



Arlington Memorial
Middle / High School

Family
Handbook

2018-2019



Arlington Memorial

Middle/High School

2018-2019 Family Handbook



Arlington Memorial Middle/High School Contact Information

Phone Number..... 802-375-2589

Superintendent's Office..... Extension 157

Principal’s Office..... Extension 109

Front Office..... Extension 110

Guidance Office..... Extension 106

SPED Office..... Extension 157

Fax Number..... 802-375-1541

Website: www.arlingtonmemorialhighschool.org

Statement of Non-Discrimination

The Arlington School District does not discriminate on the basis of race, creed, color, sex, or handicapping condition. The district is an equal opportunity and an affirmative action employer. The Arlington Memorial Middle/High School Principal shall serve as the Coordinator of the Title IX and Section 504 programs.

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Arlington Memorial

Middle/High School

Dear Students and Parents,

Welcome to the 2018-2019 AMHS school year!

It is my distinct pleasure to serve the Arlington School District as Principal of Arlington Memorial High School/Middle School. The Student/Parent Handbook is designed to provide you with important information regarding the practices, procedures and policies which guide our school.

At AMHS our educational culture is defined by pride, respect, responsibility and accountability. These 4 attributes guide the work of students and staff, along with expectations of the greater community. In addition, we must attend to the cognitive, physical and social/emotional needs of all students. Therefore, the main objectives are to guide, support and communicate with all partners, so we can provide every student with a personalized, positive, well-rounded educational experience. We must work together, forming a critical relationship, for the success of our Arlington students, in a safe, caring and respectful environment of excellence where students are uniquely challenged to reach their physical, social/emotional and academic potential.

Please take the time to read through, and review with your child, the contents of the handbook. I am excited to work with you to ensure this school year is a positive, rewarding experience for our school community. If you have any questions, please do not hesitate to contact me at 375-2589 ext. 109 or email me at merrills@bvsu.org.

Sincerely,

Sarah P Merrill
Principal

EDUCATIONAL CULTURE AT ARLINGTON MEMORIAL

An educational culture is a belief system that reflects the norms of a community, is incorporated into the school's mission, and is established through the consistent actions of a school system on behalf of its students. While this culture differs from town to town and district to district, there are several important qualities that remain constant in an educational setting regardless of the many individual or philosophical differences that exist from school to school.

At Arlington Memorial Middle/High School, our educational philosophy focuses on four important, interrelated and all-encompassing qualities that are key and necessary to ensure a student's success in school, and at the same time, establish a culture in which we want our students to thrive. Success is the goal we set and encourage all students to strive for and help them to achieve. As educators, it is in part our responsibility to assist students in accomplishing their goals by sharing our experiences and knowledge and by guiding students through what are sometimes difficult and complex decisions. The success of a student can be measured in a number of ways, but most importantly, we strive to develop well-prepared students who, as adults, contribute to society in a positive, meaningful way. It is imperative our students possess the qualities necessary to realize their potential; and thus, be successful in whatever field of study or job they pursue. The personal qualities we believe all students must have to ensure this success are *Pride, Respect, Responsibility, and Accountability*.

These above-mentioned qualities are displayed in part on how students present themselves through their appearance, in the quality of their school work, in lessons they learn, in standards they achieve, and how students feel about themselves and their school. A school where students have a sense of pride and respect creates an atmosphere where these qualities become part of an everyday theme and become engrained in a school's culture. Students learn to accept others and their differences, develop a respect for an individual's or school's property, assume responsibility for themselves, and become accountable for doing the very best they can.

There are many factors that contribute to a student experiencing success. The strong influence of the home, involvement in activities outside of the classroom through athletics, theatre and music, as well as service on the student council, or being involved in the other extra-curricular activities a school has to offer. As educators, we must ensure our time and energy meets the growing needs of our students with a sense of understanding and

compassion, combined with a work ethic that underscores a commitment to excellence. That is the educational culture Arlington Memorial strives to achieve.

Core Values and Beliefs

Arlington Memorial Middle/High School, in partnership with the community, believes in creating a safe, respectful and rigorous academic environment that will prepare students for the 21st century. Students will pursue a course of study that fosters creativity, problem solving, personal responsibility, good decision-making, and respect for all members of our growing global community.

Student Expectations for Learning

With support from the Arlington Memorial Middle/High School community, students will:

- read, write and communicate effectively.
- think critically and creatively to solve complex problems.
- utilize technology to access and use information in an appropriate way.
- interact and collaborate competently and respectfully with others.
- demonstrate an understanding of civic rights and responsibilities.

Expectations for School

Arlington Memorial Middle/High School will offer a curriculum which meets individual needs, abilities, and interest. It will also provide opportunities for students to develop critical-thinking skills to make responsible decisions. Arlington Memorial Middle/High School promotes cooperation between the school and the home, and strives for effective school-community relationships.

ADMINISTRATORS

William Bazyk, Superintendent/SPED Director
Sarah Merrill, Principal
Luisa Millington, Curriculum Director

bazykw@bvsu.org
merrills@bvsu.org
millingtonl@bvsu.org

FACULTY & STAFF

Brett ApRoberts	Science	aproberstb@bvsu.org
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Terry Livingston	Yearbook	livingstont@bvsu.org
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Luisa Millington	Curriculum Director	millingtonl@bvsu.org
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Katie Palmer	Learning Center	palmerk@bvsu.org
Jennifer Parker	Media Specialist	parkerj@bvsu.org
Jamie Paustian	Head of Facilities	paustianj@bvsu.org
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Hooper Pickering	History	pickeringh@bvsu.org
Thomas Powers	School Psychologist	powerst@bvsu.org
Karen Schroeder	Science	schroederk@bvsu.org
Reg Trayah	Athletic Director	trayahr@bvsu.org
Kara Wetherell	Central Office	wetherellk@bvsu.org
Miss Wilcox	Communications	wilcoxm@bvsu.org
Aaron Wood	Math	wooda@bvsu.org
Christine Wood	Art/Shop	woodc@bvsu.org
Mike Wood	Transportation Coordinator	woodm@bvsu.org
Seth Woodman	Social Studies	woodmans@bvsu.org

