

ARLINGTON HEIGHTS HIGH SCHOOL

STUDENT HANDBOOK

2009-2010

Principal

Neta Alexander

Assistant Principals

Kerwin Cormier
Shawn Harris
Harold Nichols
Joseph Palazzolo
Gary Ponder

Counselors

Rick Griffin
Danyatta Harrell
Valerie King
Patricia Richardson
Sue Warner

ALMA MATER

**There's a feeling good and true,
And it's from our hearts to you.
Hail the Gold and hail the Blue,
To our colors always true.
And wherever we may roam,
We will always call it home.
It's the place we love the best,
Dear old AHHS.**

FIGHT SONG

**Jackets fight, Jackets fight,
For we're in there to win the game.
Jackets fight, Jackets fight,
For the score that will bring us fame.
For we'll always be true
To our colors of Gold and Blue.
Go, go, Jackets, go,
And we'll fight on to victory.**

**SCHOOL CALENDAR
2009-2010**

First Day of School	Monday, August 24, 2009
Last Day of School	Friday, June 4, 2010
Labor Day Holiday	Monday, September 7, 2009
Thanksgiving Holiday	Monday, November 23- Friday, November 27, 2009
Winter Break	Monday, December 21, 2009-Friday, January 1, 2010
Martin Luther King Jr. Holiday	Monday, January 18, 2010
Spring Break	Monday, March 15- Friday, March 19, 2010
Snow Days	Friday, April 2 and Monday, June 7, 2010 (if needed)
Memorial Day Holiday	Monday, May 31, 2010
Independence Day Holiday	Friday, July 5, 2010
Staff Development Days	Monday, August 17 -Thursday, August 20, 2009
Staff Development Waiver Days	Friday, September 18 and Monday, October 12, 2009 Monday, November 9, 2009, Monday, January 4 and Friday, February 5, 2010
Teacher Preparation Days	Monday, August 21, 2009 Friday, January 15, 2010 Monday, June 7, 2010 Tuesday, June 8, 2010 (if 2 nd snow day needed)

SPECIAL DAYS

Open House	September 10
Homecoming Week	October 24 – October 30
Homecoming	October 30
ACT Test	September 12, October 24, December 12, February 6, April 3, June 12
SAT Test	October 3, November 7, December 5, January 23, March 13, May 3, June 5
PSAT Test	October 14, October 17
TAKS Exit Level Retesting	October 20-23, March 1,4 & 5, April 27-30, July 13-16
Graduation	June 6

SIX WEEK GRADING PERIODS

REPORT CARDS

1 st 6 wks.	29 days	August 24 - October 2, 2009	10/14/09
2 nd 6 wks.	30 days	October 5 - November 13, 2009	12/02/09
3 rd 6 wks.	29 days	November 16, 2009- January 14, 2010	01/28/10
Fall Semester	88 days		
4 th 6 wks.	34 days	January 19 - March 5, 2010	03/24/10
5 th 6 wks.	29 days	March 8 - April 23, 2010	05/05/10
6 th 6 wks.	29 days	April 26 - June 4, 2010	06/16/10
Spring Semester	92 days		

FOOTBALL SCHEDULE

<u>Date</u>	<u>Opponent</u>	<u>Location</u>	<u>Time</u>
August 27	Birdville	Birdville	7:00pm.
September 3	Azle	Farrington Field	7:00pm
September 11	Paschal	Farrington Field	7:30pm
September 18	Celina	Farrington Field	7:30pm
September 24	Dunbar	Clark Field	7:00pm
October 3	Wyatt	Clark Field	7:00pm
October 8	North Side (Senior Night)	Farrington Field	7:00pm
October 16	Open		
October 23	South Hills	Clark Field	7:30pm
October 30	Eastern Hills (Homecoming)	Farrington Field	7:30pm
November 5,6	Zone Playoffs	TBD	TBD

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ENROLLMENT AND ATTENDANCE

STUDENT ENROLLMENT

New students are enrolled in the attendance office. They must be accompanied by a parent or guardian and bring a copy of their immunization record, withdrawal form and attendance records from the last school attended. Proof of residence, birth date, and Social Security number are required for all students.

REQUIRED IMMUNIZATIONS

A student must be fully immunized against certain diseases. The immunizations required are: Diphtheria, tetanus, polio, measles (rubella), and haemophilus influenza. The school nurse can provide information on age-appropriate doses or on an acceptable physician-validated history or illness required by the Texas Department of Health. Proof of immunization may be personal records from a licensed physician or public health clinic with a signature or rubber-stamp validation.

3 doses Td with one dose on or after 4th birthday and a booster every 10 years

3 doses Polio with one dose on or after the 4th birthday

2 doses MMR, 1st dose on or after 1st birthday

3 doses Hepatitis B

1 dose Varicella, on or after 1st birthday or a parent or physician validated history of the illness. If 1st dose is received after age 13, 2 doses are required.

Bacterial Meningitis

Meningitis is an inflammation of the covering of the brain and spinal cord. It can be caused by viruses, parasites, fungi, and bacteria. Viral (aseptic) meningitis is common; most people recover fully. Medical management of viral meningitis consists of supportive treatment and there is usually no indication for the use of antibiotics. Parasitic and fungal meningitis are very rare. Bacterial meningitis is very serious and may involve complicated medical, surgical, pharmaceutical, and life support management.

