS Speech and Debate Team	Speech and debate team is a place where effective public speakers, arguers, and actors can use their talents to compete in a variety of intellectual competitions. It is also ideal for individuals with communication apprehension to gain the confidence they need to blossom into the charismatic leaders of tomorrow. In essence, this team provides a fun, competitive and stimulating environment for all of its members. Upcoming meeting dates will be posted on the team website, which can be found in the clubs section of the AHS website. Sign up today! Email Advisor for more information Contact Mr. Dangel at cdangel@arlington.k12.ma.us
AHS Youth Council	Our mission is to assist in the education and enrichment of Arlington's students. We plan to work in conjunction with other youth organizations such as schools and community education programs to reach out to the next generation of scholars. In time, we will attempt to expand our program to other local communities.
American Red Cross Club	The club is a place to provide compassionate care to those in need. Donors, volunteers and employees share a mission of preventing and relieving suffering around the world. The club will hold fundraisers and events to help other communities in need. 1st Monday of Every Month Contact Ms. Conlon at cconlon@arlington.k12.ma.us
Anime Club	In Anime Club, we watch episodes of new season anime and older classic anime (2 episodes each week). Snacks are occasionally provided, and on the week of your birthday, you can choose the episodes we watch. Mondays in Rm 431 Contact Mr. Martino at cmartino@arlington.k12.ma.us
Art Club	The Art Club provides weekly time and space for students who are motivated beyond classroom Art activities, and for those whom Art courses cannot fit into their schedule. Projects include oil painting, mural painting sculpture, photography, graphic design, digital imaging, animation, and filmmaking. Mondays in Rm 204 Contact Mr. Moore at dmoore@arlington.k12.ma.us artclub@spyponders.com
AYHSC Student Advisory Board	The Arlington Youth Health & Safety Coalition envisions Arlington as a safe and vibrant community where youth choose to live substance free, and are collectively supported by their peers, parents/guardians and community members in making healthy decisions. Student Advisors interact with adults in the coalition to promote a substance free community for youth in Arlington. Opportunities to attend youth leadership conferences, be a peer mentor and receive a stipend for your contributions. All are welcome. Email Advisor for more information Contact Mrs. Hirsch at khirsch@arlington.k12.ma.us
Badminton Club	We will be playing badminton on Monday and Friday mornings from 7:15-

	<p>7:45. The level of competitiveness is open to however you want it, from highly competitive to light exercise with friends. Begins after Thanksgiving. Monday and Fridays at 7:15 in the Red Gym Contact Ms. Visco at kvisco@arlington.k12.ma.us</p>
Best Buddies	<p>Students will make one-on-one friendships with a student in the school who has intellectual or developmental disabilities. This promotes social inclusion and provides every student with what we believe to be a necessity; friendship. This club will change your life. Thursdays in room 209 Contact Mr. Darling at wdarling@arlington.k12.ma.us</p>
Bridge Builders	<p>The AHS Bridge Builders include students from all grades and course levels. They welcome new transfer students, mentor exchange students, provide building tours, guide college representatives at the annual college fair and provide answers to school related questions. In return for providing service to others, Bridge Builders are able to earn community service hours, which can be applied toward the graduation requirement. Email Advisor for more information Contact Ms. Buckley lbuckley@arlington.k12.ma.us</p>
Crafting Club	<p>A relaxing, fun, and diverse community of closely-knit crafters. Creates a safe environment to relax after a stressful school day. Crafting is for everyone, come give it a try! No experience needed Mondays in room 205 Contact Ms Nocella Craigie at jnocella@arlington.k12.ma.us</p>
Do Something/ Interact Club	<p>The Do Something/Interact Club gets involved in fundraisers and volunteering to help people in Arlington, Massachusetts, and the world! We are involved in all kinds of causes, from poverty to homelessness to eradicating Polio in the world to the environment. The Club works closely with the Arlington Rotary Club. Email Advisor for more information Contact Ms. Majid at amajid@arlington.k12.ma.us</p>
Drama Guild	<p>The Arlington High School Drama Guild is the organization responsible for presenting straight plays at AHS. Shows are chosen to present four different playwright's voices over the course of four years. This cycle includes a classic American play, a Shakespeare, a classic translated from another language and a play by a contemporary American playwright. With this cycle in place, high school students can explore a diversity of playwright's voices as part of their education at Arlington High School. Email Advisor for more information Contact Mr. Byrne at mbyrne@arlington.k12.ma.us</p>
Early Childhood Club	<p>The G&S Club introduces musical theater to the entire student population by producing a major musical every year. Membership is open to students in Grades 9-12. Students participate by performing or as members of the crew (lights, props, set construction, etc.). The club meets from 1-5 times a week, more toward 4-5 times a week when the play is in rehearsal and production (December to April).</p>
GBSOCAN	<p>The Greater Boston Student of Color Achievement Network (GBSOCAN) purpose is to engage students from a range of racial and ethnic backgrounds in conversations on issues of racism, intolerance, discrimination, and allied behavior Once a month on Tuesday in the METCO Office Contact Ms. Credle Thomas at gbsocan@spyponders.com</p>
Gilbert & Sons (Musical)	<p>The G&S Club introduces musical theater to the entire student population by producing a major musical every year. Membership is open to students in Grades 9-12. Students participate by performing or as members of the crew</p>

	(lights, props, set construction, etc.). The club meets from 1-5 times a week, more toward 4-5 times a week when the play is in rehearsal and production (December to April). Email Advisor for more information Contact Mr. Pappazisis at wpappazisis@arlington.k12.ma.us
GSA	We're the GSA and our club's aim is to educate people about the LGBTQ spectrum, and discuss issues in the LGBTQ community. All in a judgment free environment.
Indian Culture Club	This is a club to celebrate and enjoy Indian culture, including food, music, movies, dancing, and games. Some Tuesdays in room 302 Contact Ms. Schultz at indianculture@spyponders.com
Japan Club	The Japan Club will explore and learn about Japanese culture, language, food and other traditional Japanese activities. The club will also help with and maybe even co run the Nagaokakyo-Arlington sister city exchange. Wednesdays in room 305 Contact Mr. Bourassa at jbouassa@arlington.k12.ma.us
Journalism Club	Journalism Club offers students the opportunity to find and write about stories happening in our community. Thursdays in room 406 Contact Mr. Cullen @ mcullen@arlington.k12.ma.us
Latin Club	Latin Club is a fun, interactive club which focusing on learning more about Roman Culture, the Latin language and mythology through games, projects and friendly competitions. This club is open to all and meet alternate Thursdays. Certamen Club is a portion of Latin Club members who dedicate their time to studying Latin related facts. These students specialize in Mythology, History. Grammar and Vocabulary. They compete at Certamen competitions, several times a year. These students meet the other alternative Thursdays every month. Thursdays in Rm 506 Contact Ms. Mea at cmea@arlington.k12.ma.us
Math Team	We do math. And food. Mostly food. Just a relaxed once a week meeting with little commitment where we hang out and do math of all kinds. Math team is for people who like math, not necessarily who are good at math, so come by! Mondays in room 432 Contact Mrs. McPherson at lmcperson@arlington.k12.ma.us
Mission 3:16	Mission 3:16 seeks to serve Arlington High and help students understand the principles and expressions of the Christian faith. Students of all traditions and faiths are welcome. Wednesdays in room 106 Contact Mr. Lundstrom mission316@spyponders.com
Model Congress	Model Congress is a club that emulates the United States congress and culminates in a simulation conference for four days at University of Pennsylvania in Philadelphia. The group meets twice a week right after school for about an hour (Mondays, Tuesdays or Thursdays.) Involvement in this club includes lively debates during the meetings, writing of bills and participation in the UPenn Model Congress conference. Email Advisor for more information Contact Ms. Walsh Bradley at rwalshbradley@arlington.k12.ma.us
Model U.N.	Model United Nations (also Model UN or MUN) is a conference similar to the United Nations in which students participate as delegates to various UN

	Committees. Participants research and formulate political positions based on the actual policies of the countries they represent. Email Advisor for more information Contact Mr. Dimmock at modelun@spyponders.com or gdimmock@arlington.k12.ma.us
Music Tech Club	Music Technology club gives students the opportunity to hang out with other aspiring musicians, listen to some music, learn about music software (such as Reaper), and create music! Mondays in room 325 Contact Mr. DiTomaso at jditomaso@arlington.k12.ma.us
National Honor Society	The National Honor Society is a service organization open to juniors and seniors who have maintained a cumulative unweighted GPA of 3.5 (weighted 4.3) and have completed 40 hours of community service. Students are invited to apply either after first term or fourth term of their junior year. Members are required to complete an additional fifteen hours of service through the society's tutoring program. Email Advisor for more information Contact Ms.Bavuso at cbavuso@arlington.k12.ma.us
Peer Leaders	The Peer Leader Program's goal is to teach younger students about healthy relationships, while addressing teen dating safety. Upperclassmen can apply to become peer leaders and will participate in monthly afterschool training sessions to prepare them to work with younger students at the middle school and high school. The program will focus on generating awareness about abusive relationships and teach strategies for prevention through discussions and performance. Email Advisor for more information Contact Mrs. Lichter or Mrs. Olander at clichter@arlington.k12.ma.us or molander@arlington.k12.ma.us
Philosophy Club	Philosophy Club opens students up to a new sort of learning, encouraging the cultivation of critical thinking instead of the traditional memorization of specific knowledge. Students will have the opportunity to discuss and bring together their views on the ideas in both philosophical and non-philosophical texts chosen by the group. The club will also focus on the most fundamental questions of our time, such as how we know what we know and what it is we are trying to do as a species. Email Advisor for more information Contact Mr. Weiss at mweiss@arlington.k12.ma.us
Recreational Gaming Club	Interested in any kind of gaming? Stressed? All are welcome to come, socialize, and play. Bring your favorite video, board, or card game and have some fun! Mondays in room 422 Contact Mr. McG at jg@arlington.k12.ma.us
Running Club	DREAMFAR has trained more than 400 students to complete a half and full marathon. In 2014, 112 students crossed the finish line of the Cox Providence Marathon. Do you want to be one of them? Join the Arlington Chapter of DreamFar, a club that trains for and runs the Providence Marathon in May. No running experience required just the desire to accomplish something amazing. DreamFar has recruited 14 local high schools and over 150 students. Make new friends and have fun! See the website for more information http://dreamfarhsm.org/ Email Advisor for more information Contact Ms. Conlon at cconlon@arlington.k12.ma.us
SAVE Club	SAVE Club is an environmental club that does the recycling for the school and other various environmental projects. Fridays in room 415 Contact Mr. McG at jmcg@arlington.k12.ma.us

<p>Science Olympiad Club</p>	<p>Science Olympiad is a national non-profit organization dedicated to improving the quality of K-12 science education, increasing male, female and minority interest in science, creating a technologically-literate workforce and providing recognition for outstanding achievement by both students and teachers. These goals are achieved by participating in Science Olympiad tournaments and non-competitive events, incorporating Science Olympiad into classroom curriculum and attending teacher training institutes Tuesday's during campus block, room 416. Contact Mr. Macuk at jmacuk@arlington.k12.ma.us</p>
<p>SCOOPS Club</p>	<p>Come and help plan for the Scoopermania, an event that last year raised ove \$4000 for the Jimmy Fund and Dana Farber. Months of planning go into this event filled with ice scream and fun! Participants will learn what goes into running an event and how to work as a team to raise awareness for cancer research. Meetings start in Feburary email advisor for more information Contact Ms. Daley at gdaley@arlington.k12.ma.us</p>
<p>Ski and Snowboard Club</p>	<p>This club provides the students with an opportunity to go skiing or snowboarding at Wachusett Mountain on Tuesday during January and February with transportation. Tuesdays in January and February Contact Mr. Bruno at jbruno@arlington.k12.ma.us</p>
<p>STAND Club</p>	<p>STAND Club (Student Taking Action Now in Darfur) raises awareness and money for those affected by the genocide in Sudan (Darfur). Our main project for the year is Battle of the Bands. Some Mondays in 304 Contact Mr. McKnight at standclub@spyponders.com</p>
<p>STEAM CLUB</p>	<p>The AHS STEAM Team's goals are to foster interdisciplinary cooperation between several creative electives and core classes at the school. The club will pursue increasingly ambitious STEAM related projects using all of its available resources, such as representatives from CADD, art, math, science, music technology, woodworking and Computer Sciences. Wednesdays in rm 403 Contact Mr. Vatan at kvatan@arlington.k12.ma.us or Mr. Sheldon at dsheldon@arlington.k12.ma.us</p>
<p>Step and Hip Hop Club</p>	<p>Step and hip-hop club is a place where you can come if you love music and dancing. We will be exploring the dance form of stepping and line dances, along with self-choreographed pieces. No try-outs, all are welcome! Email Advisor for more information Contact Ms. Donohue at adonohue@arlington.k12.ma.us</p>
<p>Student Library Advisory Committee (SLAC)</p>	<p>Help the library. Love the books. Some Mondays in the Media Center Contact Ms. Kitsis at skitsis@arlington.k12.ma.us</p>
<p>Teenage Republicans</p>	<p>We are a group of conservative minded students at Arlington High looking to support our troops, veterans, and community. Thursdays in room 406 Contact Ms. Eudenbach at teenrepublicans@spyponders.com</p>
<p>Today's Students, Tomorrow's Teachers</p>	<p>This is a group for students who are considering a career in teaching. Mentoring and training is provided for students as they prepare for the study of education. The group is designed to help students of color become successful public school educators. Contact Ms. Konstandakis-Schwartz at</p>

	mkonstandakis@arlington.k12.ma.us
Ultimate Frisbee Team	The Arlington High School Ultimate Disc team is a club sport participating in the B.U.D.A. High School League. We have an experienced coach, and practice 3-5 times each week in the Spring. We play games against other teams in the league from different schools, and we'll go to tournaments and a State tournament. We have fun and work hard! Email Advisor for more information Contact Mr. Sheldon at arlingtonhighschoolultimate@gmail.com
Young Democrats	The Young Democrats work to spread Democratic ideals through discussion, and education. We contribute to campaign efforts, conduct school-wide projects, discuss current issues, and attend Democratic events. Wednesdays in room 321 Contact Mr. Snyder at jsnyder@arlington.k12.ma.us
Young Feminist Alliance	The mission of the Young Feminists' Alliance is to educate ourselves and the greater Arlington community about gender equality through empowerment and activism. Fridays in room 424 Contact Ms. Daley at youngfeminist@spyponders.com

STUDENT ORGANIZATIONS ELIGIBILITY STANDARDS

A uniform set of minimum eligibility standards has been established for Arlington High School. These eligibility standards apply to membership of the Student Council, holding class office, and holding of offices in any school club or organization.