SCHOOL BOARD

Arlington Chair Nicol Whalen	whalenn@bvsu.org
Arlington Vice-Chair Matthew Bykowski	bykowskim@bvsu.org
Arlington Clerk Robert Zink	zinkr@bvsu.org
Arlington Member Jeff Tilley	tilleyj@bvsu.org
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Sandgate Clerk Allan Tschorn	sarkaczmal@aol.com
BVSU Chair Nicol Whalen	whalenn@bvsu.org
BVSU Vice-Chair Celeste Keel	keelc@bvsu.org
BVSU Member/Chair Matthew Bykowski	bykowskim@bvsu.org

ACADEMICS

ACADEMIC COUNSELING

Students are encouraged to talk with the Guidance Director, their advisor teacher, or the principal to learn about AMHS curriculum, course offerings, and graduation requirements. Students interested in attending a college, university, training school or some other advanced education should work closely with the Guidance Director to ensure they take the high school courses that will best prepare them for further education. The Director can also provide information about entrance examinations required by many colleges and universities, as well as information about financial aid and scholarships.

ACADEMIC HONORS

Academic excellence at AMHS is recognized in a variety of ways:

- **The National Honor Society** inducts students who qualify for membership.
- **Principal's Honors:** Student(s) with the highest GPA, with no grade below an 80.
- **High Honors:** Students who have earned a GPA above 90, no grade below 80.
- **Honors:** Students who have earned a GPA of 80 or above, no grade below 80.

To qualify for Principal's Honors, High Honors, and Honors, a student must be taking five AMHS credits, which include a minimum of three core classes, (*English, Science, Math, Social Studies, World Language*), that are graded numerically. Classes graded by Pass/Fail do not count toward honors' recognition. Academic certificates are awarded for Principal's Honors, High Honors, and Honor Roll at Academic Awards assemblies.

CAREER DEVELOPMENT CENTER (CDC)

Students are provided the opportunity to enroll in programs at CDC. Arlington Memorial High School will issue the appropriate credits upon successful completion of a course at the Career Development Center. All students attending the CDC must ride to and from the center on the school bus unless otherwise authorized by the principal.

Students attending the Career Development Center must maintain a passing grade in all course work at the center, and at AMHS, by the semester break. A failing grade at the semester break may result in the removal of that student from the CDC for the remainder of the school year.

CONFERENCES

There are two scheduled parent-teacher conferences concerning student progress during the year. Conferences may be scheduled at other times as well. If at any time you have a question regarding your child's academic progress, please contact the teacher directly.

COURSE REQUIREMENTS/CLASS STANDING POLICY

All students in grades 9-11 attending AMHS are required to register as full-time students, taking a minimum of 6.5 credits. Seniors must take a minimum of 6 credits if they are enrolled in two or more AP or college-level classes. Exceptions may be made by principal.

discretion for students enrolled in an approved, alternative educational program, or a program approved by the administration due to extenuating circumstances.

Freshman: Must enroll in a minimum of at least 6.5 credits including (1) English credit.

Sophomore: Must have earned a minimum of at least 6.5 credits including (1) English credit

Junior: Must have earned a minimum of 13 credits including (2) English credits.

Senior: Must have earned a minimum of at least 19.5 credits including (3) English credits.

Twenty-six (26) academic credits are required to graduate from AMHS.

MULTI-TIERED SYSTEM OF SUPPORT (MTSS)

The Multi-Tiered System of Support (MTSS) can help your son/daughter if he/she is having difficulty in school. Parents/guardians may refer their student to the team or the student may be referred to the team by school staff. If parents have concerns, they may refer the student to the MTSS by contacting the principal or school psychologist.

The MTSS may develop a plan to assist the student. Parents/guardians are considered active partners with the school and may attend an MTSS meeting to discuss any concerns they have. At the meeting, the MTSS will discuss services or accommodations that might assist the student in the school setting. Examples include extended time to complete tasks, an after-school homework group, a behavior plan, tutoring, a peer buddy, and/or the services of a para, the school nurse, or community service providers. Assistance may also be useful from a special educator. If parents or the team believes it would be helpful, a referral may be made for a comprehensive evaluation which is part of the special education process. The MTSS may also work with the principal to develop plans to assist students in alternative ways.

FACULTY/STUDENT ADVISOR

A faculty/student advisor is assigned to each student at Arlington Memorial. The faculty/student advisor is able to help students with a wide range of personal concerns and school-related issues. The advisor may direct students to other sources of information and assistance.

FAMILY VACATIONS

Family vacations during the school year are discouraged as students will be forced to miss valuable class time. If a student is going to be absent, he/she is responsible for all work missed. Arrangements should be made in advance with each teacher. All absences due to vacations are counted as unexcused absence.

FIELD TRIP ELIGIBILITY

A student must be passing all courses as measured by mid-year average (two quarters and exam or course grade for semester courses) to go on any extended field trip of three nights or more. Any student who is frequently absent from school may be denied attending single-day field trips.

GRADE/COURSE TRANSFERS

When a student transfers from another district, grade points will be given only for classes in which credit was received. Any letter grades will be equated to the middle of the grade point scale for that class.