There are two common types of bacteria that cause meningitis:

- Strep pneumoniae causes pneumococcal meningitis; there are over 80 subtypes that cause illness
- Neisseria meningitidis-meningococcal meningitis; there are 5 subtypes that cause serious illness.

Symptoms

Someone with meningitis will become very ill. The illness may develop over one or two days, but it can also rapidly progress in a matter of hours. Not everyone with meningitis will have the same symptoms.

Children (over 1 year old) and adults with meningitis may have:

- Severe headache
- High temperature
- Vomiting
- Sensitivity to bright lights
- Neck stiffness, joint pains
- Drowsiness or confusion

How serious is meningitis?

If it is diagnosed early and treated promptly, the majority of people make a complete recovery. In some cases it can be fatal or a person may be left with a permanent disability, such as deafness, blindness, amputations or brain damage (resulting in mental retardation or paralysis) even with prompt treatment. The bacteria rarely overcomes the body's immune system and causes meningitis or another serious illness.

How is bacterial meningitis spread?

Fortunately, none of the bacteria that cause meningitis are as contagious as diseases like the common cold or the flu, and they are not spread by casual contact or by simply breathing the air where a person with meningitis has been. The germs live naturally in the back of our noses and throats, but they do not live for long outside the body. They are spread when people exchange saliva (such as by kissing, sharing drinking containers, utensils, or cigarettes).

The germ does not cause meningitis in most people. Instead, most people become carriers of the germ for days, weeks or even months. Being a carrier helps to stimulate your body's natural defense system.

What is the risk of getting bacterial meningitis?

The risk of getting bacterial meningitis in all age groups is about 2.4 cases per 100,000 population per year. However, the highest risk group for the most serious form of the disease, meningococcal meningitis, is highest among children 2 to 18 years old.

How is bacterial meningitis diagnosed?

The diagnosis is usually based on a combination of clinical symptoms and laboratory results from spinal fluid and blood. Spinal fluid is obtained by a lumbar puncture (spinal tap).

How can bacterial meningitis be prevented?

Do not share food, drinks, utensils, toothbrushes, or cigarettes. Limit the number of persons you kiss.

What you should do if you think you or a friend might have bacterial meningitis?

Seek prompt medical attention.

For more information

Your school nurse, family doctor, and the staff at your local or regional health department office are excellent sources for information on all communicable diseases. You may also call your local health department or Regional Texas Department of Health office to ask about meningococcal vaccine. Additional information may also be found at the web sites for the Centers for Disease Control and Prevention: www.cdc.gov and the Texas Department of Health: www.tdh.state.tx.us.

ATTENDANCE

Individuals between the ages of 6 to 18 or those individuals enrolled in a pre-kindergarten or kindergarten program must attend school for the entire time courses are offered. If a student misses ten (10) or more days or parts of days within a six month period during the same school year, without a valid excuse, **the student is truant**. If the student misses three (3) or more days or parts of days within a four-week period, **the student is truant**. This student can and will be prosecuted for Failure to Attend School (Texas Education Code 25.094). The parent/guardian of a truant student can also be prosecuted, after receiving a warning for Parent Contributing to Non-Attendance (Texas Education Code 25.093). These cases are prosecuted in the City of Fort Worth Municipal Court. The parent/guardian must take the necessary measures to make sure the student is regularly attending school. You may contact Katie Hodges, Stay-In-School Coordinator, at 817/377-7075 to ensure your child has regular attendance.

Parents and students are responsible for making sure **written** excuses for absences are submitted to the attendance office. This must be done within seven (7) days of the absence to ensure the absence is not marked unexcused. Also, a student must have a legitimate excuse for arriving late or leaving early from school. The attendance office must be notified, in writing, with a valid reason for the tardy or early dismissal. If a student becomes truant, the parent/guardian will be notified in writing about the truancy and may be required to attend future meetings regarding the truant student.

A student shall receive credit in a class when he/she attends a minimum of 90% of the days per semester. In case of extenuating circumstances, an attendance committee appointed by the Board may credit a student for excessive absences (Refer to section titled, "Extenuating Circumstances".) Students are expected to make up all absences and assignments for each class absence. Students who attend make-up sessions during Saturday School will receive credit for attendance of each class made up. Failure to make up absences may result in the withholding of credit if the student's absences exceed the attendance requirement.

Saturday School

A student may recover credit for absences by attending Saturday School. Saturday School is scheduled between 8:00 a.m.-11:00 a.m. A student may make up a total of four absences per Saturday. Saturday School dates TBA.

Make-up Work for Excused Absences

Students shall be required to make up work missed due to excused absences or participation in approved school-related activities. It is the student's responsibility to obtain the assignments and make up the work.

Unexcused Absences – Students who have lost credit because of unexcused absences may recover credit by fulfilling the requirements established by the attendance committee.

To make up work missed for excused or unexcused absences, the student shall be provided no less than one day for each day absent. Students shall receive credit for satisfactory make-up work after an unexcused absence.