To participate in a school sponsored event, students must be present in school on the day the event is to take place for the entire day unless your absence has been approved by the Dean prior to participation. Students who are assigned to an in-school or out of school suspension may not participate in after school clubs and organizations on the days that they are suspended.

Every student is a member of his/her individual class. These classes constitute the student body of our school, and the school community is expected to conform to the usual standards of conduct considered representative of good citizenship. Whenever a student fails to meet his/her obligations as a good citizen, his/her status shall be determined by the administration in conjunction with the group faculty sponsor. Conduct expectations may be found in other chapters of the handbook (see Section E, Student Rights, Infractions and Consequences.)

No club or activity may exclude students on the basis of race, sex, color, religion, national origin, sexual orientation, disability, or homelessness. in admission to, access to, employment in, or treatment in its programs and activities.

ATHLETIC PROGRAM

At Arlington High School, a wide variety of sports activities are offered on both a varsity and sub-varsity level. Any student may try out for any varsity sport. To be eligible, you must not have reached your nineteenth birthday before September 1 and must have earned at least 20 credits in the previous quarter's grades. Once you start high school, you are eligible to participate in the Athletic Program. Whether you compete or not, you must be in good standing as a school citizen. The program is governed completely by the rules and regulations of the Massachusetts Interscholastic Athletic Association (MIAA). No team may exclude students on the basis of race, sex, color, religion, national origin, sexual orientation, disability, or homelessness.

Participation in our athletic program, as in any other phase of AHS student co-curricular activities, is an honor and privilege and, as such, carries with it many student obligations. AHS athletes are expected to demonstrate good sportsmanship and serve as examples of good, wholesome living and of good leadership. You must always strive to continue to bring honor to your school and fellow students by your effort and your good example. Failure to do so in any way could deprive you of the privilege of athletic participation. The activities offered through the Athletic Department are:

Fall:	Cheerleading Cross Country (boys/girls) Field Hockey Golf	Football Soccer (boys/girls) Swimming (girls) Volleyball (girls)
Winter:	Basketball (boys/girls) Gymnastics Hockey (boys/girls)	Indoor Track (boys/girls) Wrestling Swimming (boys)
Spring:	Baseball Lacrosse (boys/girls) Outdoor Track (boys/girls)	Softball Tennis (boys/girls) Volleyball (boys)

Athlete's Responsibilities & Sanction(s)

Participants must complete the necessary medical and parental permissions and forms and pay the athletic fee no later than the first day of their participation.

Sanction: The individual cannot practice or play until the specified form(s) and fees are processed through the Athletic Director.

Participants must fulfill all eligibility requirements as set forth by the MIAA. Copies are posted in the locker room, in the Blue Book which is given to every coach, and on the MIAA website (www.MIAA.net).

Sanction: Academic eligibility cannot be regained until your next report card is issued unless the grades in question are OFFICIAL INCOMPLETES. Once the Athletic Director has the official make-up grade with the signature of the teacher involved, eligibility could be regained.

You are expected to be in school for a **full day, period 1-6**, every day on which you intend to practice or play. Tardiness or dismissal will be watched closely, and students who display a pattern of excessive tardiness or dismissals may be withheld from practices and/or games. Student athletes must be in school on the Friday before any Saturday, Sunday, or vacation contest.

Sanction: Permission to participate in any fashion must come from the Athletic Director or Principal if extenuating circumstances prevent attendance at play or practice.

Any participant involved in any way (use/consume, possess, buy/sell, or give away) with alcohol, drugs, or tobacco shall be subject to possible suspension or dismissal from the athletic program. Said cases would be reviewed by the school administration and the Athletic Department as soon as a report is received. Consequences for drug, tobacco, and alcohol-related infraction will follow both AHS and MIAA sanctions. Normal school due process protocols will be followed, however, **if a school suspension occurs the following rules are in effect:**

A student on suspension, both in-house and out of school suspension, is excluded from participating in or attending any school related functions or activities until the first day of classes after the completion of their suspension. Suspensions prior to a weekend, holiday, or vacation period will render that student ineligible for all athletic participation during that weekend or holiday period.

IMPORTANT – MIAA rules about tobacco, drugs and alcohol are in effect from the first practice of the fall until the last day of school REGARDLESS OF WHETHER YOUR SPORT IS IN SEASON OR NOT. Students who violate the drug and alcohol rule at any time during the school year will miss 25% of the games. A second violation will trigger a loss of 60% of games. For example, an athlete who violates the drug, tobacco or alcohol rule in October but is not playing a fall sport, will miss the first 25% of his/her games if he/she begins to play a winter or spring sport. The violation follows the student until the consequence is served.

PLEASE NOTE These sanctions are cumulative and carry over from the fall to the winter to the spring if applicable. Students who return to school from a suspension for drugs or alcohol must be evaluated by the AHS Intervention Counselor as soon as an appointment can be scheduled.

Any participant who suffers an injury at or during supervised practice or games must immediately inform the coach.

As an AHS athlete, you are responsible for all items of equipment and/or uniform issued to you. If you don't return all items at the time and in the condition specified, you cannot participate in any further interscholastic programs until all obligations are settled. In addition, any student records (report cards, promotions, diplomas) will be put on HOLD until obligations are settled.

Sanction: You will have to pay the ACTUAL REPLACEMENT COST for the item or item(s) lost or damaged.

You must travel to away contests with the team on the regular bonded carrier. Any exception must be approved ahead of time by the Coach, Athletic Director or the Principal if written permission of parent/guardian is presented with enough time for verification by the Athletic Department.

Sanctions:

1st Offense = No participation in that day's session and parent is notified.

2nd Offense = One week suspension from athletic participation (5 days) including a Saturday or Sunday if that day is part of the team's schedule)

3rd Offense = Dismissal from the team in session at the same time the third offense is committed.

When travel to away games requires early dismissal, only those participants who have secured the necessary teacher approval will be allowed early release. Permission can be rescinded if student action warrants.

Sanctions:

1st Offense = No participation in that day's contest and parent is notified.

2nd Offense = One week suspension from athletic participation (five days, including Saturday or Sunday if that is part of the team's schedule).

3rd Offense = Dismissal from the team in session at the time the third offense is committed.

No AHS athletic activity discriminate on the basis of race, color, religion, national origin, age, gender, sexual orientation, marital status, or disability in admission to, access to, employment in, or treatment in its programs and activities.

Head Injuries and Concussions

The Arlington Public Schools has put forth this policy to provide standardized procedures for persons involved in the prevention, training, management and return to activity decisions regarding students who incur head injuries while involved in extracurricular athletic activities, including but not limited to interscholastic sports, in order to protect their health and safety.

"Concussion" means a complex disturbance in brain function, due to direct or indirect trauma to the head, related to neurometabolic dysfunction, rather than structural injury. Among the many symptoms associated with concussion, headache, dizziness, confusion, amnesia, nausea and disorientation are commonly reported. Loss of consciousness, however, occurs in less than 10% of all injuries and is not an indicator of concussion severity.

In some cases, symptoms related to concussion can impact a student's academic performance by causing lapses in short term memory, shorter attention span, reduced or impaired concentration and more difficulty in completing assignments and studying for tests.

Current research suggests that cognitive rest is critical during the recovery stage. The goal is to protect the health and safety of our athletes and maintain and regularly update a system wide protocol for responding to their needs.

The Superintendent, in consultation with the Director of Nursing and Athletic Director, shall promulgate guidelines, which shall be made publicly available.

Fan Behavior

We welcome student attendance at athletic and extra-curricular events. Students must maintain proper decorum and respect while in attendance at these activities since they are representing Arlington High School. All AHS rules apply to spectators at athletic and extra-curricular events including our strict policies regarding drug and alcohol use. In general we have the following expectations of all fans:

- Students should have fun by demonstrating positive enthusiasm without causing harm, danger, or embarrassment.
- Students are to follow all school rules that are in effect during the regular school day.
- Students should demonstrate respect toward fellow students, opponents, players, coaches, and officials.
- Students should show respect and pride for the school.
- Students must be appropriately attired, including wearing shirts.

Students may not engage in the following behaviors:

- Calling by name or taunting players on either the home or visiting team.
- Using vulgar language towards other fans, players, or the game officials.
- Wearing costumes, masks, or obscuring face paint that prevents them from being recognized.
- Participating in dangerous or boisterous behavior, such as, pushing, shoving, or fighting.
- Throwing objects either in the stands or onto the playing surface.

Students who engage in prohibited fan behavior may face detention or suspension consequences as determined by the House Dean or other AHS administrator.

SECTION C

General Information
Cafeteria
Cameras/Security
Electronic Devices
Honor Roll
Lockers
No School Signal
Report Cards & Grading
Student Dress
Testing
Textbooks
And more...

Cafeteria Rules

- Stay in the cafeteria or the courtyard during lunchtime. Students should not congregate in corridors or classrooms and will be asked by teachers to leave those areas while lunch is in session. **All food must remain in the cafeteria.**
- Students must use only their own student ID to purchase lunch. Any student who uses an ID number other than their own will face school consequences.
- Be mature. Do not horse-around, run or throw food in the lunchroom.
- Be considerate. Do not break into the lunch line.
- Be responsible. Dispose of all your lunch rubbish immediately when leaving the table.
- Be helpful. Leave the tables and floor clean. Students at a table are responsible for any refuse left by others sitting at the table. If you sit at a table at any time during the lunch period, you are equally responsible for its cleanliness.
- Show good manners. Do not comb hair, cut nails or perform other personnel hygiene tasks in the cafeteria. Use the lavatories adjacent to the cafeteria.

Failure to abide by the above rules may result in loss of lunchroom privileges.

Cameras/Security

Arlington High School has installed exterior and interior security cameras to assist the school in preventing theft, vandalism, trespassing, and other violations of the Code of Discipline. The use of security cameras is meant to promote the overall safety of students on the Arlington High School campus.

Cars/Parking

No student parking is permitted on AHS school property during the school day.

Change of Address, Phone and Emergency Information

All changes of address, phone and/or emergency information should be done directly by the parent/guardian through the demographic section on the Parent Portal.

Directed Study and Old Hall

Students will be assigned to Old Hall if a teacher is absent from school on a particular day, or to a Directed Study if their academic class schedule is not full. You should report directly to assignment and bring sufficient academic work for the length of the period assigned. Out of respect to the academic work occurring in and nearby, you should consider Directed Study and Old Hall classes as quiet areas. Old Hall teachers do not issue passes except to the House Office or emergency bathroom passes.

Electronic Devices

Electronic devices are not to be used during class time unless approved by the teacher. Students should be as fully engaged as possible in their work as part of a learning community.

Gifts and Solicitations

The superintendent shall deny all requests to use children in the schools to raise funds or to deliver notices seeking volunteer fundraisers.

No fundraisers of any description shall take place within the high school without permission of the high school principal or designee.

Guidance and Counseling Program

The Guidance and Counseling program is devoted to insuring the development of each student's talents and capabilities to the fullest extent. The program's major objective is to guide you to a high level of self-understanding and self-direction to enable you to make realistic educational and career decisions.

Services offered by Guidance include: orientation and college counseling programs, testing, counseling, referrals, placements, education and career information. The entire program helps a student to see where he/she is and recognize where he/she wants to go. It presents the alternatives and means that enable a student to then attain his/her goals.

Indoor Student Traffic

Before school do not loiter in the corridors. By 7:59 AM you should be in your homeroom or first period class. Proceed directly from one class to the next without loitering in the corridors, stairways, or outside the building. You must leave the school property upon completion of the school day's academic and co-curricular activities. Students should leave the building by 2:45 PM daily unless they are attending a school event, activity or function.

Lost and Found

The lost and found department is located in the Main Office. If you find a lost article, please take it there. When you have lost an article, look in the lost and found frequently, as it may not be turned in immediately.

Lunch Period/Locker Access

The lunch period is determined by the location of your fourth period classroom. Your fourth period teacher will instruct you as to your lunch period. You should go to your locker after period three to pick up your books and items required for periods four through six. Students are discouraged from going to their lockers during the day unless absolutely necessary as there is limited passing time between classes.

National Standardized Examinations

The College Entrance Examination Board of the Educational Testing Service and the American College Testing Service offer examinations whose scores are sought as admission criteria by post-secondary educational institutions.

Arlington High School conducts exams for the PSAT, SAT, and AP tests. A center for the ACT test is available in the Metropolitan Boston Area.

Information about these tests is given at regular intervals through the Guidance Office and the school bulletin. You should work out a tentative calendar of testing with your counselor at the end of the sophomore year. Counselors urge parents/guardians and students to consult with them with regard to questions relating to these tests.

No School Signal

In the event of inclement weather, the school will notify parents/guardians via an automated phone call through our Alert Now system. Also, the no-school signal will be sounded by the Central Fire Station at 7:00 AM for students attending the high school. The signal consists of the Fire Alarm Number 2 -2 sounded three times. It also may be announced on various local radio and TV stations from 7:00 AM on. (Channels 4, 5, 7, Radio 680 AM (WRKO), 1030 (WBZ).

If the weather clears by the afternoon, coaches may hold practice, if they receive permission to do so from the principal and the athletic director. Individual coaches will contact students by phone or email if a practice is to be held. Parents/guardians who deem that their child should not go to practice on a non school day, may keep their child home from practice without any consequence for the student as long as they send a note or email to the Athletic Director stating that they chose to keep their child out of practice on such a day.

Parent's Night/Open House

Historically there have been two main reasons for conferences.

- For parents/guardians to connect with the teachers.
- For teachers and parent/guardians to address the needs of students who require extra communication.

We propose a conference model that allows for a variety of different venues for parents/guardians and teachers to interact.