GRADING SYSTEM—HIGH SCHOOL

The grading system for the district consists of a numerical scale from 0-100. Grades which are temporarily incomplete will be indicated by the mark "I." **No nine-week or semester average of more than 100 shall be recorded.** The following numerical values are assigned to each respectively:

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

GRADUATION REQUIREMENTS = 26 CREDITS

English	4.0 credits
Social Studies	3.0 credits
Math	3.0 credits
Science	3.0 credits
Arts	1.0 credits
Physical Education	1.5 credits
Electives	<u>10.5 credits</u>
	26 credits

Plus

Community Service	32 hours - AMHS
Technology	7 Proficiencies

2018-2019 TENTATIVE High School Course Offerings

English

English 11/12 Honors
English 11/12 CP
English 10 Honors
English 10 CP
English 9 Honors
English 9 CP
English 9-12
AP English Lit. & Comp.
Learning Center English
Read & Write 9
Foundations of English
Senior Seminar

Arts

Ceramics
Drawing
Painting
Photography
Wood

Social Studies

AP U.S. History
World History
Honors World History
Govt. & 19th Cen. US History
Honors Govt. & 19th Cen. US History
20th Cen. U.S. History
Honors 20th Cen. U.S. History
Sociology
Current Events
US Military History
Psychology
Foundations of History
Forensics
Pre-Law
Economics
Genocide

Math

Algebra I
Honors Algebra I
Algebra II
Honors Algebra II
Geometry
Honors Geometry
Honors Pre-Calculus
AP Calculus
AP Statistics
Intro to Statistics
Learning Center Math
Foundations of Math

Science

Science 9
Science 9 Honors
Biology
Honors Biology
STEM
Honors Chemistry
Honors Physics
Anatomy & Physiology
Foundations of Science
AP Chemistry

Career Development Center

2D Design
Chorus
Band
Music Technology 1
Music Technology 2
Musical Projects 1
Musical Projects 2
Rock Band
Guitar
Advanced Art

Languages

Spanish I, II, III, Honors IV, Honors V
Chinese I, II, III, Honors IV, Honors V

Computers

Digital Applications
Computer Animation
Digital Design
CAD
Game Design
Coding

Physical Education & Health

HS Physical Education
Wellness

Accounting & Finance
Auto Technology
Building Trades
Business Management
Cosmetology
Culinary Arts
Forestry & Heavy Equipment
Human Services
Law Enforcement
Manufacturing Technology
Medical Professions
Pre-Law
Theatre Arts
Video Production

***Dual Enrollment CCV College Class offered at AMHS:**

Race, Ethnicity, Class and Gender
Fall semester, Tuesdays 3:00 – 5:00 and online

GRADUATION RANKING

Seniors will be ranked for graduation at the end of the first semester of the senior year. Only the top five students will be ranked. AMHS will use the Academic Honors/Class Rank Policy for ranking students. This policy takes into account the added rigor of honors, AP and college courses to calculate class rank using a point system. The top six students will be ranked. In case of a tie, the senior with the highest grade point average from a public or state approved independent school in required courses will be valedictorian. For more detailed information about the calculation of class rank beginning with the class of 2018, please contact the Guidance Office.

HOMEWORK

Students are expected to do homework on time. All homework is due at the beginning of class. If a homework assignment is incomplete or returned to the student for quality reasons, the student will be required to attend Teacher's Assistance and complete the assignment.

HONOR STUDENTS

Students who have attained an "honored position" such as valedictorian or salutatorian, have been selected as a member of the National Honor Society, the student council, or as a class officer, are expected to conduct themselves in a manner befitting the position. If it is determined that a student holding one of these positions conducts himself/herself in an inappropriate manner, the privileges of those positions may be removed.

INDEPENDENT STUDIES

An Independent Study may be an option if the student cannot fit the class into his/her schedule or due to extenuating circumstances.

MAKE-UP WORK

Students are expected to make up work missed due to absences. **It is the student's responsibility to check with each teacher after an absence.** The number of consecutive school days equal to the number of days absent will be permitted to make up the work.

REPORT CARDS AND PROGRESS REPORTS

Report cards are issued after the close of each grading period. Progress reports are issued at the end of the first 4-5 weeks of a grading period. At a parent's request, the school will send two consecutive weeks of progress reports home at which time a meeting between parents, student, teacher and administration will take place before further reports are considered. Parents/Guardians should be aware that circumstances arise where a student **does not** receive a failing grade at progress report time, but may still fail a class. Parents are encouraged to call the teacher and set up a meeting to discuss their son's/daughter's report.

PROGRESS REPORTS 2018-2019 (All dates are approximate and subject to change.)

First Quarter

August 29..... 1st quarter begins
September 28..... Progress Reports due
November 2 Marking period ends

Second Quarter

November 1..... 2nd Quarter begins
December 11 Progress Reports due
January 18 Marking period ends
January 22, 23, 24, 25 Mid-Term Exams

Third Quarter

January 22 3rd Quarter begins
February 28..... Progress Reports due
March 29 Marking period ends

Fourth Quarter

April 2 4th Quarter begins
May 9 Progress Reports due
TBA Marking period ends *Final Exams—TBA*

Bell Schedules

AMHS/MS Bell Schedule 2018-19

Time	Monday	Tuesday	Wednesday	Thursday
8:03 - 8:33	MS Advisory/HS Flex	MS Advisory/HS Flex	MS Advisory/HS Flex	MS Advisory/HS Flex
8:36 - 9:16	Period 1	Period 1	Period 1	Period 1
9:16 - 9:26	Break	Break	Break	Break
9:26 - 10:06	Period 2	Period 2	Period 2	Period 2
10:09 - 10:49	Period 3	Period 3	Period 3	Period 3
10:52 - 11:32	HS Period 4	HS Period 4	HS Period 4	HS Period 4
11:35 - 12:00	HS Lunch	HS Lunch	HS Lunch	HS Lunch
10:52 - 11:17	MS Lunch	MS Lunch	MS Lunch	MS Lunch
11:20 - 12:00	MS Period 4	MS Period 4	MS Period 4	MS Period 4
12:03 - 12:55	Period 5	Period 8	Period 7	Period 6
12:58 - 1:50	Period 6	Period 5	Period 8	Period 7
1:53 - 2:45	Period 7	Period 6	Period 5	Period 8