Function of the Attendance Committee

The school attendance committee shall function as follows:

- Students, parents or guardians who wish to appeal absences that result in the student not being in attendance at least 90 percent of the days the class is offered must submit the attendance appeal form. The attendance committee will review excused absences to ensure they meet the guidelines for extenuating circumstances. Supporting documentation of extenuating circumstances for unresolved or unexcused absences must accompany the form.
- The appeal of excessive absences may be made at any time during the semester and up to 15 calendar days after the last day of classes. The attendance committee will begin to respond to an appeal within 15 calendar days of its receipt and will complete work no later than 30 calendar days after the end of the semester

Extenuating Circumstances

The Board has established the following as extenuating circumstances:

- ...Board-approved extracurricular activity or public performance subject to limitations in FDD preceding.
- ...Required screening, diagnosis, and treatment for Medicaid-eligible students.
- ...Documented health care appointment, if the student begins classes or returns to school on the same day as the appointment.
- ...Temporary absence resulting from any cause including illness acceptable to the principal or assistant principal.
- ...Juvenile court proceeding documented by a probation officer.
- ...Absence required by state or local welfare authorities.
- ...Family emergency or unforeseen or unavoidable circumstance requiring immediate attention acceptable to the principal or assistant principal.
- ...Approved college visitation.
- ...Any nonrecurring event with parental request and consent having the approval of the principal. This type of absence shall not occur more than three days in one year.
- ...Suspension from school for one to three days for a serious disciplinary infraction.
- ...Days missed as a runaway when reported to the police and given a case number.
- ...Observance of a religious holy day, including days of travel to or from a site where the student will observe the holy days. Excused days for travel shall be limited to not more than one day for travel to and one day travel from the site.

Admissions and Attendance:

Absences and Excuses

Absences that are not excused by law or policy and absences that are not for approved extracurricular activities shall be designated as unexcused, even if the student has parental permission to be absent.

Absences for which the student has shown extenuating circumstances and completed routine make-up work shall be considered days of attendance for computing the required percentage of days of attendance for credit or promotion.

Acceptable forms of documentation for excusing absences include: 1) health-care documentation and 2) parent note (maximum of 3 per semester) approved by the principal or assistant principal. School personnel must receive documentation within seven calendar days of the student's return. After seven calendar days, the student must file an appeal to the attendance committee for consideration.

Disciplinary Action – Unexcused Absences

A teacher or administrator may use one or more discipline management techniques after any unexcused absence. The District may file complaints against the student's parent(s) or guardian for violation of the Compulsory Attendance Law.

Notice of Credit Loss

The student and student's parent(s) shall receive written notice when a student has not been in attendance 90 percent of the days the class is offered.

If a student has not been in attendance for 90 percent of the days the class is offered, the school attendance committee shall rule on all unexcused and unresolved absences involved in an application for consideration of extenuating circumstances. Excused absences will have been processed through the regular attendance procedures at the school by the principal and also be reviewed by the attendance committee.

Who May Appeal Loss of Credit

Students and parents or guardians (on behalf of their children) may appeal any unexcused or unresolved absence by submitting the appropriate form to the principal. The attendance committee will review excused absences to ensure they meet the guidelines for extenuating circumstances.

Appeals for graduating seniors will be processed before graduation. The attendance committee may meet on an as-needed basis as determined by the principal.

Imposing Conditions for Awarding Credit

For absences evaluated by the attendance committee, the committee may impose conditions on the receipt of credit, such as requiring the student to:

1. Complete additional assignments, as specified by the committee.
2. Satisfy time-on task requirements before and/or after school.
3. Attend tutorial sessions as scheduled.
4. Attend Saturday classes.
5. Maintain the attendance standards for the rest of the semester.
6. Take an examination to earn credit in accordance with EEJA.

In all cases, the student must also earn a passing grade in order to receive credit.

Appeals

If a student is denied credit for a class by an attendance committee, the student may appeal the decision to the Board of Education by submitting a written request to the Superintendent.

Withdrawal for Nonattendance

The District may initiate withdrawal of a student for nonattendance under the following conditions:

1. The student has been absent 10 consecutive school days; and
2. Repeated efforts by the attendance office and/or principal to locate the student have been unsuccessful.

Students who are 17 or over may be withdrawn for nonattendance even though the student still resides in the District.

RETURNING TO SCHOOL AFTER AN ABSENCE

1. On the day the student returns to school from an excused absence, he/she must bring the appropriate documentation to the attendance office between 8:00 a.m. and 8:25 a.m.
2. The absence will be processed through the attendance office and information provided to the student if necessary.

EXTENDED ILLNESS

Parents may request assignments during prolonged absences (over two days) by calling the attendance office. Assignments will be available by the conclusion of the next school day.

In case of extreme(long) absence, the parent is encouraged to check with the school nurse regarding the homebound program. A student who qualifies may receive instruction at home until able to return to school.

TRUANCY

A student absent from school or class without parent/guardian knowledge or consent will be considered truant. Teachers may apply a maximum ten-point penalty for make up work.

TARDIES

Tardiness disrupts the educational process. Students are expected to arrive to class on time. Consequences will be assigned for persistent tardiness. In such instances, a parent or guardian will be contacted by a teacher/administrator.

EARLY DISMISSALS

REQUESTS FOR DISMISSAL DURING THE SCHOOL DAY MUST BE MADE IN WRITING AND SIGNED BY THE PARENT OR GUARDIAN.