Open Houses are intended to allow parents/guardians to connect with the school and meet the teachers. In 2017-18, there will be two Open House opportunities.

- We will have the traditional Open House in September (9/14), which will allow parents/guardians to visit their student's classes and hear from their teachers.
- We will also hold a second semester Open House in February. The second open house will provide an initial teacher meeting for second semester courses and an opportunity to follow up on the activities of yearlong classes.

Parent/Guardian-Teacher Conferences are intended to provide one-on-one meetings for those who have a need to speak with a teacher. These visits afford parents/guardians the opportunity of meeting and discussing with teachers areas of mutual concern and interest relative to students' total school experience:

- We have expanded the conference timeslot to 10 minutes.
- There are 3 conference dates in November, 14, 16 and 28, two during early release days and one in the evening.
- Although these conferences are open to all, we encourage only those parents/guardians with a need for one to one discussion to attend these conferences.
- In order to allow for the most access, we also encourage parents/guardians to limit conferences to two teachers.
- Where there are issues that require more than one or two 10-minute conversations, it is recommended that parents/guardians contact Guidance, administration, or the teacher for assistance.
- Parents/guardians may schedule time for consultation with members of the administration, guidance and faculty. Appointment should be pre-arranged.

Parents/guardians should also remember that they can make appointments with teachers during their office hours, if there is a pressing need.

Scholarships and Awards

Each year the Arlington High School Scholarship Committee oversees distribution of money from a variety of wills, trusts, funds, grants, organizations and companies that have allocated money and/or awards for deserving AHS seniors. Scholarship information is available through the Guidance Office and a general application may be submitted in late January on line.

Parent and Student Portal

At the beginning of each year, parents will be issued a password in order to check attendance and grades for their children at the high school. The information in the Parent Portal is provided by the staff to keep parents aware of both attendance and academic progress throughout each term and year. A password is also issued to each student to enter a Student Portal so that they may check on their daily progress in each class. **It is the responsibility of students to address any concerns or difference of opinions with their teachers on attendance and/or grades that are posted in PowerSchool.**

Skateboards, Rollerblades, Bicycles, Athletic Equipment

All skateboards, rollerblades, bicycles, balls, bats, lacrosse sticks, hockey sticks, etc., must be kept in the student's locker or secured in a house office, the athletic locker room {open before and after school only, not during the school day}, physical education office, or any other secure location during the school day.

Student Advisory Council (SAC)

Arlington High School has an active Student Advisory Council (SAC) which meets with members of the School Committee on matters of concern to the students. This student group is different from the AHS Student Council in that it is required under the Commonwealth's General Laws, Chapter 71, Section 38M and has the Principal as its advisor. The Principal will determine these representatives in consultation with the AHS Student Council.

Student Dress

All students must wear appropriate foot gear while in school, and are required to be dressed so that they do not inhibit either the teaching or learning process. The principal, assistant principal and house deans shall make the final decision on any clothing or outfit that inhibits the teaching or learning process. Clothes should not impede the identification of a student, for example:

Hooded sweatshirts must be worn down during the school day.

Sunglasses must not be worn during the school day.

Clothing imprinted with vulgar or obscene language or artwork, or displaying illegal substances, weapons, alcohol or tobacco products is not allowed. Clothing that displays slogans or messages contrary to the AHS mission, e.g., *Snitches Get Stitches*, or features gang colors or styles is not allowed.

Students are required to wear clothing that completely cover under garments. All tops and dresses worn during the school day must have straps holding them up.

Students enrolled in, culinary arts, physical education, science labs, etc., may have additional clothing requirements in order to ensure a student's health and safety.

Students who fail to meet student dress requirement will be asked to put on clothes that meet the code and may face disciplinary consequences.

Student Identification

Student identification cards are issued at the beginning of the school year. ID cards may be required for entry into the Library Media Center and use of the media labs. Teachers and administrators may require students to show ID at any time if they feel that students are disrupting the school environment or are in an unauthorized area. Failure to show an ID when requested is a violation of the Code of Discipline and may result in detention or further consequence.

Student Insurance

A plan of casualty insurance coverage for the school year is offered to all students on a voluntary basis. Information is available early in the school year.

Student Passes

Students out of class for any reason must be given a pass by the subject teacher or other authorized school personnel, showing date, time, and destination, along with teacher's signature. If you need to go to the Computer Labs, Media Center, Guidance or other specialized areas during the school day, you should get the pass before school.

Student Visitors

Students may not bring visitors to school to attend classes. Potential AHS students may visit and shadow an AHS student. Such visits require special permission. Arrangements must be completed at least 24 hours prior to the visit including a waiver signed by the parent or guardian, written teacher permission and Dean approval. Forms are available in the Guidance Office. Students who receive permission to visit Arlington High School must register in the appropriate House Office prior to going anywhere on the school property.

Summer School

All summer school course requests should initiate with Guidance, Department Heads and be approved by the Principal.

Surveys

All surveys taken in the high school must have the prior approval of the Principal.

Teacher Assistance – After School

Students can obtain various kinds of help from classroom teachers by attending special help periods after dismissal or before the school day per arrangement. Check with each teacher for specific times or variations.

Students who need help with a subject or have work to make up after an absence are urged to take advantage of the opportunity for extra help. It is your responsibility to take the initiative and arrange for extra help.

Textbooks

Textbooks are furnished free of charge (in the majority of courses) and are the property of the school. If a book is defaced, damaged or lost, you are responsible for the full cost of replacing the text. Students are responsible for returning all textbooks prior to taking their final exams. **In addition, any student records (report cards, transcripts, diplomas) will be put on HOLD until obligations are settled.**

Transcripts

Upon request, a copy of a student transcript will be sent to a designated school. For Seniors, the first three requests for college transcripts will be sent to colleges at no cost. For all additional transcripts there will be a charge of \$5.00 per transcript.

Valuables and Large Sums of Money

Students are strongly urged not to bring large sums of money or valuables to school. The school will not be held accountable for lost or stolen items.

Weekly Calendar

Notices concerning school and school activities are announced daily and then put on the high school web site. If you want a notice announced it must be dated, signed and pre-approved by an administrator.

Working Permits

Students beginning at the age of 14 may obtain their working permit and papers from the Secretary in the Guidance Office.

Items and information necessary for a permit:

- You must have a job.
- You should know the type of work you are going to do.
- You should know the exact name and address of the company.
- You need to have in your possession a Certificate of Birth, current passport, or a driver's license or permit.
- You must be present when applying for a working permit; others cannot obtain it for you.

For students age 14 – 16 a Doctor's a certificate and a signed parent consent form are also necessary:

Report Cards and Grading

At the end of each school marking term, a report card is available through the online parent portal and student portal or, upon request, is mailed home to parents or guardians. All grades and attendance become a part of the student's high school record. The following letter grades will be used in rating scholarship achievement in the courses taken:

Term Dates – School Year 2017 – 2018

Term 1 September 6 – November 6
 Term 2 November 7 – January 19
 Term 3 January 22 – March 29
 Term 4 for Seniors April 2 – May 25
 Term 4 for Underclass April 2 - June 18

**June 25th is the 185th school day which accounts for 5 snow days.*

Letter Grade Explanation

- A Superior work. Content knowledge, complex reasoning skills, and work habits exceed the standard for the course.
- B Proficient work. Content knowledge, complex reasoning skills, and work habits meet the standards for the course.
- C Fair work. Content knowledge, complex reasoning skills, and work habits partially meet the standards for the course.
- D Poor work. Content knowledge, complex reasoning skills, and work habits meet only the minimum standards for credit in the course.
- F Failure. Student has failed to demonstrate the minimum expectations for content knowledge and complex reasoning skills in the course.
- P Pass. Student has demonstrated the expectations for content knowledge and complex reasoning skills and work habits in a course designated pass/fail.
- H Honors
- S Satisfactory
- U Unsatisfactory
- W Withdraw - Student withdrew from the class after the official date to be removed from a class.

Term Grades

The following grades may appear in the term grade for a course, but will not appear in the year-end grade for the course.

- FA Failure due to excessive unexcused absences (seven or more). The comment from the teacher will detail the grade the student would have received.
- I Incomplete. Requirements of course have not been met due to excusable absences. Incomplete grades must be made up within two weeks after the closing of the term. Under special circumstances the teacher, with approval of the principal, may allow an additional

period of time for work to be completed.

NG No grade. Student was not present for sufficient amount of time to receive a grade.

M Medical absence (The quarter is not counted as part of the student's final year average.)

Grade Scale

Report card grades are expressed in letter format. The grid below explains the numerical bases of the letter grades.

A+	97-100				
A	93-96	B-	80-82	D+	67-69
A-	90-92	C+	77-79	D	63-66
B+	87-89	C	73-76	D-	60-62
B	83-86	C-	70-72	F	0-59

Final Examinations

All courses will have a final assessment to evaluate the student's knowledge of the course material presented over the length of the course, whether a semester or full-year course.

The final assessment grade will be recorded on the student's final report card. The final assessment for full year courses will be weighted as 1/9th of the final course average with each quarter weighted as 2/9ths. Final assessments for semester courses will be weighted as 1/5th of the final course average with each quarter weighted as 2/5ths.

Students absent on the day of a final examination must have their absence verified as excusable via a parental call to their House Dean on the day of the exam(s). No makeup exams will be allowed without verification of the absence to the teacher(s) from the House Dean. Students absent on the day of an exam without a parental verification will receive an "F" for any exams not taken on that day. Students must return all textbooks and materials to the teacher on the day of the final exam. Students will not be allowed to take the final exam until all textbooks and materials are returned or replaced and may receive an "F" on the exam. Examinations may not be given early unless an extenuating circumstance exists, and the student receives permission of the Principal or his designee.

Senior Final Exam Exemption

Seniors who have maintained a B+ or better average are exempt from senior final examinations. The B+ must be the grade for the entire year, not just the 4th term. Teachers have the final say on whether a student is carrying a B+ or better average.

Course Transfer/Withdrawal

A formal withdrawal procedure must be followed in order to change or withdraw from a course. A student should consult his/her counselor and teacher when a course change is being considered. When course changes are deemed appropriate, a change in programming will be made.

The final date to request a course change for a course will be 3 weeks after the first day of school. For the few elective or other classes that are offered during second semester, the final date to request a change is 3 weeks after the first day of term 3. (See chart below for specific dates). Any course change after this deadline will be reflected with a W in the term and end of year grade, but it will not impact their GPA. Please note, these deadlines are also applied to any student wishing to change from a heterogeneous level within a course to an honors level.

Year long course	3 weeks after first day of school	September 27, 2017 (tentative)
Semester 1 course	3 weeks after first day of school	September 27, 2017 (tentative)
Semester 2 course	3 weeks after first day of term 3	February 9, 2018 (tentative)
Quarter 1	2 weeks after the first day of term 1	September 20, 2017 (tentative)
Quarter 2	2 weeks after the first day of term 2	November 20, 2017 (tentative)
Quarter 3	2 weeks after the first day of term 3	February 2, 2018 (tentative)
Quarter 4	2 weeks after the first day of term 4	April 12, 2018 (tentative)

When a student transfers from one level to another in the same content area (Honors Geometry to Curriculum A Geometry) the student's grade for the course travels with him/her and is averaged into the final grade for the term in the receiving course. When a student replaces one course with a completely different course, (i.e. Astronomy to French I) the grade does not travel with the student. If a student enters the new class too late in the term to earn a grade he/she will receive an NG in the receiving class. If it is determined that a student must change their schedule after the above deadline, teachers, department heads, counselors, special education liaisons (when applicable) and house deans can and will be involved in the decision to withdraw a student from a course and determine the grade adjustment for shifting levels or whether sufficient work exists to receive a grade.

Section D

Attendance
Mass. General Laws
AHS Policies and Procedures

ATTENDANCE POLICIES AND PROCEDURES

There is a positive correlation between good attendance and high achievement for students. It is important that students demonstrate a commitment to their attendance in class and as a result, to their education and academic success. We believe it is appropriate for students to begin to take responsibility for their own behavior, in a fashion no different from what is expected in the world beyond secondary school.

- 1. Students who have seven or more unexcused absences in a quarter in a given subject will receive an FA for that marking period even if the earned average is 60 or higher.** A grade of 59 will be recorded when the student's earned grade point average is over 60 and the comment "Failure due to attendance" will be noted on the report card.
- 2. Seniors who have five or more unexcused absences during term 4 in a given subject will receive an FA for that marking period even if the earned average is 60 or higher.** A grade of 59 will be recorded when the student's earned grade point average is over 60 and the comment "Failure due to attendance" will be noted on the report card.
- 3. An FA** will count as a failing grade and be equivalent to 0 (zero) credits earned in determining academic eligibility for any extracurricular activities including MIAA athletic eligibility.
- 4.** A student who earns an FA due to the attendance policy for three quarters will receive no credit for the year. Required courses would need to be repeated in the following school year.
- 5.** Students will not be allowed to change or drop classes to avoid the consequences of poor attendance. Those students who change classes for legitimate reasons will have their attendance record follow them to the new class.
- 6.** The Principal of House Deans may excuse absences for reason of illness or serious family problems, if the student provides the proper written documentation. It is requested that the student (and parent/guardian) present the proper documentation for all absences within 3 days of the student's return to school.
- 7. Students involved in athletic and extracurricular events must be present in school and in all classes on the day of the event.** Exceptions will be made for funerals, religious observances, and medical appointments. **On days of absence, no event participation or practice is allowed.** The rule applies as well to weekend or school vacation participation as affected by attendance in school during the last day prior to that weekend, holiday or vacation period. For purposes of this regulation, the daily attendance bulletin shall be binding.
- 8.** Nothing in this policy should be interpreted to mean that students are "allowed" or "entitled" to miss school/class. Maximums are exactly that: maximum allowable absences in a given student's circumstances. Regular attendance for all students should be the goal.

We believe that staff, students, and parents/guardians play an active role in monitoring, supporting, and understanding this attendance policy.

To support students and parents/guardians with the monitoring of attendance, we have opened up a Parent Portal on Power School where parents/guardians are able to check attendance (and grades) at any time.