Time	Friday
8:03 - 8:33	Advisory
8:36 - 9:16	Period 1
9:16 - 9:26	Break
9:26 - 10:06	Period 2
10:09 - 10:49	Period 3
10:52 - 11:32	Period 4
11:35 - 12:15	HS Period 5
12:18 - 12:36	HS Lunch
11:35 - 11:53	MS Lunch
11:56 - 12:36	MS Period 5
12:39 - 1:19	Period 6
1:22 - 2:02	Period 7
2:05 - 2:45	Period 8

Grades 6 & 7 Morning Schedule

Time	Monday - Friday
8:03 - 8:33	Advisory
8:36 - 9:37	Block A
9:37 - 9:47	Break
9:47 - 10:49	Block B

JISP Bell Schedule 2018-19

Homeroom	8:00 - 8:03
Period 1	8:05 - 8:29
Period 2	8:32 - 8:56
Break	8:56 - 9:06
Period 3	9:06 - 9:30
Period 4	9:33 - 9:57
Period 7	10:00 - 10:28
Period 8	10:31 - 11:00
HS Period 5	11:03 - 11:32
HS Lunch	11:35 - 12:00
MS Lunch	11:03 - 11:28
MS Period 5	11:31 - 12:00

Grade 6 & 7 Morning Schedule

Homeroom	8:00 - 8:03
Block A	8:05 - 8:43
Break	8:43 - 8:53
Block B	8:53 - 9:30

Delay Bell Schedule 2018-19

Monday - Thursday Schedule

Homeroom	10:00 - 10:03
Period 1	10:05 - 10:37
Period 2	10:40 - 11:12
HS Period 3	11:15 - 11:47
HS Lunch	11:50 - 12:15
Grade 8 Lunch	11:15 - 11:40
Grade 8 Period 3	11:43 - 12:15
Period 4	12:18 - 12:50
Period 5/6/7/8*	12:53 - 1:29
Period 5/6/7/8*	1:32 - 2:07
Period 5/6/7/8*	2:10 - 2:45

Grade 6 & 7 Morning Schedule

Homeroom	10:00 - 10:03
Block A	10:05 - 10:55
Lunch	10:58 - 11:23
Block B	11:26 - 12:15

* Last three periods rotate based on day of the week.

Friday Schedule

Homeroom	10:00 - 10:03
Period 1	10:05 - 10:34
Period 2	10:37 - 11:06
HS Period 3	11:09 - 11:38
HS Lunch	11:41 - 12:05
Grade 8 Lunch	11:09 - 11:33
Grade 8 Period 3	11:36 - 12:05
Period 4	12:08 - 12:37
Period 5	12:40 - 1:09
Period 6	1:12 - 1:41
Period 7	1:44 - 2:13
Period 8	2:16 - 2:45

Grade 6 & 7 Morning Schedule

Homeroom	10:00 - 10:03
Block A	10:05 - 10:50
Block B	11:20 - 12:05

SCHEDULE CHANGES

A request form for a change in a student's schedule may be picked up in the guidance office. The form must be filled out, signed by the student, parents, teacher, and Principal and returned to the guidance office.

Note:

- No course will be dropped or schedule changes made without approval from the Guidance Director/principal and parent.
- If a student drops a class prior to the end of a quarter, eligibility for sports participation will be determined by the student's average at that time of that marking period.
- A student cannot drop a class to retain eligibility for sports participation.

STUDENT INCOMPLETE GRADES

A student will receive an incomplete if he/she can make up the work within one (1) week of the absence. An extension to complete work may be increased for medical reasons and/or reasons approved by the principal. If a student fails to complete the required work, he/she will not receive a credit or a grade for the class.

TRANSCRIPTS

When applying to colleges (or for employment), a copy of a student's transcript (record of grades) is usually required. Parents must make a request to the guidance office in order to have a transcript sent to a specific place.

TUTORIALS

Arlington Memorial may provide tutorial services, if possible. For information, please contact the principal or Guidance Director.

CAMPUS LIFE

BICYCLE SAFETY

Students may ride bicycles to school. Students who ride bicycles must obey bicycle safety rules. The school district is not responsible for loss or damage to bicycles. Bicycles must be parked correctly and left only in specified areas. Each student should provide his/her own chain and lock for the bicycle.

CLASS ELECTIONS

Students must be in good academic standing to be eligible to run for an elected office. If they failed a course in the 4th quarter in the previous year, they are ineligible the next year. Once the school year begins and an elected officer fails a quarter, he/she has to raise the grade to passing by progress reports or he/she will lose the office and a new election will be held. Student representatives are expected to behave properly. If they do not follow the rules of the school, they may be removed from office at the advisor's discretion.

CLUBS, EXTRACURRICULAR and PERFORMING ARTS ACTIVITIES

Students are encouraged to be a part of clubs and performing groups such as band, chorus, and theater. A faculty member or school-approved advisor must sponsor the club, and the principal must approve the organization. Detailed rules and regulations governing specific extracurricular activities are available from the advisor.

EXTRACURRICULAR ACTIVITIES

A student must maintain a minimum average of 60 in each class to participate in extracurricular activities. Students absent from school on a given day will not be allowed to

represent the school in any capacity that afternoon or night, unless the absence is considered justifiable. This may also apply to participating on Saturday when a student is absent on Friday. A student must be in school by 11 a.m. to participate in after-school activities, unless extenuating circumstances are approved by the athletic director or principal.