The note should be submitted to the attendance office no later than 8:25 a.m. and include:

- Time and reason for dismissal
- Telephone number where parent or guardian may be reached
- If the reason is a doctor or dentist appointment, the name of the doctor or dentist and time of appointment

Dismissals by telephone will not be honored. Students may pick up dismissals in the attendance office at the passing period preceding the time of dismissal. **Checking out through the attendance office is essential when leaving and/or returning to school.**

NURSE'S DISMISSAL

A student who becomes ill during the school day should, with the teacher's permission, report to the school nurse. The nurse will decide whether or not the student should be sent home and will notify the student's parent or designee on the student's emergency card.

VISITORS

Students may not bring a guest to school except for special circumstances and then only with prior approval from the academic coordinator. Approved student visitors will be issued a pass in the main office.

WITHDRAWAL FROM SCHOOL

Students who desire to withdraw from school should report in person with a parent or guardian (or with a written request to withdraw signed by the parent or guardian) to the attendance office. The student will be given instructions and forms necessary to complete the withdrawal process. All textbooks, library books, and other materials or equipment issued to the student must be returned and all fines paid before the withdrawal is completed.

ACADEMICS

CLASSIFICATION OF STUDENTS

After the ninth grade, students are classified according to the number of credits earned toward graduation.

Units of Credit Earned	Grade Placement
5	10
10	11
15	12

GRADING SYSTEM

To earn credit in a course, a student must receive a minimum grade of 70 based upon course-level standards. Numerical grades are used on three-week progress reports, six-week report cards, and transcripts. Grade points are given as follows:

<u>Grade</u>	<u>Explanation</u>	<u>Regular</u>	<u>Honors</u>
91 – 100	Outstanding	4	5
81 – 90	Good Progress	3	4
70 – 80	Satisfactory Progress	2	3
69 & below	Failing	0	0

GRADE REPORTS

All students will receive progress reports after each three-week grading period and report cards after each six-week period. These reports must be signed by the parent/guardian and returned to school within one week. A schedule for progress reports and report cards will be posted. If you would like to have your student's progress report mailed, please provide his/her teachers with stamp self-addressed envelopes.

TRANSCRIPTS

Transcripts will be distributed to students at the conclusion of each semester. Requests for additional copies should be made to the counseling office. Regulations require we have written permission on a release form from the student before we mail a transcript. The release form is available in the counseling office. **We will not** issue official transcripts to students or parents. Official transcripts will be mailed directly to the institution requested. A minimal fee will be charged for transcripts.

HONOR ROLL REQUIREMENTS

High Honor Roll	All subject grades are 91 or above
Honor Roll	All subject grades 81 or above
Citizenship	All E's in citizenship

GRADUATION REQUIREMENTS

To receive a high school diploma, a student must successfully complete 24 credits and pass the Texas Assessment of Knowledge and Skills (TAKS) exit-level examination or end-of-course examination. Parents and students are encouraged to talk with a school counselor to learn more about the curriculum, course offerings, graduation requirements, and differences between graduation programs: State Recommended Program (24 credits); and Distinguished Achievement High School Program (24 credits). **Graduation standards for students entering the ninth grade after the 2006-2007 school year increase to 26 credits.** Students interested in attending a college, university, training school or pursuing some other advanced education should work closely with their counselor so that they take the high school courses to best prepare them for further work.

DUAL CREDIT COURSES

Students who wish to enroll in college courses and be awarded credit toward state graduation requirements must consult with a counselor. Students must have prior approval from the principal before submitting a dual credit application to the college or university.

CREDIT BY EXAM

Eligible students may use credit by examination in lieu of course work to earn credit in an academic subject. Students should see a counselor to determine courses for which tests are available, eligibility, and procedures to follow. Scores on credit-by-examination tests will not be used to calculate a student's grade point average. Students may not use credit by examination to gain eligibility for extracurricular activities.

SCHOLARSHIP HONORS

Valedictorian and salutatorian scholarship honors are awarded on the basis of the highest grade point average for all four years of high school work immediately preceding graduation, including intervening summer school. The last year of work must be completed in Fort Worth I.S.D. Recipients shall be selected at the end of the fifth reporting period. If a tie occurs, the student with the highest numeric average will be the winner. Should a tie still exist for top honors, co-valedictorians will be announced; co-salutatorians for the second highest honor.

LATIN HONORS

Seniors who qualify for Latin Honors will receive special recognition at the graduation ceremonies. Categories for Latin Honors are:

- Summa Cum Laude (with highest honor) – Awarded to students who maintain a 4.0 GPA
- Magna Cum Laude (with great honor) – Awarded to the next highest ranking 9% of the class
- Cum Laude (with honor) – Awarded to the next highest ranking 12% of the class

TEXTBOOKS

Textbooks are furnished by the state and issued at the beginning of the school year. Textbooks are to be kept clean, handled carefully, and kept covered at all times. Students are required to pay for lost or damaged textbooks. Students who have not returned textbooks for previously enrolled courses or who owe for lost textbooks will not be issued textbooks until their records are clear. Students are required to have an I.D. in order to obtain textbooks.

TUTORIALS

Free tutorials are offered for students who need additional instruction before and after school in all academic areas. Students should ask their teacher for a schedule of options. Students who cannot find a tutorial session that meets their needs should see their counselor or assistant principal.