Student Responsibilities

- It is each student's responsibility as part of our ICARE habits of mind to be aware of this attendance policy, to make responsible decisions about attending all classes on a regular basis, and to miss no more than six classes during a term.
- Students should monitor their attendance records on Power School Portal and speak to their teachers if there are questions about attendance records in their classes.
- Students must obtain and make up any and all class work missed due to absences.

Parent Information and Responsibilities

parents/guardians will receive automated phone calls through ConnectEd each evening at 6:00 PM when students are absent from three or more classes during the day. We ask that that a parent/guardian call the Absence Line when the student will be absent, as early in the morning as possible. When parents/guardians make the call, we enter a special code in Power School that prevents ConnectEd from making the automatic phone call home that evening. It is also helpful for record keeping of student absences and reasons for them.

- If the parent cannot call the school, it is requested that the student bring a note to the House Office on the day following the absence(s).
- parents/guardians are encouraged to monitor student attendance by entering the Parent Portal on Power School.
- We encourage parents/guardians to engage in discussions with their children about the importance of good attendance in all classes.

Staff Responsibilities

Classroom teachers are responsible for:

- Recording each student's attendance in Power School on a daily basis.
- Maintaining records of attendance should disputes arise related to a student's attendance.
- Changing all "A's" (absences) to "T's" (tardies) when appropriate by the end of the school day.

ATTENDANCE POLICY GUIDELINES AND PROTOCOLS

Massachusetts's statute does not enumerate specific exceptions to the school attendance law. It is the feeling of the Arlington High School faculty and administration that illness (verified by a physician if appropriate), family emergencies (crisis, unforeseen happening), and religious observances would qualify as acceptable reasons for absence.

****The following absences are exempt and do not count towards the maximum allowed absences, however ALL missed work must be made up:**

1. Religious holidays
2. Extended illness
3. Family funeral/emergencies

Students who miss classes due to Guidance grade-level group meetings, individual meetings with Social Workers or Guidance Counselors, time spent in the Transition Program, and/or meetings with school administrators will be marked with an A9 in Power School. A9's will not be counted as absences. Staff will make every effort to limit the use of A9 absences in any given class period.

Tardies:

Students who arrive 30 minutes late or more to class will be admitted to class and marked Absent in the attendance record.

Dismissals

Students will not be dismissed from school except for illness or for a very urgent reason. Pupils who are ill must report to the nurse at the Clinic. The nurse will determine if dismissal is warranted and will then take necessary steps for dismissal. A dismissal is valid only when you obtain a dismissal slip from the nurse or the House Dean's office.

There will be no early dismissals for students attending school-sponsored dances except in the case of medical or dental appointments. Students who live outside of Arlington may be dismissed early via the Dean's Office.

Incompletes:

Students who are absent for an extended period of time due to illness and are able to make-up the work may receive an **Incomplete** for the term. All work must be made-up within two (2) weeks after the close of grades. Teachers must change the Incomplete to a grade within three weeks of the end of the term.

Medical Exemptions:

In the event of serious illness where students are out for a major part of the term, a school administrator may grant a Medical absence. Students will not receive a grade or credit for the term. Their final grade will be averaged from the terms that they are in attendance and the final exam.

** AHS Attendance Policy adheres to Massachusetts General Laws Chapter 76

Section E

Expectations
Prohibited Behavior & Consequences
Code of Discipline
Students Rights
Student & Parent Rights

SAFE SCHOOL ENVIRONMENT

Arlington High School strives to provide all students with a quality education in a safe school environment. Students are expected to conduct themselves in a manner that promotes a safe and orderly learning environment and may be subject to disciplinary action if they fail to do so. Arlington High School fosters respect for personal differences and desires to produce respectful and responsible citizens. Students are expected to make informed, responsible judgments regarding their personal, emotional, and physical well-being.

A student whose safety or learning at school is jeopardized by other students is expected to report the matter to a professional staff member. A student who engages in any behavior that disrupts the safe and orderly environment of the school is subject to disciplinary action. The following pages include examples of both major and minor infractions. The lists are not all inclusive and other infractions may apply. Please note that penalties will become progressively more severe for repeated infractions and may result in restriction from any and all school activities.

AHS Code of Discipline

Arlington High School is a closed campus school that strives to provide all students with a quality education in a safe school environment. Students are expected to conduct themselves in a manner that promotes a safe and orderly learning environment and may be subject to disciplinary action if they fail to do so. Arlington High School fosters respect for personal differences and desires to produce respectful and responsible citizens. Students are expected to make informed, responsible judgments regarding their personal, emotional, and physical well-being.

A student whose safety or learning at school is jeopardized by other students is expected to report the matter to a professional staff member. A student who engages in any behavior that disrupts the safe and orderly environment of the school is subject to disciplinary action. The following pages include examples of both major and minor infractions. The lists are not all inclusive and other infractions may apply. Please note that penalties will become progressively more severe for repeated infractions and may result in restriction from any and all school activities.

CODE OF DISCIPLINE – OVERVIEW

Minor Infractions	Major Infractions
Minor infractions of the Code of Discipline are usually addressed initially with detention(s) up to and including late detention(s) and in-school suspension.	A major infraction of the Code of Discipline disrupts the school environment and creates an unsafe atmosphere for the school community. Major infractions of the Code of Discipline will result in disciplinary action up to and including expulsion and possible referral to School Resource Officer.
Students in unsupervised areas and/or leaving school grounds are subject to search.	
Class cut	Alcohol/ Drugs Policy violations
Class disturbance	Assault
Cutting advisory	Bomb scares, fake fire alarms
Dishonest to dean regarding class cut or tardy	Bullying
Electronic devices used during class time	Cheating / Plagiarism
Failure to report to teacher and/or House Dean	Failure to identify oneself, defiance, insubordination
Failure to sign into school	Felony, felony delinquency
Forged note or phone call	Fighting, Food fight
Illegal parking	Fireworks possession
Inappropriate or distracting clothing and/or footwear	Gambling
Leaving class without permission	Hate Crime
Leaving the building without permission	Hazing
Leaving the building during Xblock	Inappropriate use of school technology
Loitering	Inappropriate use of school or non-school technology or electronic communication that disrupts the school environment
Missed detention without rescheduling	Intimidation, threats, harassment
Present in an unauthorized/unsupervised area	Profane, vulgar, obscene behavior
Taking food out of the cafeteria	Repeated violations of the Code of Discipline
Tardiness to school	Sexual harassment
Tardiness to class	Sexual / Lewd Behavior / Sexting
Throwing objects	Smoking
	Theft of school or student property
	Throwing objects, including snowballs or food to endanger people or to destroy property
	Truancy
	Vandalism
	Violation of civil rights and safety
	Weapons possession

Code of Discipline

The violations of the Code of Discipline enumerated below describe the school-related disciplinary offenses for which a student may be subject to suspension, long-term suspension or expulsion. The regulations listed here refer to violations of the Code of Discipline that occur:

- while the student is on school grounds;
- during a school sponsored activity;

- while on school-provided transportation en route to or from a school or school-sponsored activity (field trip);
- while walking to and from school or waiting for or riding on public transportation to and from school, or
- electronically, if such electronic communication disrupts the school environment.

1. Assault and Battery/ Bodily Harm

1a. Assaults / Fights -- causes or attempts to cause physical injury or harm to another person, or intentionally acts in a manner that could reasonably place another person in danger of physical damage or harm.

1b. Food fight – throws food or other objects in the school cafeteria and/or creates a disruptive environment.

1c. Throwing objects (including snowballs) -- throws an object out of school windows or on school grounds, throws objects anywhere on the school grounds.

2. Possession of Firearms, Dangerous Weapons, Dangerous Objects

2a. Weapons -- possesses, uses, handles, sells or transmits any firearms or other weapons on school property or at any school activities. "Other weapons" includes knives, razor blades, blackjacks, *nunchucks*, kung fu fighting sticks, and/or other inherently dangerous weapons, including but not limited to mock and toy guns.

Firearms and Fireworks

Firearms of any sort are not allowed on school grounds. The definition of firearms includes any pistol, revolver, rifle or smoothbore arm from which a shot, bullet, or pellet can be discharged by whatever means.

These excerpts are taken directly from the Laws of Massachusetts. The public law on fireworks and firearms will be strictly enforced within the buildings and on the grounds of Arlington High School. Students in violation of the above laws will be suspended immediately and/or referred to the authorities for court action.

Firearms Statute General Law Chapter 70, Section 10

"Whoever not being a law enforcement officer, and notwithstanding any license obtained by him under the provision of chapter one hundred and forty, carries on his person a firearm as herein defined, loaded or unloaded in any building or on the grounds of any secondary school, college or university without the written authorization of the board or officer in charge of such secondary school, college or university shall be punished by a fine of not more than one thousand dollars or by imprisonment for not more than one year or both. For the purpose of this paragraph "firearm" shall mean any pistol, revolver, rifle, or smoothbore arm from which a shot, bullet, or pellet can be discharged by whatever means."

2b. Fireworks – possesses, uses, or causes to explode any firework or chemical.

According to the General Law of the Commonwealth of Massachusetts:

"No person shall set or have in his possession, or under his control, or use, or explode, or cause to explode, any combustible or explosive composition or substance or any other article, which was prepared for the purpose of producing a visible or audible effect by combustion, explosion, deflagration or detonation."

"Whoever shall sell or keep for sale any fireworks in violation of this section shall be punished by a fine of not less than ten dollars nor more than one hundred dollars."

3. Controlled Substances, Alcohol, Marijuana, Tobacco

3a. Alcohol or Drugs -- Knowingly possesses, uses, sells, transports or attends school under the influence of drugs or other related controlled substances, including marijuana. Included as a prohibited practice in this policy is possession of drug paraphernalia, including but not limited to pipes, roach clips, grinders, etc.

3b. Use by a student of a drug authorized by a medical prescription from a registered physician in accordance with the instruction for use as prescribed shall not be considered a violation. Such medications must be brought to the school nurse by a parent/guardian. The nurse will administer medication as directed by physician.

Being in the "knowing presence" where alcohol or drugs are being consumed, under the influence of alcohol, transporting, distributing, and/or selling is punishable as a major offense. It is required that students remove themselves from areas or situations where drugs or alcohol are present or in use. The student's condition will be assessed by the school administrative personnel at the time of the incident and is contestable only at that point in time.

Students suspended for drug or alcohol offenses may be required to submit written proof of negative results from a drug and alcohol screening test prior to being re-admitted to school. The test will be required for any nature of alcohol or drug offense whether it be possession, use, selling, transferring, under the influence of or in the presence of (example: prom vehicles). Costs for tests are borne by the student and/or parent, and are not reimbursable. The Principal reserves the right to suspend a student from school until positive results can be provided.

Students suspended for drug or alcohol offenses are required to participate in a substance evaluation prior to or upon re-entry to school. The Principal reserves the right to suspend a student from school until the evaluation is completed.

Students suspended for alcohol or drug offenses may not be permitted to attend any school dances for the remainder of the year. Students may appeal this portion of the suspension consequence to the school's Principal no later than 14 days prior to the event. The determination of the Principal is final.

NOTE – MIAA: Under the rules of the Massachusetts Interscholastic Athletic Association, drug and alcohol violations both inside and outside of school may result in lengthy or permanent exclusion from athletic participation.

3c. Smoking/Tobacco Use -- The possession and/or use of any vaping materials (regardless of the substance involved) and tobacco products within the school buildings, school facilities, on school grounds, on school buses by an individual, at school sponsored events, including school personnel and students, is prohibited at all times.

Smoking cessation classes are available to all students after school during the school year.

These excerpts are taken directly from the Town of Arlington Board of Health regulations. The public regulations on tobacco use will be enforced within the buildings and on the grounds of Arlington High School.

TOWN OF ARLINGTON BOARD OF HEALTH

RULES AND REGULATIONS RESTRICTING SMOKING AND DISTRIBUTION OF TOBACCO AND TOBACCO PRODUCTS WITHIN THE TOWN OF ARLINGTON

SECTION 3.0 PROHIBITION ON SMOKING IN PUBLIC PLACES

No person shall smoke in any public place.

Schools. It shall be unlawful for any person, including all teaching and non-teaching personnel to smoke in any public or private school, on school grounds or school buses at any time.

SECTION 5.0 PUBLIC PLACES/WORKPLACE ENFORCEMENT

(A) Any person who smokes in a non-smoking area shall be subject to a fine of \$100.00 for each violation.

All students caught in violation of this policy will be issued a \$100 fine. For a first offense the fee will be waived if the student completes the consultation and education provided within 21 days. For any subsequent violations in the school year a \$100 ticket will be issued. No report cards, schedules, diplomas or transcripts will be issued until any and all fines are paid in full.

4. Felony or Felony Delinquency Charges

4a. Student has been charged with a felony (or with a felony delinquency for a student under 18); and the Principal determines and states in writing that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student may be suspended for the period of time pending adjudication of charges. The student may appeal the suspension to the Superintendent who will hold a hearing to determine whether or not to uphold the principal's decision.

4b. Student has been convicted of a felony (or upon an adjudication or admission in court of guilt for a felony or felony delinquency); and the Principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student may be permanently expelled. The student may appeal the expulsion to the Superintendent who will hold a hearing to determine whether or not to uphold the principal's decision.

Arlington High School cooperates fully with law enforcement agencies regarding felony or other criminal investigations.

5. Bullying, Cyberbullying, Harassment and/ or Violation of Civil Rights

Priority Statement – Arlington High School and the Arlington Public Schools are committed to providing all students and staff with a safe learning environment that is free from bullying and cyberbullying. This commitment is an integral part of our comprehensive efforts to promote learning, and to prevent and eliminate all forms of bullying and other harmful and disruptive behavior that can impede the learning process.

5a. Bullying

Massachusetts law and the Arlington Public Schools define bullying as the repeated use by one or more students of a written, verbal or electronic, expression or a physical act or gesture or any combination thereof, directed at a victim that: (i) causes physical or emotional harm to the victim or damage to the victim's property; (ii) places the victim in reasonable fear of harm to himself or of damage to his property; (iii) creates a hostile environment at school for the victim; (iv) Infringes on the rights of the victim at school; or (v) materially and substantially disrupts the education processor the orderly operation of a school.