Participation in extracurricular activities is a privilege. Students have no constitutional rights to participate in extracurricular activities. Extracurricular activities at AMHS include:

Yearbook, Student Council, Language Trips, All-State Music Festival, Band, Patti's Angels, Theatre, Art Exhibits, Cross Country, Golf, Basketball, Soccer, Baseball & Softball, and Track & Field.

Athletic Philosophy & Goals

The Arlington Memorial athletics program strives to promote the physical and mental well-being of student-athletes. We encourage all students to participate in at least one sport each year to complement their academic goals.

The goals of Arlington Memorial athletics are to:

- Promote athletics as a source of physical fitness and mental well-being.
- Promote good sportsmanship among players and coaches.
- Encourage teamwork and the principles of competition.
- Instill a sense of pride in one's work ethic as both an individual and a team player.
- Instill the importance of attending practice as a way to show dedication to the sport and respect to teammates.
- Promote a sense of personal pride and team spirit at the end of each competition.

COMMUNICABLE DISEASES

Parents of students with a communicable or contagious disease are asked to telephone the school nurse/principal, so that other students who have been exposed to the disease can be alerted as advised by the Health Department. Convalescing students are not allowed to come to school until the disease is no longer contagious.

COTILLION/PROM

There are two formal/semi-formal dances sponsored at the high school for students in grades 9-12. The Cotillion is held in the winter, and the Prom is held in the spring.

DANCES

All dances must be scheduled through a school advisor, have a minimum of three chaperones both male and female, and a law enforcement officer (high school). Students who leave will not be allowed back into the dance. Students who create a disciplinary situation at a dance may not be allowed to attend other dances during the school year. Students absent the day of the dance may be denied attendance at the dance.

EARLY DISMISSAL/CHECKING OUT

Students must bring a note to the front office **before** homeroom which should include the student's name, reason for dismissal, and time of dismissal. The note must be signed by a parent/guardian and must have a phone number where the parent/guardian can be reached for verification.

Students who are ill should go to the nurse's office. If the nurse is not in her office, the student will sign up to see the nurse and return to class until he/she is called by the nurse. Students will not be dismissed without the nurse's or designee's authorized approval.

EMERGENCY CLOSING INFORMATION

Snow/Emergency closing announcements are sent to:

District Website: www.bvsu.org

TV Channels: 6, 10, 13

Radio Stations: 92.3, 94.5, 95.1, 95.5, 99.5, 102.7, 810

EMERGENCY MEDICAL TREATMENT

Parents/guardians shall complete an emergency card form each year that includes a place for parental consent for school officials to request medical treatment for the student, as provided by law. Parents/guardians shall also be asked to supply other information that could be required in case of an emergency; parents should update this information as often as necessary.

The cost of services provided by ambulance, private physician, clinic, hospital, or dentist remains the responsibility of the parent or guardian.

FUNDRAISING ACTIVITIES

Fundraising activities by student groups and/or for school-sponsored projects shall be allowed, **"with prior administrative approval and under the supervision of the project sponsor,"** for students in all grades.

LOCKERS

Lockers will be assigned to students during the first week of school. Guidelines for use of school lockers are as follows:

1. Each student should use only one locker.
2. Locks may be placed on lockers. **The school is not responsible for losses** from lockers whether they are locked or not locked. Locks for lockers can be signed out for the year in the Principal's Office. An unreturned and/or damaged lock fee of \$10.00 will apply at the end of the year.
3. Money, jewelry or other valuable items should never be placed in lockers.
4. Supervised locker clean-outs are scheduled periodically throughout the year.
5. New students enrolling after the start of school will be assigned a locker by their advisor.
6. If a student has a locker problem, he/she should contact his/her advisor.
7. No material deemed inappropriate for a school setting is permissible in/on lockers.

LOST AND FOUND

All items lost or found should be reported or brought to the front office. Students should not bring large sums of money or valuables to school. The school does not assume responsibility for personal loss.

OFF-LIMITS AREAS

Areas outside of the school building are off-limits to students during the day without adult supervision or permission of the principal.

PARKING AND VEHICLES ON CAMPUS

Students desiring to operate vehicles on campus must produce verification of a current driver's license, registration, and liability insurance before they are allowed to operate a vehicle on campus.

Vehicles parked on school property are under the jurisdiction of the school. The school reserves the right to search any vehicle if reasonable cause exists to do so. Students have full responsibility for the security of their vehicles and should make certain cars are locked and that keys are not given to others. Students will be held responsible for any prohibited objects or substances, such as alcohol, drugs, and weapons found in their cars and will be subject to disciplinary action. Searches of vehicles and general searches of school property may be conducted at any time there is reasonable cause to do so, with or without the presence of the students.

Students are also responsible for parking vehicles legally. If parked illegally, the vehicle is subject to being towed at the expense of the owner. The principal shall have the discretion to set eligibility for parking on campus.

Students who drive vehicles to school park at their own risk and must understand that the school or school board cannot be held responsible for the vehicles. **Parking is a privilege, not a right.** That privilege will be removed for violations of parking procedures. Parking will be on a first-come, first-served basis. Students are NOT allowed to go to their cars during school hours without permission. Tags, bumper stickers, signs, or flags that suggest profanity, advertise tobacco or drugs, are inflammatory, or degrade another person because of race, creed, or culture are prohibited. Neither the school nor any staff members will be responsible for any damage to car locks or batteries if a request for help is made by a student or parents. For the safety of all students, a 10 mph speed limit will be strictly observed on campus. Reckless driving will result in loss of parking privileges at the school (no warning will be issued).