ARLINGTON HEIGHTS HIGH SCHOOL
Policy Regarding Holds

As Adopted by the Site-Based Decision-Making Team
June 27, 2000
Revised June 12, 2001

Students who receive a hold for expenses resulting in the immobilization or towing of a student's vehicle due to policy violation, lost textbooks, failure to turn in fundraising monies, library fines and/or lost library books; and/or other fees associated with failure to return books, supplies, and/or equipment will not be allowed to participate in extracurricular activities until the hold is paid in full or satisfactory payment arrangements are made. Furthermore, failure to meet the terms and conditions of said payment arrangement would result in the loss of extracurricular privileges. These extracurricular privileges include, but are not limited to, participation in after-school events, dances, and other activities that occur after the conclusion of the regular school day. In addition, academic records will be withheld until all holds are paid. At the beginning of the school year, textbooks will not be issued to students with outstanding holds on their record. A student may use a textbook provided by the teacher in class, but will not be allowed to use said textbook for homework.

It is the responsibility of the **STUDENT** to clear all holds as soon as possible. The intent is not to be insensitive to the financial needs of our students or their families. However, amicable arrangements can be made for those students with an identified need for financial assistance.

SCHOOL ACTIVITIES AND ORGANIZATIONS

STUDENT ACTIVITIES

Student activities are a vital part of Arlington Heights High School. University Interscholastic League activities, such as athletic, literary, and music events, and a generous variety of student organizations provide a diversified program for students.

ELIGIBILITY FOR STUDENT ACTIVITIES

A student is eligible to participate in any student activity when he/she is passing all subjects during a grade-reporting period, in compliance with the rules of the activity, and not assigned to ACP or suspended from school during the extracurricular event. A student who fails one or more classes is ineligible to participate in extracurricular contests (competitions) for a minimum of three weeks. The student may practice or rehearse while ineligible because of failing grade(s).

NATIONAL HONOR SOCIETY

Candidates for induction into the Jacket Chapter of the National Honor Society must be in the eleventh or twelfth grade. After obtaining the minimum grade point average of 3.75, potential members are required to submit a Student Activity Information Form (SAIF). Students who meet the following criteria may be considered for membership:

- Academic and citizenship records
- Student information given on the SAIF
- Faculty recommendations

Final selection of inductees will be determined by the five-member Faculty Council appointed by the principal. Membership is both an honor and a responsibility.

National Honor Society members must maintain the standards of scholarship, leadership, service, and character that were used as the basis for their selection in order to remain members. A student who is dismissed or who resigns may not return as a NHS member.

SENIOR STEERING COMMITTEE

The senior class officers and representatives from the senior class make up the Senior Steering Committee. The committee plans and carries out activities for the senior class, such as selection of invitations, planning and decorating for the prom and also participates in the graduation ceremony. Committee members serve as a link between the senior students for all fundraising activities for the senior class.

STUDENT COUNCIL

The Student Council is a dynamic nerve center for student involvement and is recognized by the Texas Association of Student Councils as an Outstanding Student Council. Their efforts to involve all AHHS students in student activities encourage responsibility through participation. Council officers and elected representatives work with administrators and teachers in establishing a total program for students at Arlington Heights High School.

Students interested in serving on Student Council may 'work on' as members of committees. Students are encouraged to listen for announcements regarding Student Council at the beginning of the school year.

SPECIAL HONORS

Mr. and Miss AHHS are among the honors a student can receive. The student body nominates and elects the students for this honor. Students must be seniors who have:

- attended AHHS for three (3) consecutive years
- a 3.0 GPA or higher and 90% attendance rate
- an S average in citizenship with no N or U for the three semesters preceding the election in February
- no serious violation of school district policy or Central Office Conference
- submitted verification from a teacher/coach of two years of active involvement in school organizations or extracurricular activities.

Who's Who is an honor bestowed by the faculty on twelve members of the senior class. Students must be seniors who have:

- a 3.25 GPA or higher and 90% attendance rate
- an S average in citizenship with no N or U for the three (3) semesters preceding the election
- demonstrated they are leaders who are honest, trustworthy, respectful, courteous, industrious, diligent, participate in/support student activities
- not violated school district policy or been referred for a Central Office Conference

STUDENT SERVICES

ANNOUNCEMENTS

Announcements are made once each day during period two. Sponsors who wish to have a school-related announcement made may pick up an announcement form in the main office. Teacher approval is required and the form must be returned to Mrs. Cormier no later than by 8:25 a.m. on the day the announcement is to be made.

INTERVENTION SPECIALIST

The intervention program is designed to help reduce the incidence of chemical abuse by creating and administering programs of prevention and intervention. The Intervention Specialist is located on the third floor to help you with any of your personal concerns. If you have questions or concerns, contact Mrs. Derrick, Intervention Specialist to discuss your problems. All conferences are confidential.

CAFETERIA

Café Heights serves a Type A hot lunch daily to students. Students may also purchase meals at the snack bar or bring a lunch from home. Students who qualify for the federal free or reduced price lunch program should inquire in the main office or to the cafeteria manager. Students are expected to observe general standards of conduct in the cafeteria. Students should properly dispose of all trays, wastepaper and food.