5b. Cyberbullying

Massachusetts law and the Arlington Public Schools define cyberbullying as bullying through the use of technology 'or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system, Including, but not limited to, electronic mail, internet communications, Instant messages or facsimile

communications. Cyber-bullying shall also include (i) the creation of a web page or blog in which the creator assumes the identity of another person or (ii) 'the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in clauses (i) to (v), inclusive, of the definition of bullying. Cyberbullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the condition's enumerated In clauses (i) to (v), Inclusive, of the definition of bullying.

5c. Creating a hostile environment

A hostile environment is a situation in which bullying causes the school environment to be permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive to alter the conditions of the student's education.

Violators of the provisions set forth by Massachusetts Law who organize or participate in bullying, cyberbullying, or creating a hostile environment will face disciplinary action as determined by a review board of Principal, and appropriate House Dean or Deans. Penalties will range in nature from parent conferences up to, and including, expulsion.

5d. Intimidation – presents any form of behavior that interferes with another person’s sense of safety, dignity, comfort, or productivity in the school environment, such as:

- name calling (verbal / written), teasing, mimicking, slurs, or other derogatory remarks;
- offensive graffiti, symbols, posters, pictures, cartoons / caricatures notes, book covers, or designs on clothing;
- phone calls, e-mails, text messaging, and/or instant messages;
- touching of a person or a person’s clothing;
- words, pranks, or actions which provoke feelings of embarrassment, hurt, or humiliation;
- stalking;
- discrimination.

5e. Threats – suggests verbally and or physically an intent to harm another person

5f. Harassment – engages in behavior, unwelcome by the recipient, which threatens a person and impairs the learning process, impinging upon the safe climate of the school. Harassing behaviors include, but are not limited to, behaviors that relate to a person’s: gender, race, color, ethnicity / national origin, religion, age, handicap / disability, sexual orientation, physical appearance, physical / mental capacity. (Please see more specific information on the APS policy on harassment and discrimination in the on-line version of this handbook.)

5g. Hate Crime – commits any criminal act coupled with overt actions motivated by bigotry and bias including, but not limited to, a threatened, attempted, or completed overt act motivated at least in part, by racial, religious, ethnic, handicap or sexual orientation prejudice, or which otherwise deprives another person of his constitutional rights by threats, intimidation or coercion, or which seeks to interfere with or disrupt a person’s exercise of constitutional rights through harassment or intimidation.

5h. Hazing – willfully or recklessly endangers the physical or mental health of any student or other person.

Hazing carries possible penalties as described below. The following sections from the Massachusetts General Laws concern the crime of hazing:

Section 17: “Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment. The term “hazing” as used in this section and in sections eighteen and nineteen, shall mean any

conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forcing calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substances, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.”

Section 18: “Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. A fine of not more than one thousand dollars shall punish whoever fails to report such crime.”

Section 19. Copy of Secs. 17 to 19; issuance to students and student groups, teams and organizations; report

Each institution of secondary education and each public and private institution of post secondary education shall issue to every student group, student team or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and sections seventeen and eighteen; provided, however, that an institution’s compliance with this section’s requirements that an institution issue copies of this section and sections seventeen and eighteen to unaffiliated student groups, teams or organizations shall not constitute evidence of the institution’s recognition or endorsement of said unaffiliated student groups, teams or organizations.

Each such group, team or organization shall distribute a copy of this section and sections seventeen and eighteen to each of its members, plebes, pledges or applicants for membership. It shall be the duty of each such group, team or organization, acting through its designated officer, to deliver annually, to the institution an attested acknowledgement stating that such group, team or organization has received a copy of this section and said sections seventeen and eighteen, that each of its members, plebes, pledges, or applicants has received a copy of sections seventeen and eighteen, and that such group, team or organization understands and agrees to comply with the provisions of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post secondary education shall, at least annually, before or at the start of enrollment, deliver to each person who enrolls as a full time student in such institution a copy of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post secondary education shall file, at least annually, a report with the board of higher education and in the case of secondary institutions, the board of education, certifying that such institution has complied with its responsibility to inform student groups, teams or organizations and to notify each full time student enrolled by it of the provisions of this section and sections seventeen and eighteen and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communicating the institution’s policies to its students. The board of higher education and, in the case of secondary institutions, the board of education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution which fails to make such report.

Violators of the provisions set forth by Massachusetts Law who organize or participate in hazing will face disciplinary action as determined by a review board of Principal, and appropriate House Dean or Deans. Penalties will range in nature from parent conferences up to, and including, expulsion. All hazing allegations will be reported to the police.

6. Theft and Vandalism

6a. Theft of property – Takes school property or the property of another person, with or without force, coercion, intimidation, or threat of violence. Students caught stealing, or in possession of a stolen item, are subject to discipline action under the code of discipline as well as possible criminal and civil consequences.

6b. Vandalism – Cuts, defaces, marks up, damages, or otherwise injures in any way school property or the property of others.

7. Dishonesty

7a. Cheating / Plagiarism – Academic dishonesty is when students claim possession of knowledge, skills, effort or work that is not their own. This includes copying material and presenting it as one's own copying another student's answers during a test, copying all or sections of papers, or giving false information to teachers. (See Academic Honesty Policy in Section A of the on-line version of this Handbook.)

7b. Forging Notes or False Phone Calls – Forges or falsifies notes, corridor passes, or other authorizing documents. Impersonates a parent in writing or by any electronic method for the purposes of circumventing school rules.

8. Disruption to the School Environment

8a. Inappropriate Use of Technology – Students may not photograph or record teachers, students, administrators, or other school staff without their written permission, post images of staff or classroom activities on the Internet or any other form of electronic communication, including social networking postings such as Facebook, without written permission. Students may not use any form of electronic communication to harass, intimidate or threaten AHS students or staff.

8b. Inappropriate use of school equipment – misuses computers or software programs; installs, downloads, and / or prints inappropriate or obscene materials, intentionally misuses another student or staff person's identification number or password. (See Acceptable Use policy in Section F of this handbook.)

8c. Bomb Scares – Calls in or writes a false bomb report. This action is a felony punishable by imprisonment in the state prison for up to twenty years and by a fine of up to ten thousand dollars (MGL Ch. 169 Sect. 14A). Persons making such report will be suspended and referred to police.

8d. Failure to Identify, Defiance of Authority, Insubordination – Refuses to comply with lawful orders of administrators, teachers or other authorized school personnel while properly under their authority or supervision; refuses to identify oneself or gives a false name or identity when asked by a faculty member.

8e. Fire Alarms – pulls a fire alarm when no fire or other emergency exists. Massachusetts Law provides for imprisonment in a jail or House of Correction for up to one year, or for a fine of not less than one hundred dollars (\$100) for anyone who causes to be made a false alarm of fire (MGL. Ch. 269 Sect. 13). Anyone apprehended making a false alarm on school property will be suspended and referred to the authorities for court action.

8f. Gambling – gambles and/or sells or distributes gaming cards, football cards, and other gambling materials. All gambling is prohibited on school grounds or at school functions.

8g. Leaving School Building Without Permission – leaves the school grounds before the end of the school day without written or verbal permission from the House Dean, Assistant Principal or Principal.

8h. Present In an Unauthorized or Unsupervised Area – is physically present in an area that is off limits to students.

8i. Xblock. During a “Campus Block,” students who stay on campus are required to remain in supervised areas. Time can be used for meeting with teachers, club meetings, having a snack in the cafeteria, or quiet study. During the “Activity Block,” students are required to meet with their advisory group and participate in activities.

8j. Profanity, Vulgar Language, Obscene Behavior – uses profanity, vulgarity, obscene behavior or obscenities directed at another student or member of the staff upon school premises or at school related events.

8k. Truancy – is absent from school without a parent/guardian’s knowledge or permission. Absences from a class without permission shall also be regarded as truancy.

8l. Failure to Cooperate During a School Emergency – does not conform to established rules regarding leaving the school building or remaining in an assigned location during any emergency or drill for such emergency.

8m. Failure to leave school grounds when required to – Student refuses to leave school grounds, or returns to school grounds, after being notified that he/she is on an out of school suspension. Being on school grounds during an out of school suspension is trespassing and may be referred to the police.

8n. Trespassing in athletic facilities - The school gyms and fitness room should never be used without adult supervision. The fitness room, in particular, is a dangerous facility to use without appropriate school personnel. Access to the fitness room without appropriate school personnel is prohibited, considered trespassing, and the police will be notified by silent alarm.

9. Sexual Behavior

9a. Sexual Behavior - Engages in lewd conduct and/or sexual activity on school grounds during school hours or while participating in school-sponsored activities.

9b. Students are reminded that any form of “sex ting,” i.e., sending sexually revealing or explicit photos to other students via cell phone or other technology may result in disciplinary action under the Code of Discipline as well as possible criminal and civil consequences.

Any student who engages in such inappropriate communication causing a member of the school community to feel harassed, intimidated or threatened, or who substantially disrupts the educational mission of the Arlington Public Schools shall be subject to the following disciplinary consequences depending upon the severity of the misconduct: community service, detention, suspension, in-school suspension, long-term suspension (beyond 10-days), removal from class or classes, or expulsion. In addition, students may face legal consequences, as determined by the School Resource Officer and the AHS administration.

10. Repeated Violations of the Code of Discipline

Repeat Violations – repeatedly commits one or more of the offenses described in Sections 1 through 7 above. Consequences for repeated and flagrant violations of the Code of Discipline may result in long-term suspension or expulsion, but not until all other consequences and remedial strategies have been attempted. These consequences and strategies may include, but are not limited to, verbal or written

warnings, counseling, parent conferences, restitution, restrictions from school activities, behavior contracts, weekly progress/ behavior reports, peer mediation, detention, late detention, and short term suspension.

11. Restraining Students

It is the policy of the Arlington Public Schools that, as a general rule, students are not to be physically restrained. Physical restraint may be used only in emergency situations after other less intrusive alternatives have failed or been deemed inappropriate, and in those instances will be used with extreme caution. School personnel shall use physical restraint only when needed to protect a student and/or a member of the school community from immediate, serious, physical harm and/or to prevent or minimize any harm to the student as a result of the use of physical restraint. Staff in these programs are required to be trained in:

- appropriate responses to student behavior that may require immediate intervention
- methods of preventing student violence, self injurious behavior, and suicide
- descriptions and explanations of the school's method of physical restraint;

Whenever possible the administration of physical restraint shall be administered in the presence of at least one adult who does not participate in the restraint. A person administering physical restraint shall only use the amount of force necessary to protect the student from injury or harm.

The Arlington High School Code of Discipline and Behavior Expectations apply to all field trips and school sponsored travel.

SHORT TERM SUSPENSION BY THE PRINCIPAL, ASSISTANT PRINCIPAL, OR HOUSE DEANS

The Principal or House Deans may suspend students for periods of ten days or less, to be served out of school.

When a student is suspended, the following procedures will be followed:

1. Except where the student's presence endangers persons or property or threatens disruption to the academic process, no student will be suspended prior to having a meeting before the House Deans, Principal, or Assistant Principal. At this meeting, the student will be informed of the reason(s) for the proposed suspension, and will be given an opportunity to respond. In an emergency situation that requires the immediate removal of a student, the meeting will be held as soon after the suspension as possible.
2. The House Deans or Principal will make an effort to notify the student's parent(s) or guardian(s) about the suspension.
3. The Principal will send a letter to the parent(s) or guardian(s) confirming the suspension. This notification shall contain:
 - a. the number of days of suspension;
 - b. the re-admittance date;
 - c. the reason(s) for suspension as provided in the Code of Discipline;
 - d. a request for the readmission conference, held prior to the student's return to school, the nature of which will be at the administrator's discretion (e.g., phone conference, in person meeting, etc.).

LONG TERM SUSPENSION OR EXPULSION BY THE PRINCIPAL

When considering expelling or suspending a student on a long-term basis, the Principal will follow the steps set forth below. An expulsion is defined as a permanent exclusion from the Arlington Public Schools and a long-term suspension as suspension exceeding ten school days. (See also, M.G.L. c.71, §37H--MA Education Reform Act of 1993.)

1. Provide written notice of the following:
 - a. Charges and a statement of the evidence
 - b. Date, time and place of a hearing
 - c. Notice of the right at the hearing to:
 - i. be represented by legal counsel (at the student's/parent's own expense)
 - ii. present evidence
 - iii. confront witnesses

2. Provide a written decision setting forth the facts upon which the decision is based.

A parent/student may appeal any decision by the principal to suspend a student on a long-term basis or to expel the student pursuant to M.G.L. c.71 §37H, by sending a written request to the Superintendent within 10 days of the notice of suspension/expulsion. The suspension/ expulsion will remain in effect pending completion of the appeal.

Notwithstanding the above, the Principal may suspend or expel a student from school, under the provisions of Chapter 71, Sections 37H and 37H ½ of Massachusetts General Laws for the following offenses when they occur on school premises, at a school sponsored or school-related event:

- possession of a dangerous weapon
- possession of a controlled substance as defined in Chapter 94C of General Laws
- assaults upon a Principal, teacher, teacher's aide, or other educational staff, and
- circumstance in which a student has been charged with or convicted of a felony charged/convicted of a felony using the standards and procedures set forth in M.G.L. c.71, §37H1/2.

All students, including those receiving services under IDEA, are expected to follow all rules and regulations stated in this Student Handbook. Any modifications of disciplinary policy for special needs students will be written into their individual education plans. Parents/guardians of students on an individualized education plan may contact the Director of Special Needs for more information regarding their child's rights.

A parent/student may appeal any decision by the principal to suspend a student on a long term basis, or to expel the student pursuant to **M.G.L. c.71 §37H**, by sending a written request to the Superintendent within 10 days of the notice of suspension / expulsion.

Notwithstanding the above, the Principal may suspend or expel a student charged/convicted of a felony using the standards and procedures set forth in M.G.L. c. 71 §37H1/2.

In all cases, the suspension/expulsion will remain in effect pending completion of the appeal.

Details and Ramifications Of Suspension

Before being re-admitted from a suspension, the student must report to the designated school official with a parent or guardian for a conference.