STUDENT ORGANIZATIONS

Clubs within the school shall be open to all students who qualify under the rules of the school to fill the special aims of the organizations. Students are not allowed to participate in illegal organizations such as a fraternity, sorority, secret society, gang or cult. A fraternity, sorority or secret society, gang or cult is any organization composed, wholly or in part, of members of the student body of the school which seeks to perpetuate itself by taking in additional members from the student body of the school on the basis of the decision of its membership rather than upon the free choice of any student in the school who is qualified by the rules of the school to fulfill the special aims of the organization. It violates the standards of conduct of the district to be or remain a member of, to join or promise to join, to become pledged to become a member of any such fraternity, sorority, secret society, gang or cult. It is a violation of the standards of conduct of the district to wear any attire signifying membership in a fraternity, sorority, secret society, gang or cult if wearing of such attire materially and substantially disrupts the operation of the school, or the administrator has reasonable cause to forecast that material and substantial disruption will occur.

STUDENT TRANSPORTATION TO AND FROM ACTIVITY TRIPS

In all extracurricular activity programs, students will be required to ride to and from the activity in school-provided vehicles. Students may be released to parents/guardians to travel from school-sanctioned activities with permission from the principal, coach, or advisor.

Approvals granted to students/parents requesting to travel to an activity **will be granted only** in extenuating circumstances. The final decision to grant or deny the request rests with the building principal/activity advisor. The release will occur only if the request has been arranged in writing by the parent or legal guardians. The request must have written approval from the building principal. If any doubt exists as to who the legal guardian is, the administration will deny the request. Students will be released **ONLY** to their parents or legal guardians. Requests for students to ride home with other parents **must be in writing**.

TELEPHONE MESSAGES AND DELIVERIES

Classes will not be interrupted for messages or deliveries, except for verified emergencies, during the school day. Deliveries sent to school for students on special occasions may be picked up at the Front Office after school.

Students may use the main office phone

VISITORS

Arlington Memorial is equipped to provide only for its own students, not those from other schools or communities. Non-students of AMHS will not be allowed to visit during school hours. Parents are always welcome but must report to the Front Office and state the reason(s) for their visit. Students are expected to show courtesy to parents and special guests who are on campus.

Visitors are required to sign in at the front entrance and to conduct themselves according to school rules. The principal may request identification from any person on school property and may ask any person not having legitimate business to leave. Visitors are required to remain in the office waiting area until an appointment has been confirmed. *Non-school aged children are not allowed in classrooms during the school day.*

CONDUCT

STUDENT CODE OF CONDUCT

The philosophy of the Arlington School District is to provide an instructional program designed to meet the individual needs and abilities of all students.

To realize these objectives, the Arlington School District has the responsibility of maintaining an exemplary program for its students. If this is to be accomplished, the school environment must be free from disruptions and distractions that interfere with teaching and learning activities. Parents, students, and district personnel share responsibility for providing an environment conducive to teaching and learning, which includes the responsibility to maintain social order.

The student code of conduct is designed to assist students, parents, teachers, and school administrators in identifying appropriate and inappropriate behaviors as well as understanding the rights and responsibilities of each individual involved.

The student has the responsibility to:

1. Conduct himself/herself in a safe and responsible way;
2. Seek help from school personnel when having school or personal problems;
3. Demonstrate an attitude of respect towards individuals and property.
4. Use appropriate language when speaking to others;
5. Be familiar with and obey school rules and regulations;
6. Attend school, be punctual, and be prepared for class;
7. Follow teachers' directions and stay on task during instruction;
8. Be familiar with and meet state and district curriculum requirements;
9. Be familiar with and use district support services as needed;
10. Cooperate with school staff in all matters; and
11. Maintain an appearance and grooming conducive to learning.

The parent/guardian has the responsibility to:

1. Establish and maintain a positive attitude toward education;
2. Participate in identifying and responding to school-related concerns;
3. Ensure that a student's general grooming and appearance is conducive to learning;
4. Demonstrate an attitude of respect toward others and their property;
5. Keep the student from school when he/she is ill;
6. Have a conference with a teacher following a report of lack of progress, and/or a significant change in the student's achievement or behavior;
7. Provide an undisturbed area in the home for the student to use for study;
8. Maintain current home, work and emergency information in the school records;
9. Send the student to school on each scheduled day and on time;
10. Report each unavoidable absence or tardy to the school;
11. Communicate with the school staff regarding conditions which affect the child;
12. Provide for the student's physical needs;
13. Ensure the student's attendance at required tutorials;
14. Be responsible for negligent, willful, or malicious conduct of the student; and
15. Be knowledgeable of state, district, and school policies, regulations, and requirements.

BUS RULES

Students being transported in school-owned vehicles shall comply with the student code of conduct. Any student who fails to comply with that code or established rules of conduct while on school transportation may be denied transportation services and shall be subject to disciplinary action.

Failure to adhere to the above noted rules shall constitute just cause for suspension of student's riding privileges.

A three-day suspension of riding privileges is automatic upon the receipt of the two(2) violation notices during the course of a school year.

Upon further violation notices, bus-riding privileges will be suspended until a conference can be held with parents, bus driver and principal. Each violation notice must be signed by the parent and returned to the principal before the child is re-admitted to the bus.

CELL PHONE PROCEDURES

The following cell phone procedures will be effective on the first day of school. However, the principal will review and update these procedures, with input from other administrators, faculty/staff and students, throughout the year as necessary.

The use of cell phones at AMHS is a privilege not a right, and we expect students will adhere to all cell phone rules accordingly. Cell phones play an important role in daily communication between students and families as well as in emergency situations, BUT the use of cell phones at AMHS must be appropriate at all times.

Students MUST:

- abide by the cell phone rules of individual teachers during class time
- have cell phones remain on silent mode at all times
- turn off and put away a cell phone when requested by an administrator or faculty/staff member at any time

Students MAY:

- use cell phones in the hallways during break and in the Commons during lunch to send/receive texts.