COUNSELING

The counseling center is located on the first floor. Counselors are available for personal, academic, and vocational counseling. Counselors may be contacted at 817-377-7205. The telephone number for Sue Warner, Lead Counselor is 817-377-7206. Counselor assignments are: Mrs. Warner- A-Ca...Mrs. Richardson- Ce-G...Mrs. King- H-Mc...Mr. Griffin-Me-R...Mrs. Harrell-S-Z

CHANGE OF ADDRESS

Students who move during the school year or have a change in telephone number should promptly fill out a 'change of address' form in the attendance office.

ELECTIONS

During the school year there will be several elections. Basic qualifications are a 70 average with no failing grades and satisfactory conduct. Some organizations may have additional

rules/guidelines printed on the petition for filing for office. Voting will occur in advisory or as designated.

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HEALTH SERVICES

The school nurse maintains health records and treats minor injuries. The nurse's office also serves as a temporary 'waiting station' for students who become ill during the day. When the student is too ill to attend class, the nurse will try to contact the parent or a designee to pick up the student. It is important the contact (telephone) numbers on your emergency card are correct and updated immediately when changes occur.

School personnel may not provide a student with medication, except upon written request by a parent and written instructions from a physician on how the medication is to be administered.

LIBRARY

Students are encouraged to use the library. A student who visits the library during school hours must have a library pass from his/her classroom teacher.

LOCKERS

Each student is assigned a locker upon enrollment. Lockers remain under the jurisdiction of the school and may be inspected/searched at any time. **Each student is responsible for providing a lock and securing his/her locker at all times.** Locks are available upon request.

LOST AND FOUND

Students who find lost articles are asked to take them to room 115 where they can be reclaimed.

LUNCH POLICY

Two lunch periods will be scheduled. Eleventh and twelfth grade students may leave campus during lunch but must return to campus (class) on time in order to maintain this off-campus privilege. Students in grades nine and ten must remain on campus during lunch. Students in grade nine will have a separate lunch. Ninth and tenth grade students may eat lunch in the cafeteria or on the patio. All students on campus must remain in these areas until the conclusion of the lunch period and may not enter the hallway, except to access restrooms on the first floor of the main building.

PARENT/TEACHER CONFERENCES

If a parent desires a conference with his or her child's teacher(s) to discuss the child's progress, the parent must contact the school office at 817/ 377-7200 to schedule a meeting during the teacher's conference period. Parents must report to the school office prior to the meeting with the teacher. Students and parents may expect teachers to request a conference if the teacher observes academic or behavioral issues.

SCHEDULE CHANGES

Students who desire to request a schedule change must consult with a counselor. Subject to administrative approval, counselors may make student schedule changes. **Schedule changes will not be made after the first ten (10) class days of school.**

SCHOOL CLOSING

In the event of severe weather or mechanical breakdown, school may be closed or the starting time delayed. Similar conditions may also result in early dismissal of school. School closing, delayed starting time, or early dismissal will be announced over major television and radio stations beginning at 6:00 a.m. If no report is broadcast, it can be assumed school will be in session.

OFFICE TELEPHONES

Office telephones are for business use exclusively, but may be used by students in case of emergency.

JACKET CODE OF CONDUCT

Rules are a necessary part of school (society) and should be considered as standards to achieve instructional goals. At AHHS, the development of self-discipline is emphasized. The use of disciplinary strategies (consequences) will be considered only when a student's actions merit them.

GENERAL MISCONDUCT VIOLATIONS

Student misbehaviors include, but are not limited to:

- Cheating or copying the work of another.
- Leaving school grounds or school-sponsored events without permission.
- Scuffling or fighting.
- Disobeying school rules regarding conduct on school busses.
- Failing to comply with directives given by school personnel.
- Possessing matches or a lighter.
- Behaving in any manner disruptive to the school environment or educational process.
- Violating safety rules.
- Violating the dress code.
- Repeatedly violating campus or classroom standards of behavior, including, but not limited to sexual harassment.
- Violating extracurricular standards of behavior.
- Using any electronic device.
- Possessing, smoking or using tobacco products.
- Possessing a hazardous item or prohibited item in his/her vehicle if the vehicle is unoccupied.
- Possessing controlled substances or any drug paraphernalia

- Violent behavior
- Verbal abuse, name calling, ethnic or racial slurs, derogatory or profane language or gesture directed toward another, or distribution of obscene materials
- Assault or terroristic threat; retaliation against a school employee, either on or off school property
- Arson/Felony offense
- Indecent, obscene or vulgar behavior
- Gang activity, including but not limited to recruiting students for gang activities, verbal and physical assaults to person, and destruction of property.

CONSEQUENCES

Examples of consequences that may be administered by the principal or assistant principal include, but are not limited to:

- Student conference; parent conference; counseling
- Loss of privileges; lower conduct grade; behavioral contract
- Restitution; confiscation
- Alternative Classroom Placement (ACP)
- Removal from class and/or extracurricular activities
- Saturday School
- Suspension and/or removal to an alternative education program
- Referral to a law enforcement agency for appropriate legal action
- Expulsion
- Revocation of transfer privileges or guardianship affidavit

ALCOHOL AND DRUG USE/POSSESSION OF A WEAPON

Any student who violates the FWISD alcohol, drug or weapon policy will be referred to the Office of Student Affairs for a central hearing with possible assignment to an alternative education placement.