Students suspended from the high school are not to be in any Arlington school building or on any Arlington school grounds without permission from the Principal or the House Dean.

A student on suspension is excluded from participating in or attending any school-related functions or activities until the first day of classes after the completion of the suspension.

Suspensions prior to a weekend, holiday, or vacation period will render that student ineligible for all athletic participation during that weekend or holiday period. Under normal circumstances a suspension begins immediately on the day it is assigned and ends on the day the student formally is readmitted and in attendance at school. Students suspended prior to the completion of period three will be considered suspended for that day. Suspension days do not include holidays, weekends, or snow days, i.e., a three -day suspension must be served on three school days.

If a suspension occurs during senior end-of-year activities, the suspension will be maintained up to and including the loss of participating in the prom, senior trip, senior awards, other senior activities, and graduation exercises. Any loss of money due to ticket purchases, etc. will not be refunded. The student will receive his/her diploma at a time established by the Principal.

Students suspended for violation of the school's alcohol or drug policies will be re-admitted through the office of the Dean or the Principal, depending on the severity of the case. The student and parent/guardian must attend the re-admittance meeting. Prior to formally returning to school the student must present a written lab report indicating his/her negative results for alcohol or drugs (including marijuana) within the body. The cost of this test is the total responsibility of the student/family. In addition, the student must be evaluated by the school's Intervention Counselor upon return to AHS.

A student who misses classes more than three days consecutively because of disciplinary reasons will be allowed to receive assignments and submit their completed work within three days of their return to school. Students should contact their Deans, Guidance Counselor, and individual teachers (via email) to secure their work.

Students who receive an out-of-school suspension of three days or less will be required to submit their completed work within one day of their return. It is the student's responsibility to request the work.

Discipline of Special Education Students

The Individuals with Disabilities Education Act (20 U.S.C., §1400 et seq.) and related regulations (34 C.F.R. §300 et seq.) ("IDEA") provide eligible students ("students") with certain procedural rights and protections in the context of student discipline, as set forth below.

Short term removals. Students who violate school rules are subject to removal from their current placement for up to ten (10) consecutive school days to the extent that such a removal would be applied to students without disabilities, without a prior determination of whether the conduct is a manifestation of the student's disability. Students may be removed for additional periods of up to ten (10) consecutive school days in the same school year for separate incidents of misconduct without a manifestation determination, so long as the removal does not constitutes a "change of placement" as described below. However, during such additional removals the district must provide the student with services to the extent necessary for progress in the general curriculum and the student's Individualized Education Program ("IEP") goals, as determined by the Principal in consultation with at least one teacher. In addition, if appropriate, the district must conduct a functional behavioral assessment and develop or revise an existing behavioral plan for the student.

Change of Placement. A suspension of longer than 10 consecutive days or a series of shorter term suspensions that constitute a pattern are considered to represent a “change in placement.” Prior to a suspension that constitutes a change in placement, the student’s Team, including the student’s parents, must convene to determine whether the behavior is a manifestation of the student’s disability. In making this determination, the Team must review all relevant information in the student’s file, including the IEP, teacher observations, and any relevant information provided by the parents, to determine if the conduct was caused by, or had a direct and substantial relationship to the student’s disability, or was the direct result of any failure by the school to implement the IEP.

Results of the Manifestation Determination. If the Team determines that the behavior is not a manifestation of the disability, then the school may suspend or expel the student consistent with the policies applied to students without disabilities, except that the district must still provide an appropriate educational program to the student, as determined by the Team, which program may be in a different setting. If the Team determines that the behavior is a manifestation of a disability, the Team must conduct a functional behavioral assessment and develop a behavioral intervention plan or where a behavioral intervention plan was previously developed, must review the plan and, if necessary, modify it to address the behavior. Except in circumstances involving drugs, weapons, or serious bodily injury as described below, the student will be returned to the placement from which the student was removed unless the placement is changed by agreement or through the Team process.

Exception for Drugs, Weapons and Serious Injury. Regardless of the Team’s decisions regarding the manifestation determination, school personnel may order a change in the placement of a student to an interim alternative educational setting, such setting to be determined by the Team, for not more than forty-five (45) school days if the student (1) carries a weapon to school or to a school function; (2) knowingly possesses, uses illegal drugs, or sells or solicits the sale of a controlled substance while at school, on school premises, or at a school function; or has inflicted serious bodily injury upon another person at school, on school premises, or at a school function. Additionally, a Massachusetts Bureau of Special Education Hearing Officer, under certain circumstances, may order a change in the placement of a student with a disability to an interim alternative education setting for up to forty-five (45) days if the hearing officer determines that maintaining the current placement is substantially likely to result in injury to the child or others.

When a parent(s)/guardian(s) disagrees with the Team’s decision on the “manifestation determination” or with a decision regarding placement, the parent(s)/guardian(s) has a right to request an expedited due process hearing from the Bureau of Special Education Appeals.

Additional information regarding the procedural protections for special education students eligible for services under laws providing for services for students with disabilities can be obtained from insert name and phone number.

Discipline of Students Whose Eligibility for Special Education is Suspected

The IDEA protections summarized above also apply to a child who has not yet been found eligible for services under the statute if the district is “deemed to have knowledge” that the child was eligible for such services before the conduct that precipitated the disciplinary action occurred. The IDEA provides that a school district is “deemed to have knowledge” if: (1) the child’s parent had expressed concern in writing to district supervisory or administrative personnel or the child’s teacher that the child needs special education and related services; (2) the child’s parent had requested an evaluation of the child to determine eligibility for special education services; or (3) the teacher of the child or other school district personnel had expressed specific concerns about a pattern of behavior by the child directly to the district’s director of special education or to other supervisory personnel. However, a school district is not “deemed to have knowledge” if the district evaluated the student and determined that the child

was not eligible for special education services or the child's parent refused an evaluation of the child or IDEA services.

If the school district has no knowledge that a student is an eligible student under the IDEA before taking disciplinary measures against the student, the student may be disciplined just as any other student may be. If, however, a request is made for an evaluation to determine eligibility while the student is subject to disciplinary measures, the district must conduct the evaluation in an expedited manner. Pending the results of the evaluation, the student must remain in the educational placement determined by school authorities, which may include suspension or expulsion without services. If the student is determined eligible for an IEP as a result of the evaluation, the school district must provide the student with special education and related services in accordance with the IDEA.

ADDITIONAL REGULATIONS

Lockers

All lockers are the property of Arlington High School and are assigned to each student at the beginning of the school year for safekeeping books and other personal items. Locks are provided for each student. \$5 is the cost of a replacement lock. Keep the locker locked and do not share the combination or key with unauthorized persons.

Student lockers are not considered protected areas under the Search and Seizure Section of the Constitution, since the lockers are school property and not the personal property of the student. Know that your locker may be subject to search by all available resources including school personnel and the Arlington Police with the use of their K-9 drug investigation unit.

Locker Search

If a locker search is conducted, the following protections shall apply:

- The search shall be conducted by a school administrator.
- The student has the right to be present if time and situation permits.

These protections may not be observed when the administrator feels that immediate action is required because of a threat to health or safety, during routine end-of-year locker cleaning, or when an absent student requests that material be obtained from his locker.

Do not bring prohibited or illegal materials such as weapons, explosives, intoxicating liquor, narcotics and other controlled substances onto school grounds or into school events. You are responsible for using your assigned locker properly, and you are responsible for its contents, regardless of how, or by whom, an illegal item was placed in the locker.

Searches

If school administrators have reason to believe that a student has violated any of the rules in the student handbook they may exercise their right to search a student and/or their personal property.

Loitering

Students who loiter in the public areas of the building, e.g., the Main Lobby, lobby behind the cafeteria, front steps, etc., are subject to school consequences. Students who are in approved areas during class time are reminded that their presence must not be disruptive to classes or administrative activities being conducted in neighboring areas.

Trespassing

Students are not allowed in the building after school hours unless involved in a supervised activity (clubs, sports, after school help), including the gyms and the fitness room. Students found in the building during the evenings and on week-ends without supervision are subject to school consequences and/or loss of school privileges. Those caught trespassing may also be referred to the police.

The school gyms and weight rooms should never be used without adult supervision. The weight room, in particular, is a dangerous facility to use without appropriate school personnel. Access to the weight room without appropriate school personnel is prohibited, considered trespassing, and the police will be notified by silent alarm.

There is no loitering in the school building or directly in front of the main entrance at the end of the school day. Students should leave the building by 2:45 PM daily unless they are attending a school event, activity, or function.

Tardiness

The school feels that students should be aware of the value of a good record of regularity in attendance and punctuality. Therefore, it places the responsibility for punctuality directly on you because we feel that you are mature enough to shoulder such responsibility. Excused tardiness to school will follow the same guidelines as the school attendance policy. Students arriving late to school must report immediately to their House Dean's Office.

Students are required to be in homeroom at 8:00 A.M.

Tardiness Policy – Tardy To School

1. Three tardies per quarter will be allowed without penalty.
2. A student will receive administrative detention (2:35-3:15) on the fourth time arriving tardy to school.
3. A student will receive a late administrative detention (2:35-4:45) on the sixth time arriving tardy to school.
4. A student will receive a late administrative detention (2:35-4:45) and parent notification on the eighth time arriving tardy to school.
5. A student who is tardy ten times during a quarter will be given one day In School Suspension.
6. A student who is tardy twenty times or more during a quarter will be given two days In School Suspension.

Excused Tardy

The policy for excused tardies will follow the same guidelines as the attendance policy.

Tardiness to Class

When a student is tardy to class, there is inevitably a disruption to class proceedings. It reduces the teaching-learning procedures that are always in progress. This certainly is not fair to students who are in class on time nor to the teacher who has planned the class work for the day. Therefore, all students are expected to assume the responsibility of being in class on time. Teachers will determine student consequences for tardiness to class. Students who do not respond to teacher-assigned consequences will be referred to the House Dean for stricter and more severe consequences. Being tardy 30 minutes or more to a class will be considered an absence from that class.

Xblock

The weekly schedule includes a 24 minute "Xblock" on Tuesdays and Thursdays. We use this time to provide meeting time for students and teachers as well as creating a more regular advisory program. The Tuesday "Campus Block" is a break time for students and teachers. While students may leave campus, when X-block falls at the end of the day, they must be available for required meetings with teachers, administrators, or clubs. Students who remain on campus are required to stay in supervised areas. Time can be used for meeting with teachers, club meetings, or quiet study. During the Thursday "Activity Block," students will meet with their advisory group for activities designed to

- Create and foster connections between teachers and students
- Provide a consistent conduit for communication with students
- Create and foster positive school climate and culture

STUDENT AND PARENT RIGHTS

The Regulations and Student Rights that follow are not intended to be all-inclusive; rather, they represent those rights and responsibilities that deal most directly with everyday school situations.

If you disagree with a school decision or regulation which you feel violates your rights, you should remember that the best way to challenge a rule is not to break it while you are trying to have it changed. Your efforts will probably be taken more seriously later on if you can show that you were responsible enough to follow the rule while the dispute was going on.

School rules and regulations are intended to guarantee that all students will have the right to an education reasonably free from unnecessary disruption.

Due Process

Due process means that when disciplinary action is taken against you, you have the right to be treated fairly. The penalty that you receive must be reasonably related to the regulation that you have violated and you are entitled to certain procedural rights.

The Supreme Court has established rules that must be followed before a student may be disciplined or suspended.

- You must be told what rule you have broken, or you must be given a written copy of the charge against you.
- You will be given an explanation of why it is believed that you have broken the rule if you deny it.
- You will be given a chance to tell your version of what happened.

Ordinarily these procedures are followed before a suspension takes place. However, if your conduct is dangerous to other persons, threatens to disrupt the school environment, or results from a felony charge or conviction, you may be suspended immediately.

When a suspension is imposed for a period longer than ten consecutive days, or expulsion is considered, you are entitled to a more formal procedure unless the suspension is for a felony charge or conviction in which case see 4, 4a, and 4b. of this handbook.

- You will be informed in writing of all the charges and the evidence.
- You have the right to an impartial hearing. (The person(s) who conduct(s) the hearing will not be the one who imposed the suspension.) You and your parent or guardian will be given adequate time to prepare for this hearing.
- You have the right to be represented by a lawyer and/or advocate at the hearing. You, your parent or guardian, and your representative have the right to confront and to cross-examine witnesses.
- You will have the right to present a defense of your position.
- You have the right to a written decision.

A parent/student may appeal any decision by the principal to suspend a student on a long-term basis, or to expel the student pursuant to **M.G.L. c.71 §37H**, by sending a written request to the Superintendent within 10 days of the notice of suspension/expulsion.

Notwithstanding the above, the Principal may suspend or expel a student charged/convicted of a felony using the standards and procedures set forth in M.G.L. c. 71 §37H1/2.

In all cases, the suspension/expulsion will remain in effect pending completion of the appeal.

Dignity and Respect

A student should not be subject to ridicule, harassment or demeaning treatment that would diminish his/her self-esteem or exclude the student from his/her peer group. Such behavior, either by another child, parent or a school official represents a clear and unacceptable violation of the right to be treated with dignity and respect.

If a parent or student believes the student's right to be treated with dignity and respect has been disregarded, the parent or student should speak either to the teacher, counselor, or Principal. In the event the parent or student is dissatisfied with the manner in which their concerns have been addressed, recourse is available through the Director of Special Education and Support Services.

Meaningful Education

It is the intent of Arlington High School to maintain high educational standards so that the potential of the student may be developed. Students shall have the right to participate in the advantages of all programs and courses of study regardless of race, color, sex or national origin.

Pregnant and Parenting Students

Pregnant and parenting students have full access to the regular and co-curricular programs. Pregnant students will be permitted to remain in their regular classes and activities throughout their pregnancy and to return to those same academic classes and activities upon their return from giving birth.

Disciplinary Procedures for Students with Special Needs

Under the Individuals with Disabilities Education Act eligible students are provided rights in regards to disciplinary actions. Students with special needs may be excluded from school for up to 10 ten days. Beyond a 10-day suspension the Team will convene to discuss if the violation of the school's code of discipline was a direct result of the student's disability (manifestation determination). If the Team determines that the behavior is a result of the student's disability the school system may not exclude the student from the current educational placement (except in the case of weapons, drugs, or offenses causing serious harm to others). The Team must review the IEP and make any appropriate changes.