Students MAY NOT:

- use cell phones to record audio/video or send inappropriate text messages at any time
- use cell phones in classrooms, bathrooms, or locker rooms at any time
- use cell phones during academic time or during assemblies, unless given prior approval
- use cell phones in areas where privacy is expected, such as restrooms and locker rooms
- use cell phones to videotape assemblies or individual students at any time
- use the cell phone speaker function or blue tooth technology any time

Consequences for Misuse of Cell Phone

First Offense: Cell phones are confiscated and given to the AMHS principal to be picked up at the end of the school day.

Second Offense: Cell phones are confiscated and given to the AMHS principal to be picked up at the end of the school day. Principal calls home.

Third Offense: Cell phones are confiscated and given to the AMHS principal. Student receives a PA, and a parent must pick up the cell phone from the principal's office.

Final Offense: Parent conference and loss of cell phone for a period of time as determined by the principal, plus a possible suspension.

CYBER BULLYING

Unlike traditional bullying, much cyber bullying takes place off school campuses. Regardless of where the cyber bullying takes place, if the resulting behavior makes a “real threat” or causes a “substantial disruption” on the school climate or poses any interference with another student’s right to access educational programs, the school administration will impose whatever disciplinary action is necessary to stop the cyber bullying.

DETENTION

Students may be detained outside of school on one or more days if a student violates the school’s rules of conduct or for academic reasons determined by a teacher/Principal. Every attempt will be made to notify parents as transportation arrangements must be made by parents on the day of detention.

Detention will be held for one ½ hour before or after school from 7:30 a.m. to 8:00 a.m. or from 3:00 p.m. to 3:30 p.m.

- The detention may be served the day of or the day immediately following the assignment.
- Detentions are a disciplinary situation; therefore students will bring work to do, or suitable material to read.
- Students who do not follow these guidelines will be assigned an additional extended detention, in-school suspension (ISS), or out-of-school suspension (OSS).

TEACHER’S ASSISTANCE / PA PROGRAM

A student will be required to attend Teacher’s Assistance (TA) if he/she fails to turn in a homework assignment, the homework turned in is unacceptable, or when a teacher has made a referral based on a failing average grade (such as on a report card or a progress report).

Attendance is mandatory. Students who do not attend TA or PA to go to a game or practice will not participate in the next game or practice. Academic responsibility takes precedence over school activities, including athletics, extracurricular functions, outside work, etc.

DISRUPTION OF CLASS AND LAWFUL ASSEMBLY

Students shall attend and participate in class, in assembly, or in any school-related activity as directed. Students shall not willfully disrupt, alone or in concert with other(s), the conduct of classes or other school activities.

IN-SCHOOL SUSPENSION (ISS)

In-school suspension is an alternative setting in school. Students are provided the opportunity to complete regular class work under strict supervision. Exams must be made up at an alternative time with teacher. Tablets, iPods, etc., cannot be used while serving an in-school suspension.

OUT-OF-SCHOOL SUSPENSION (OSS)

Removal from campus may take place if it is determined that:

- The student’s presence in the classroom or on campus presents a danger of physical harm to the student or others; or,
- The student has engaged in serious or persistent misbehavior, which violated the previously communicated Code of Student Conduct.

Any student in OSS is prohibited from attending any school-related activity regardless if the activity is on or off campus.

EMERGENCY DRILLS

Students, teachers, and other district employees shall participate in drills of emergency procedures. When the alarm is sounded, students must follow the directions of teachers quickly and in an orderly manner.

EMERGENCY REMOVAL

Students may be removed from regular classes or district premises for disciplinary, health, welfare, and safety reasons when the principal determines that an emergency exists. Such removal must be for as short a time as is reasonable under the circumstances. Reasons constituting an emergency include, but are not limited to the student:

1. being highly agitated; and/or
2. suffering from any other condition that temporarily threatens the student's welfare, another individual's welfare, or the efficient operation of the school.

The student shall be released to the parent, the parent's representative, or other proper authority, including, but not limited to, law enforcement officers. The administrator shall make reasonable efforts to notify the parent prior to removal of the student from school. Failing that, the parent shall be notified as soon as possible of the circumstances of the emergency removal.

IMMEDIATE REMOVAL

The procedures outlined above do not infringe upon the right and responsibility of school authorities to ensure a safe school environment. Under Vermont law, a superintendent or principal has the right to immediately remove from a school "a pupil who poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process of the school."

SENIOR PRIVILEGES

To be eligible for senior privileges, a student must have earned the appropriate credits and have earned a minimum final grade of 70 in all classes during his/her junior year in order to begin the senior year with privileges. During the senior year, students will lose privileges if they receive below a 70 as a quarterly or progress report grade. Seniors who wish to access their privileges must complete a Senior Privileges form and meet with the Principal.

TARDIES

A student is considered tardy if he/she is not in the classroom when the bell rings to start the school day (8 a.m.) or for any other class periods.

- **The first bell rings at 7:55 a.m.** as a warning for students that they have five minutes to get to class.
- **A second bell rings at 8 a.m.** for school to begin.

Tardiness disrupts the continuity of the instructional process. Parents share the responsibility to ensure their son/daughter arrives at school and to class on time. Students who are tardy must report to the Main Office for a late pass. This pass will prevent the student from being marked absent for the entire day.

A student is considered absent if he/she misses 20 minutes or more when late to a class. Continued tardiness indicates a problem and will be referred to the principal. Any work

missed due to a tardy is due that same day. If a student comes to school tardy, he/she is still responsible to turn in all homework assigned or take tests given earlier that day.

TRUANCY

See school attendance policy (F2).

THEFT AND DAMAGE—SCHOOL PROPERTY

The taxpayers of the Arlington School District have provided excellent support for the education of its students. The Board of Education recognizes its responsibility for the maintenance and security of these facilities. All reasonable efforts are made on a continuing basis to fulfill this responsibility. Most of the school building is equipped with electronic security systems. Damage, destruction, and theft of school property will not be tolerated. Violators will be required to make full restitution and face the possible consequences of prosecution within the limits of the law.