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TELECOMMUNICATIONS DEVICES

The district prohibits students from the use of telecommunication devices, which include but are not limited to cellular phones, pagers and /or beepers, camera and/or videophones or any other electronic items that would be considered a distraction to the educational enterprise while on school property during the school day. High school students may carry cellular phones, but must keep them concealed during the school day. School staff may confiscate a telecommunication device and request a parent/guardian collect the item from the school. A fifteen dollar (\$15.00) return fee will be collected by the financial secretary.

BUS CONDUCT

Students who reside outside a two-mile radius from school are eligible to ride the school bus. Students must conduct themselves in a lawful and orderly manner at all times. Any student who violates standards of conduct while on school transportation will be disciplined. Recurring acts of misbehavior will result in loss of transportation privileges.

DRESS CODE

Students shall be dressed and groomed in a manner that is clean and neat and that will not be a health or safety hazard to themselves or others. The District prohibits any clothing or grooming that in the principal's judgment may reasonably be expected to cause disruption of or interference with normal school operations. The District's dress code shall be a part of the local Student Code of Conduct.

Students shall be required to adhere to the dress code during school hours and dress appropriately while participating in other school-sponsored activities. Clothing shall be of the correct size for students, with no sagging pants. Shirts or blouses shall be tucked into clothing. Clothing that complies with the dress code can be purchased from retail stores of a parent's or guardian's choice.

Bottoms shall comply with the following:

1. Pants, shorts, skirts, skorts, capris, or jumpers, of any color, are acceptable.
2. Students may wear denim blue jeans that are free of embellishments.
3. All bottoms must be hemmed or cuffed.
4. Shorts, skirts, and skorts shall be no shorter than three (3) inches above the knee.

Tops shall comply with the following:

1. The following styles, in any color, are acceptable: collared (polo or oxford style) shirts or blouses, mock turtlenecks or turtlenecks.
2. All tops shall have sleeves.
3. T-shirts shall not be worn as outer clothing.

Additional requirements for grades 9-12:

1. Acceptable styles of shoes include athletic shoes, loafers, dress shoes, or other closed-toed shoes as well as open toe/open heel shoes. Shoelaces shall be white or match the color of the shoe.
2. Acceptable accessories include belts of a solid color fabric or leather with a buckle no larger than two inches. Tights, socks, and hosiery shall be of a solid color.
3. Acceptable outerwear shall include sweatshirts or sweaters that are worn over standard dress. Coats and jackets of any color shall be worn in accordance with weather conditions and not inside classrooms.

EXCEPTIONS

Special attire may be worn for special days, such as spirit day, casual day, field day, promotion day, and the like, as designated by the principal. Curriculum-related dress, such as hospital scrubs worn by students as part of a designated curriculum, is acceptable. School organization apparel (cheerleader uniforms, athletic team uniforms, or student council shirts), or school event apparel (carnival shirts or senior day shirts), may be worn as designated by the principal. Uniforms may be worn by students participating in activities such as JROTC, Boy Scouts, or Girl Scouts. Accommodations for students with special needs or for religious requirements shall be determined on a case-by-case basis and approved by the principal.

CLOTHING THAT IS NOT ACCEPTABLE

1. Sagging pants.
2. T-shirts worn as outer clothing.
3. Visible undergarments.
4. Clothing considered to be too revealing (bare midriffs, tube tops, tank tops, cut-off shirts, low-cut tops, crop tops, see-through shirts, fishnet clothing).
5. Clothing with any holes, tears, or cuts.
6. Clothing with lewd, offensive, vulgar, or obscene pictures, emblems, or language.
7. Clothing with advertising that depicts tobacco products, alcoholic beverages, drugs, or any substance prohibited under FNCF(LEGAL).
8. Gang-related clothing, accessories, or jewelry bearing signs, insignias, colors or symbols.
9. Active-wear such as wind shorts, warm-ups, soccer shorts, boxer shorts, sweat suits, or Spandex gym wear.
10. Sleep wear of any kind.
11. Visible drawstrings
12. House shoes
13. Except for verified religious clothing, head gear such as hats, scarves, bandanas, do-rags, or shower caps.
14. Combs, sunglasses, or grillz
15. Accessories or body piercings that could be classified as dangerous or as a potential weapon, i.e., chains, spiked necklaces or bracelets, and the like.

All students are required to wear collared shirts everyday for the 2009-2010 school year.

ENFORCEMENT PROCEDURES

Students are expected to be in dress code beginning on the first day of school. Violations of the dress code shall be handled at the school level. Methods of discipline may include, but are not limited to, the following:

1. The student may be given an opportunity to correct the problem at school.
2. Appropriate clothing may be provided for the student to wear during the school day.
3. A parent conference may be held.
4. Detention during lunch, after school, or on Saturday may be required.
5. Other means of discipline, including suspension, shall be used as necessary.

The principal, in cooperation with the sponsor, coach, or other person in charge of an extracurricular activity, may regulate the dress and grooming of students who participate in the activity. Students who violate dress and grooming standards established for such an activity may be removed or excluded from the activity for a period determined by the principal or sponsor, and may be subject to other disciplinary action, as specified in the Student Code of Conduct.

Administration reserves the right to determine if attire is a distraction to the educational environment. Administration also reserves the right to enforce the dress code with discretionary consequences.