In the event of weapons, drugs, and offenses causing serious harm, the school system may place the student in an alternate educational setting for up to 45 days. When a parent/guardian disagrees with the Team's decision regarding the manifestation determination or the placement they have the right to request a due process hearing from the Bureau of Special Education Appeals. For more information regarding the rights of students with special needs contact the Director of Special Education and Support Staff.

Federal and state law provide certain procedural rights and protections relating to discipline of students who have been identified under such laws as having special needs based upon a disability. A copy of these rights may be obtained from Director of Special Education and Support Services.

Discipline Levels and Responsibility

Teacher

Disciplinary actions may consist of preventive counseling, and before or after school obligations/detentions. Such obligations may be designed to correct attitudes or counsel on the responsibilities of living in the school community. Student club, sport, organization, or work

responsibilities do not excuse the student from a teacher's discipline. A student's disciplinary action may be delayed by 24 hours to allow for appropriate notification.

House Dean

Serious disciplinary problems and/or multiple offenses will be addressed by the appropriate administrator. When a situation involves the House Dean's Office, one of the following steps will be taken.

- **Detention**

Some violations of the discipline code may result in detention(s) being assigned. Detention(s) may range from 30 minutes to three hours and may be assigned to be served after school. Any disturbance in a detention room [teacher or administrator] or failure to report on the assigned day will result in additional detentions or suspension.

- **Administrative Detention:**

Students assigned administrative detention must adhere to the following rules.

1. Be in their seat in the detention room at 2:35 PM
2. Remain silent during the detention period. (Students are advised to bring work with them.)
3. Remain in detention room until 3:15 PM

- **Late Afternoon Detentions:**

Late detention is held from 2:35 to 4:45 PM and the same rules apply as administrative detention.

Students assigned late detention must attend regularly scheduled classes during the school day. Students are expected to report to late detention on time and with sufficient work to use the time productively.

Late afternoon detention may be assigned in place of suspension when, in the opinion of the House Dean, the situation so warrants. Serving late afternoon detention in lieu of a traditional suspension excludes students from participating in or attending any school related functions or activities until the completion of the next school day.

- **In School Suspension ISS**

In-school suspension removes students from their regular classroom, but allows them to attend school and make up work in a supervised and regulated environment. ISS requires strict adherence to rules that focus on completion of work, appropriate, quiet behavior, and guidance involving better study skills or school habits. Students who do not use ISS time to complete work or who violate the rules will be asked to leave ISS and finish their suspension out of school. Parents/guardians will be notified in such an event.

- **Removal/reassignment from a class**

A student who refuses to comply with the classroom rules and regulations may be permanently removed from the class. Such removal will involve reassignment to another class or assignment to a supervised study period. Parents/guardians will be notified if a student is reassigned.

Students are particularly cautioned regarding their behavior in laboratory or shop classes, where seemingly minor misbehavior may constitute a serious threat to the health and safety of the teacher or other students and may be cause for permanent removal from the class.

- **Social Probation**

A student with a major discipline infraction may be put on social probation. Any student who is on social probation may not attend any school sponsored functions for the remainder of the year.

Principals' Right To Amend the Student Handbook

The right of the principal to make final decisions on school-related matters is stated throughout the AHS Student Handbook. The principal reserves her / his right to amend any school-based decision in this handbook when such a change or amendment serves the best interest of the school or an individual student.

Section F

Procedures - Policy - Protocols
Harassment & Discrimination
Notice of Non-Discrimination
Parent Notification Law
Health Clinic Information
Wellness Policy
Internet Acceptable Use Policy
Records & Records Access
Early Release / Early Graduation
Graduation Requirements
Graduation Ceremony
Student Election Process
Fire Drill Regulations
Dance/Prom Contract

POLICY ON HARASSMENT AND DISCRIMINATION

Harassment Policy

The Arlington Public Schools are committed to maintaining a school environment free of harassment based on race, color, religion, national origin, age, gender, sexual orientation, or disability. Harassment by administrators, certified and support personnel, students, vendors and other individuals at school or at school sponsored events is unlawful and is strictly prohibited. The Arlington Public Schools requires all employees and students to conduct themselves in an appropriate manner with respect to their fellow employees, students and all members of the school community.

Definition of Harassment

Harassment includes communications such as jokes, comments, innuendos, notes, display of pictures or symbols, gestures, or other conduct which offends or shows disrespect to others based upon race, color, religion, national origin, age, gender, sexual orientation, or disability.

By law, what constitutes harassment is determined from the perspective of a reasonable person with the characteristic on which the harassment is based. What one person may consider acceptable behavior, may reasonably be viewed as harassment by another person. Therefore, individuals should consider how their words and actions might reasonably be viewed by other individuals. It is also

important for individuals to make it clear to others when a particular behavior or communication is unwelcome, intimidating, hostile or offensive.

Sexual Harassment. While all types of harassment are prohibited, sexual harassment requires particular attention. Sexual harassment includes sexual advances, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature when:

1. Acceptance of, or submission to, such conduct is made either explicitly or implicitly as a term or condition of employment or education.
2. The individual's response to such conduct is used as a basis for employment decisions affecting an employee or as a basis for educational, disciplinary, or other decisions affecting a student.
3. Such conduct interferes with an individual's job duties, education or participation in extra-curricular activities.
4. The conduct creates an intimidating, hostile or offensive work or school environment.

Harassment and Retaliation Prohibited

Harassment in any form or for any reason is absolutely forbidden. This includes harassment by administrators, certified and support personnel, students, vendors and other individuals in school or at school related events. In addition, retaliation against any individual who has brought harassment or other inappropriate behavior to the attention of the school or who has cooperated in an investigation of a complaint under this policy is unlawful and will not be tolerated by the Arlington Public Schools.

Persons who engage in harassment or retaliation may be subject to disciplinary action, including, but not limited to reprimand, suspension, termination/expulsion; or other sanctions as determined by the school administration and/or school committee, subject to applicable procedural requirements.

Investigation

Any individual who believes he/she has been harassed or who has witnessed or learned about the harassment of another person in the school environment, should inform the Principal as soon as possible. If the individual does not wish to discuss the issue with him/her, or if s/he does not address the problem in an effective manner, the individual should inform the Assistant Superintendent of Schools who can be reached at 869 Massachusetts Ave, Arlington, MA 02476, 781-316-3523

The Arlington Public Schools will promptly investigate every complaint of harassment. If it determines that harassment has occurred, it will take appropriate action to end the harassment and to ensure that it is not repeated. Confidentiality will be maintained to the extent consistent with the school's obligations under law and under applicable collective bargaining agreements.

In certain cases, the harassment of a student may constitute child abuse under Massachusetts Law. The Arlington Public Schools will comply with all legal requirements governing the reporting of suspected cases of child abuse and will report suspected criminal activity to the appropriate authorities.

CLOSURE OF A COMPLAINT

When an investigation has been completed, school personnel will inform the complainant of the results and file a report with the Coordinator for Title IX/Section 504 of the Rehabilitation Act/Chapter 622.

The Arlington Public Schools urges all individuals in the school community to bring any concerns or complaints of harassment to the attention of school personnel so that they can resolve the issue. The

state agency responsible for enforcing laws prohibiting harassment is the Massachusetts Commission Against Discrimination (MCAD), located at One Ashburton Place Boston, Massachusetts. The agency responsible for enforcing federal laws prohibiting harassment in the employment context is the Equal Employment Opportunity Commission, which is located at One Congress Street, Boston, MA.

NOTICE OF NONDISCRIMINATION

"The Arlington Public Schools does not discriminate in admission to, access to, treatment in, or employment in its services, programs and activities, on the basis of race, color or national origin, in accordance with Title VI of the Civil Rights Act of 1964 (Title VI); on the basis of sex, in accordance with Title IX of the Education Amendments of 1972; on the basis of disability, in accordance with Section 504 of the Rehabilitation Act of 1973 (Section 504) and Title II of the Americans with Disabilities Act of 1990 (ADA); or on the basis of age, in accordance with the Age Discrimination Act of 1974 (Age Discrimination Act). Nor does it discriminate on the basis of race, color, sex, gender identity, religion, national origin, or sexual orientation, in accordance with Chapter 622 of the Acts of 1971 (M.G.L. c.76, §5), Chapter 151B and 151C of the General Laws."

Arlington School Committee, Revised, voted and adopted by the Arlington School Committee April 10, 2014.

Title I: *Title I of the Americans with Disabilities Act of 1990*

Prohibits discrimination, exclusion from participation, and denial of benefits on the basis of disability in the areas of employment.

Title VI: *Title VI of the Civil Rights Act of 1964*

Prohibits discrimination, exclusion from participation, and denial of benefits on the basis of race, color and national origin.

Title IX: *Title IX of the Educational Amendments of 1972*

Prohibits discrimination, exclusion from participation, and denial of benefits in educational programs based on sex.

Title IX Liaison, Melissa Dlugolecki – mdlugolecki@arlington.k12.ma.us
Arlington High School - 781-316-3551

Section 504: *Section 504 of the Rehabilitation Act of 1973*

Prohibits discrimination, exclusion from participation, and denial of benefits based on disability.

504 Coordinator, Roderick MacNeal Jr. - rmacneal@arlington.k12.ma.us
Arlington High School - 781-316-3523

MGL, Ch. 76, Section 5: *Massachusetts General Laws, Chapter 76, Section 5*

Prohibits discrimination in all public schools on the basis of race, color, sex, gender identity, national origin, religion and sexual orientation.

The Coordinators of the above statutes are as follows:

Arlington Public Schools Individual School Principals

Title II: *Title II of the Americans with Disabilities Act of 1990*

Prohibits discrimination, exclusion from participation, and denial of benefits on the basis of disability in the areas of educational programming and activities.

The Coordinator for Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and Chapter 622 of the Acts of 1971 for Arlington High School is Melissa Dlugolecki,

Athletic Director. She can be reached at 869 Massachusetts Ave, Arlington, MA 02476 781-316-3551.

Inquiries regarding the application of the Arlington Public Schools' nondiscrimination policy may be referred to Title IX Coordinator as named above, or the Assistant Secretary for Civil Rights, U.S. Department of Education, Washington, D.C. 20202 (or the Regional Director, U.S. Department of Education, Office for Civil Rights, J.W. McCormack Post Office & Courthouse, Room 222, Boston, Massachusetts 02109.)

PARENT NOTIFICATION LAW

In accordance with the Parental Notification Law relative to sex education in schools (MGL 71 Section 32a), the Arlington School Committee has adopted the following policy:

"It is the policy of the Arlington Public Schools to notify parents/guardians and guardians if and when curriculum primarily involves human sexual education or human sexuality issues. parents/guardians and guardians may exempt their children from any portion of said curriculum through written notice to the school Principal. No child so exempted shall be penalized by reason of such exemption. To the extent practical, program instruction materials for said curricula shall be made reasonably accessible to parents, guardians, educators, school administrators, and others for inspection and review."

Kindergarten through Grade 12 Sex Education may include topics such as puberty, dating, abstinence, relationships and communication skills, pregnancy, birth control, abortion, homosexuality, prevention of HIV/AIDS and other sexually transmitted infections, prevention and sexual abuse.

High School programs include but not limited to; Young Adult Living, Child Study, Preschool Theory, Biology, Anatomy and Physiology, Introduction to Behavioral Science, Health and Physical Education courses as well as school-wide assemblies and field trips.

parents/guardians who desire additional information, or would like to view curricular materials, may contact the Building Principal.

HEALTH CLINIC INFORMATION

The Arlington Health Services Program is designed to protect and promote the health of our school children. These services are managed by a registered nurse. Additional support is provided by Arlington's Fire/Safety Department.

The School Nurse recognizes that parents/guardians have the primary responsibility for the health care of their children. The health room is not designed for the extended care seriously ill or injured children. Parents/guardians should not expect children to receive care for illness or injuries which occur at home. The nurse does not make a medical diagnosis or prescribe treatment.

There are times when a student should remain at home for his/her own welfare and the protection of other students. Some criteria to be used as a guideline are:

Vomiting or diarrhea within 24 hours, Fever over 100.5 within 24 hours
Sore throat and swollen glands, Undiagnosed rash or skin eruptions

Severe earache or drainage from eyes

If a child is diagnosed with a communicable disease, parents/guardians must notify the Nurse. Teachers can then be informed about the existence of the communicable disease within the school community (while protecting the confidentiality of the affected student) to refer early, similar symptoms in other students.

When a student becomes ill or injured at school, the Nurse will contact the parent/guardian for permission to dismiss the student. It is imperative that each parent supply the school with their home and work phone numbers and the name of an alternate person to be contacted in an emergency.

Medications cannot be administered to a student unless the parent has made a written request and signed the appropriate forms. Please contact the Nurse for this information. **Students are NOT allowed to carry any medication during school hours.** Parent and physician forms must be on file in the nurse's office and medication will be dispensed through the office. Exceptions to this rule will be approved by the School Nurse.

Massachusetts Department of Public Health requires documentation of a physical exam for all 10th grade students.

The School Nurse manages screening programs to monitor hearing in grade 10, vision in grades 10 and 11, and postural screening in grade 9.

M.G.L. c 76 § 15 prohibits the admittance of a student to school without a physician's documentation of all required immunizations.

Students returning from an extended physical or mental health illness must re-enter AHS through a meeting that includes the School Nurse and other school personnel.

WELLNESS POLICY

To be in compliance with the new state wellness legislation, the following restrictions on food products that are sold in school, or are offered to students during the school day, are now in effect:

- Bake sales will not be allowed in any building, when school is in session or during the 30 minutes before or after school hours.
- Foods not included on the A list, may not be served in classrooms or at school events or celebrations during the school day.

A list of Acceptable foods can be found on the APS website under the heading "at a glance" summary of the standards.

Acceptable foods that meet the guidelines may also be found at: <http://www.johnstalkerinstitute.org/alist/>

INTERNET ACCEPTABLE USE POLICY (AUP) AND BRING YOUR OWN DEVICE (BYOD) AGREEMENT

Arlington High School is pleased to offer our students, staff and guests access to a wide range of digital information technology. Starting in 2016-17, AHS began a program allowing students to bring their own devices (BYOD) to school and access a robust school network. The details of this program are covered in the Arlington Bring Your Own Device (BYOD) Agreement. In addition, digital technology use at AHS is governed by the Arlington Public School's Acceptable Use Policy (AUP) and the Student Code of Conduct.

All students will receive a copy of the Arlington Public School's Acceptable Use Policy and the BYOD Agreement and must agree in writing to the terms and follow the regulations and protocols outlined within the Arlington AUP. Violations of these rules may result in disciplinary action, including the loss

of a user's privileges to use the school's information technology resources. Further discipline may be imposed in accordance with the Acceptable Use Policy, The Bring Your Own Device Agreement, the Student Code of Conduct, or other relevant APS policies up to and including suspension or expulsion depending on the degree and severity of the violation.

Student Internet Access

All students will have access through their classroom, library/media center, or computer lab to the following information resources:

- Electronic mail communication with people all over the world
- News and information
- Library Collections including Library of Congress
- Public domain software and graphics
- Discussion groups
- World Wide Web and USENET access

Overview of Acceptable Use Policy

The use of the Arlington Public Schools Network is a PRIVILEGE, not a right, and any inappropriate use will result in a cancellation of privileges. Users should not expect privacy in the contents of personal files on the district system. Routine maintenance and monitoring of the APS Network may lead to discovery that a student has violated this Policy, the student handbook, or the law. All e-mail is considered public record. The Telecommunications Technology Specialist shall have the right to access e-mail if it is believed the user is in violation of the guidelines. Unacceptable use includes (but is not limited to) the following points:

- Students shall not post personal contact information about themselves nor other people. Personal contact information includes address, telephone, school address, work address, etc.
- Students shall NEVER agree to meet with someone they have met on line.
- Students shall promptly disclose to a teacher or other appropriate school employee any message they receive that is inappropriate or makes them feel uncomfortable.
- Students shall not re-post a message that was sent privately without permission of the person who sent the message.
- Students shall not post private information about another person.
- Students shall not attempt to gain unauthorized access to the APS Network or to any other computer system networked or database through the APS Network or go beyond authorized access. This includes attempting to log in through another person's account or access another person's files. These actions constitute vandalism and are illegal, even if only for the purpose of "browsing".
- Students shall not make deliberate attempts to disrupt the APS computer system, or other town computer systems and networks nor destroy data by spreading computer viruses or by any other means.
- Students shall not use the APS Network to engage in any other illegal act.

Security

- Students are responsible for their individual file account and should take all reasonable precautions to prevent others from accessing their files. Under no conditions should students provide their password to another person.
- Students shall immediately notify a teacher of the system administrator if they have identified a possible security problem.

Inappropriate Language

- Restrictions against inappropriate language apply to public messages, private messages, and material posted on Web pages.

- Includes obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language and sending offensive messages containing sexual implications, racial slurs, or gender-specific comments.
- Students shall not knowingly or recklessly put false or defamatory information about a person or organization.

Respecting Resource Limits

- Students shall use the system only for educational, club and career development activities.
- Students shall not download large files unless a teacher has approved.
- Students shall not post chain letters or engage in "spamming". Spamming is sending an annoying or unnecessary message to a large number of people.
- Students shall subscribe to discussion group mail lists only under teacher supervision and only to those that are relevant to education or career development.
- Students shall not plagiarize works found on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were the student's.
- Students shall respect the rights of copyright protected materials.

Inappropriate Access to Material

- Students shall not use the APS Network to access material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature).
- If students mistakenly access inappropriate information, they should immediately tell a teacher. This shall protect students against a claim of intentionally violating the policy.
- Although it is the intent that all student use of the APS Network is to be conducted under faculty supervision, it is however, not always possible for faculty members to monitor student use at every moment. Therefore, every student is expected to take responsibility for his or her appropriate use of the APS Network. The Arlington Public Schools disclaim all liability for the content of material that shall be accessed on the Internet, for damages suffered in the course of or as a result of Internet use, and for any other consequences or Internet use

STUDENT PHOTOS

Student photographs and video clips of school based student activities are allowed to be posted on the school website and may be released to the Arlington Advocate, Arlington Patch, and the ACMI local television station **only if** parents/guardians have provided written permission for their child to be included. No pictures of students will be published if parents/guardians have not granted permission to do so. Permission forms will be sent out at the beginning of the year.

RECORDS

By law, a parent, guardian or any student who has reached the age of fourteen or entered the ninth grade has a right to inspect his/her records at reasonable times and to copy any information entered therein (see MGL Chapter 71, sections 34A, 34B, 34D, 34E, 34F).

A student also has the right to have the confidentiality of his/her record protected. When a student requests that his or her record be sent to another learning institution for any reason, IEPS will be included for those students who have them. No information will be given from a student's record to anyone not employed by the school department without written permission from the student or parent, with the following exceptions:

- A court can order to see a student's record. In such case, the student will be notified prior to its release.
- The Superintendent of Schools may take data from records to submit in reports without permission so long as the student is not identified.

- Routine information such as a list of names of graduating students may be published without student approval. Addresses of students will not be supplied to anyone by the school authorities without the specific approval of the School Committee unless in conjunction with state or federal law.

Records Access Non-custodial Parents

Massachusetts General Laws c.71, section 37H governs access to student records by a parent who does not have physical custody of a student.

Section 37H requires a non-custodial parent seeking access to submit a written request and other documentation to the Principal on an annual basis. Parents/guardians who have questions or concerns regarding access to records by non-custodial parents/guardians are requested to contact the Principal for detailed information regarding the procedures.

The non-custodial parent is eligible *unless*:

- he/she has been denied legal custody based on a threat to the safety of the student or the custodial parent, or
- the parent has been denied visitation or has been ordered to supervised visitation, or the parent's access to the student or to the custodial parent has been restricted by a protective order, unless the protective order specifically allows access to the information in the record.

REQUIREMENTS FOR GRADUATION - 2016

For graduation, all students must earn 106 diploma points, pass MCAS in English and Math and Science demonstrate computer competence and participate in Community Service.

Graduation requirements are:

- English – 4 courses/20 credits
- Mathematics – 3 courses/15 credits
- Social Studies – 3 courses/15 credits
- Science – 3 courses/15 credits
- Fine Arts – 1 course/5 credits
- World Language – 2 courses/10 credits
- Physical Education/Health – 3 courses /10 credits
- Community Service – 40 documented hours
- Computer Technology – Demonstrate competency through class assignments

Students will earn credits for each term in which they receive a passing grade. Students who fail a term will not receive the credit for that term. Students will earn one-quarter of the total credits given for the course per term. The final grade is the determining factor as to whether a course is passed, not the number of credits received. No credits are given if the course is failed.

Under normal circumstances, students will be enrolled for 30 credits per term. Any exceptions to the 30 credit limit, either under or over, must be approved in advance by the Principal.

In order to be eligible for an Arlington High School diploma, regular education students who attend AHS must have attended AHS classes and earned a minimum of one-half year's credits from AHS courses as well as having met all other curricular requirements.

Foreign Exchange students will be eligible for an Arlington High School diploma only if they have met the credit and MCAS requirements for the diploma and have completed twelve years of schooling counting from grade 1. Graduation requirements/years of schooling required in the country of origin are irrelevant in determining eligibility for an AHS diploma.

GRADUATION CEREMONY AND SENIOR ACTIVITIES

Participation in the graduation ceremony and other senior activities are a privilege not a right. Students who choose not to participate or who have been excluded from participating due to inappropriate behavior at another school event may pick up their diploma in the Main Office on the day following the ceremony during regular school hours

Any infraction of school rules that results in a penalty of suspension will result in the elimination of the privilege of attending the graduation ceremony and/or senior activities if, for example, that student ends his/her school year while under a school suspension. The Principal reserves his/her right to make all final decisions regarding student participation in all senior activities and graduation ceremony.

Any inappropriate behaviors preceding or during the ceremony, e.g., throwing articles, or failing to follow the reasonable request of a person in authority, will result in the diploma being withheld on graduation day. In such cases the Principal will meet with the student and parents/guardians in the Main Office during the normal school hours the day following.

STUDENT ELECTION PROCESS

The following election procedures shall be in effect for all general elections held at Arlington High School with the exception of those whose guidelines are specifically set by the state.

Nomination

Students are eligible to be nominated for class office or Student Advisory Council representative if they are in good standing with their class, i.e., they must be in a homeroom of their class at the time of nominations, and, if applicable, if they meet the MIAA standard as established for athletic participation, i.e. be passing 20 periods of prepared work on the report card preceding elections.

Students desiring to run must complete nomination papers. Students must personally hand in nomination papers to the Student Council Advisor.

To hold a major office (Class officer, Student Council, SAC) you must not have had any major discipline problems during the current year. **Students must secure an approving signature from their House Dean on their nominating papers. Students may not begin campaigning until all papers have been approved.**

One day will be set aside to allow candidates to review the ballot before elections. Any inaccuracies must be identified at that time. The accuracy of the ballot cannot be questioned after that time.

Balloting

The elections will take place either by Advisory, in a central location, or electronically.

School staff and administrators will be responsible for overseeing the process of tallying votes and will act accordingly to address any issues that arise.

Campaigning

Candidates may not campaign in a way to disrupt the educational process at Arlington High School.

All campaign materials are the responsibility of the candidate as regards to the accuracy of the statements contained in them.

Lewd or suggestive campaign materials are not allowed. It is the responsibility of the candidate to secure approval from the Student Council Advisor in any questionable cases. If not approved beforehand, use of inappropriate materials can be punishable up to the level of suspension from school.

Campaign signs may be hung only in the Cafeteria.

Campaign materials must be removed from Arlington High School within two days following the election.

Each candidate is responsible for the actions of student supporters working on his/her staff.

Recounts and Certifications

Students desiring a recount must request the recount in writing by the close of school (2:26 PM) of the day following announcement of election results.

A candidate has the right to ask for and see the final tallies.

In the absence of any request for a recount, election results become final at the close of school on the day following the announcement of results.

Succession

In cases when a president cannot serve, the vice president will assume the office of president.

In all offices, except president, as vacancies occur, the next highest finisher in the election shall assume the office.

FIRE DRILL REGULATIONS

A certain number of fire drills are required by law during each school year. They are necessary for the protection and safety of each student and teacher. They are practice runs for everyone to be prepared in case a real fire or emergency should arise. They must be taken seriously. Your cooperation is essential during these drills. Students may not stop to retrieve personal effects during a fire drill.

Directions are posted near the door of each room. When the fire signal sounds follow these directions, keeping the lines moving. Running is absolutely forbidden, if a student is not in a classroom when the fire alarm sounds a drill, he/she should join the nearest group of students leaving the building. Silence should be maintained in order to be able to hear any change of directions should this be necessary. Emphasis should be on safety, not speed. Administration will signal students when it is time to return.

The following relevant rules and regulations have been adopted by both the School Committee and the Arlington Fire Department:

Paper of all types and other combustible materials may not exceed 25% of any surface area in corridors and stairwells.

2. Paper of all types and other combustible materials must be removed from all doors used as egress from a room and doors connecting classrooms; this is to include an area of at least two (2) feet around such door openings.
3. Paper and other combustible material suspended from wires across rooms and from all light fixtures shall be prohibited. The minimum number of papers on classroom walls, as may be necessary to encourage students' progress, shall be allowed.
4. Papers on display shall be secured on all four corners.
5. Cardboard known as "tri-wall" may be used in classrooms on a limited basis, provided it has been coated with a fire-retardant paint meeting Underwriters Laboratories Fire Tests and government paint specifications. Edges of this material shall be sealed with so-called duct tape.

6. Overstuffed furniture in all classrooms shall be removed; this includes all pillows and cushions.
7. Rugs may be used in classrooms provided a certificate has been presented to and approved by the Head of the Fire Department as to the flammability rating of same. Locations of rugs shall be such that they are out of the path of travel to all exit doors. Recommended size to be kept to an 8'x8' or under.
8. A means of egress is a continuous and unobstructed way of exit travel from any point in a building or structure in the event of a fire or other emergency. Therefore, all chairs, desks and furniture shall be kept out of same to provide this continuous and unobstructed way of exit travel. All furniture in classrooms is to be kept at least **THREE (3) FEET AWAY** from all exit doors.

Failure to follow fire drill protocols may result in detention or suspension

AHS Dance and Prom Contract Sample (Contracts May Vary By Event)

The following rules and protocols, which were created and agreed upon by a joint committee of Class Officers, Class Advisors and Administrators, have been established to assist the school staff in their efforts to provide a safe event for all of the attendees.

The use of drugs, alcohol, and tobacco is not permitted at Arlington High School or at any school-sponsored events on or off site.

I understand that all students are subject to being "breathalyzed" at school activities. I understand that if I am in violation of the AHS alcohol and drug policy, I will receive consequences consistent with the student handbook.

I understand that I am subject to search as part of the alcohol/drug protocol.

If a student is found in violation of this policy, the consequences may include:

- o External suspension
- o Loss of future dance participation
- o Loss of participation in graduation week activities
- o Loss of participation in the graduation ceremony.

I am aware that in the case of a substance violation, my parents/guardians and /or the local police department will be called. In addition, I will be required to leave the event immediately, under the direct guardianship and supervision of my parents.

I understand that students will not be allowed entrance to the event after one-hour [1] past the scheduled starting time and will not be able to leave the event until one hour [1] prior to the schedule closing time of the event. Exceptions to the rule must be previously approved by the Dean.

If I am found in violation of any school rules, I understand that NO REFUNDS will be authorized for any tickets or other expenses that I may have incurred for said or future events.

My signature acknowledges that I understand the conditions of my, or my child's participation, in the high school event and consequences for violation of school rules.

Student Name [Printed].....

Student Signature..... Date

Parent Signature..... Date.....

REQUIRED: Parent, please list a phone number that you will be available at in case of the school's necessity to contact you the night of the event.

Phone:.....

NO STUDENTS will be able to purchase tickets to the freshmen/sophomore social, junior/senior social, junior prom, senior prom, or graduation week activities without a signed contract by both the student and parent.