DRIVING ON CAMPUS AND PARKING

Students are responsible for the security of their vehicles parked on school property and must make certain vehicles are locked and keys are not given to others. Vehicles are under the jurisdiction of the school, and students must abide by school rules and regulations, if they desire to retain parking privileges. The school reserves the right to search any vehicle if reasonable cause exists to do so. **All students are encouraged to keep their vehicles clean and clear of any prohibited or dangerous items in accordance with the Student Code of Conduct and FWISD Board policy.** Students are expected to operate vehicles in a safe and non-disruptive manner. Students are not allowed to park in restricted zones such as faculty parking, fire lanes, unpaved areas, etc. Students may leave and return to the parking lot during the school day only if they have a lunch pass or early dismissal. **Juniors and seniors** with a valid driver license and proof of insurance may purchase a parking sticker for \$35.00 on a first come/first served basis. Parking stickers must be permanently affixed to the rfront window (driver side) of the vehicle.

Parking on campus without a proper permit, illegally parking in reserved/faculty spaces or other undesignated areas will result in the vehicle being towed at the risk and expense of the owner. All fees resulting from the towing of a vehicle must be paid in full to the school's financial secretary before the student will be permitted to regain parking privileges. All extracurricular privileges and/or academic records will be withheld in accordance with the Hold Policy outlined on Page 7 of this Student Handbook.

GRAFFITI

A student found guilty of defacing school property by writing or any other form of graffiti will be charged with a felony offense.

HALLWAYS

Students should be in the hallway only at the beginning/conclusion of school and during passing periods, unless they have special permission or special duties. Any student in the hallway during a class period **must** have a pass. Students may return to P.E. locker rooms only under staff supervision. Students may not carry food or drink (exception/water) in the hallway.

CRIME STOPPERS

Anyone who desires to report a serious violation of school rules or the commission of any act that constitutes a crime (either a misdemeanor or a felony) should call Crime Stoppers at 817/ 469-TIPS (8477). All calls will be treated with confidentiality. Rewards are offered.

SCHOOL I.D. POLICY

All students are required to carry a school ID card while on the AHHS campus. The purpose of this FWISD policy is to ensure the safety of all students and faculty during school hours.

SEXUAL HARASSMENT

A student may not engage in unwanted and unwelcome verbal or physical conduct of a sexual nature directed toward another student or FWISD employee. This policy applies to conduct by word, gesture, or any other sexual conduct, including requests for sexual favors. A substantiated complaint against a student will result in appropriate disciplinary action, according to the nature of the offense, and a parent/guardian will be notified of the incident.

NOTICE OF SECTION 504

It is the policy of the Fort Worth Independent School District to provide a free appropriate public education to all students who reside in the district, without regard to handicapping condition. Inquiries concerning application of this policy may be referred to the school counselor, teacher, assistant principal and/or principal, or you may contact June Davis, Coordinator of Section 504 responsibilities, at 100 N. University Drive or telephone (817) 871-2803.

CTE PROGRAMS

Fort Worth Independent school District offers career and technical education programs in Business Education, Agriculture Science, Marketing Education, Family Consumer Sciences, Technology Education , Trade and Industrial Education, and Health Science Technology. Admission to these programs is based on interest and aptitude, age appropriateness, and class space availability.

It is the policy of Fort Worth Independent School district not to discriminate on the basis of race, color, national origin, sex or handicap in it's vocational programs, services, or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and section 504 of the Rehabilitation Act of 1973, as amended.

It is the policy of Fort Worth Independent School District not to discriminate on the basis of race, color, national origin, sex, handicap, or age in it's employment practices as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975, as amended; and Section 504 of the Rehabilitation Act of 1973, as amended.

Fort Worth Independent School District will take steps to assure that lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs.

For information about your rights or grievance procedures, contact Title IX Coordinator, Dennis Dunkins Title IX Coordinator, at 100 N. University Dr., Fort Worth, TX, 76107 817/871-2367, and/or the Section 504 Coordinator, June Davis, Section 504 Coordinator, at 100 N. University Dr, Fort Worth TX, 76107 817/871-2800.

ELEMENTARY AND SECONDARY EDUCATION ACT

The District is required to release certain information about students to any organization that request it unless the parent, guardian, or student tells us not to release the information. Under the Elementary and Secondary Education Act of 1965 (ESEA) (a)(2) as amended by the No Child Left Behind Act of 2001 (NCLB), and provisions of the Family Education Rights and Privacy Act (FERPA) along with Texas Senate Bill 256 (SB 256) student directory information will be released by the district unless a parent objects in writing within ten (10) days after the issuance of this notice.

Directory information for Armed Forces recruiters and institutions of higher learning is considered to be:

- The student's name, address and telephone number

Directory information for other general purposes includes, but is not limited to the following items:

- name, address, telephone number, date and place of birth
- weight and height of athlete, photographs, participation in officially recognized activities and sports and
- dates of attendance, awards received in school and most recent previous school attended

If you, as the parent or guardian of a minor student, object to the release of directory information, please contact the school at (817) 377-7200 within ten (10) days of this notice.

No response is required unless you refuse to allow this information to be made public.

Disclaimer: Under the Family Educational Rights and Privacy Act (FERPA) parents and eligible students have the right to inspect and review education records within 45 days of the day the school receives a request for access.

TEA/Special Education
April 2004

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BOARD OF EDUCATION

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Superintendent of Schools**

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Notes