Residents of the district are encouraged to exercise their responsibility as citizens by fully cooperating with school officials in the identification and apprehension of thieves and vandals. Residents should notify school officials and the police whenever they observe suspicious activities on school property or in school buildings.

The Arlington School Board is prepared to pay a reward, amount to be set by the principal, to any individual who provides information leading to the arrest and conviction of a person or persons found guilty of stealing, damaging, or vandalizing school property. The individual(s) responsible for the theft, damage, or vandalism will be responsible to reimburse the school district for the reward money and repairs/replacement of vandalized property.

WORK RELEASE PROGRAM

As a participant of the Work Release Program, the student must follow the rules stated in the handbook under Student Code Conduct. The Student Code of Conduct is a policy that follows more restrictive regulations than those related to the general student community. Work Release is a co-curricular privilege allowed by Arlington Memorial High School in which each employed student must sign and follow the policy.

POLICIES

ACADEMIC DISHONESTY/PLAGIARIZING

Academic integrity is highly valued at Arlington Memorial High School and reflects a commitment to honesty, trust, fairness, respect, and responsibility in the academic process. Therefore plagiarism and cheating in any form, whether intentional or unintentional, are unacceptable at Arlington Memorial.

Academic misconduct includes, but is not limited to, cheating, plagiarism, falsification, and multi-submission.

Cheating

Giving or receiving unauthorized assistance in any academic work or examination. Unauthorized assistance includes, but is not limited to:

- copying
- allowing others to copy
- submitting another student's work as one's own
- giving or receiving test information
- using cheat sheets
- using electronic devices
- using Internet or other sources without teacher approval
- working on and/or completing an assignment collaboratively without teacher approval

Plagiarism

Intentional and unintentional use of another's intellectual property, including ideas or words, without clearly acknowledging the source, thus representing the work as one's own:

- using words, ideas, sequence of ideas, arrangement of material, or pattern of thought from a source without proper citation and documentation
- paraphrasing or summarizing the ideas or text of another without proper citation and documentation
- incomplete citations and documentation
- using graphics, visual images, video, or audio without permission or without acknowledgement of the source

Falsification

Falsifying or inventing any information, data or citation.

Multi-Submission

Submitting substantial portions of any academic exercise more than once without prior authorization from the teacher.

Procedures for Academic Misconduct

Offenses are cumulative for a school year regardless of the class(es) in which the offenses occur.

First Offense in a School Year

- The student will receive a zero for the assignment.
- The classroom teacher will notify the principal and the parents/guardians.
- The classroom teacher will notify guidance who will notify all teachers.
- The student will attend an after-school lesson on academic integrity.

Second Offense in a School Year

- The student will receive a 30-point deduction from the quarter grade for the class in which the offense occurred.
- The classroom teacher will notify the principal and the parents/guardians.
- The classroom teacher will notify guidance who will notify all teachers.
- The student's report card will show an academic misconduct comment.

Third Offense (and Subsequent Offenses) in a School Year

- The student will be removed for the rest of the school year from the class in which the offense occurred.
- The student will receive a zero (0) as a final grade for the class in which the offense occurred.
- The classroom teacher will notify the principal and the parents/guardians.
- The classroom teacher will notify the student's other teachers.
- Previously written letters of recommendation may be rescinded by the original writer or notification of unethical academic conduct may be sent to prospective colleges and/or scholarship donors.
- The student's report card will show an academic misconduct comment for the course.

ACADEMIC ELIGIBILITY FOR SPORTS

Fall Season: All students are eligible at the start of the fall season. However, any student who fails a fourth quarter course of the preceding year must be passing all courses at the time progress reports are issued to remain eligible. A progress report in any course indicating a failing grade results in the student-athlete being ineligible for a minimum of two games.

Winter Season: A student-athlete, who failed a course in the first quarter, must raise that grade to passing as of the date of the first contest. Failure to do so will result in the student-athlete being ineligible for a minimum of two games. If the student who fails the first quarter subsequently receives a failing grade in any subject during the second quarter, he/she are then ineligible for the remainder of the season. A student who fails a subject for the first time during the second quarter is ineligible for a minimum of two contests.

Spring Season: Any student-athlete who fails a subject in the third quarter is ineligible for a minimum of two contests.

ADMINISTERING MEDICATION TO STUDENTS

PRESCRIPTION MEDICATION

The Arlington schools recognize that many students are able to attend school because of the effective use of prescribed medication in the treatment of chronic illnesses. It is more desirable for the medication schedule to be arranged so that it may be given in the home. However, any student who is required to take prescribed medication during regular school hours must comply with school policy. See the School Nurse with any questions.

ALCOHOL, TOBACCO, AND DRUG USE & ABUSE

No student shall possess or use any illegal substances on school premises during any school term or off school premises at a school-related activity, function, or event.

Policy

It is the policy of the Arlington School District that no student shall possess, use, sell, give or otherwise transmit, or be under the influence of any illegal drug, regulated substance, or alcohol on any school property, or at any school-sponsored activity away from or within the school. "Drug" means any controlled substance as defined by state or federal regulation or statute. See Policy Handbook for additional information.

Possession

Possession means actual care, custody, control, or management. A student shall be considered to be in possession when:

1. On the student's person or in the student's personal property, including but not limited to the student's clothing, purse, book bag, briefcase;
2. In any private vehicle used by the student for transportation to or from school or school-related activities, including but not limited to an automobile, truck, motorcycle, or bicycle; and
3. In any school property used by the student including, but not limited to, locker or desk.

SEARCH AND SEIZURE, AND INVESTIGATIONS

1. Desks, lockers, textbooks and other materials or supplies loaned by the school to students remain the property of the school and may be opened by school employees for cleaning, maintenance or emergencies. When prohibited items are found in the course of routine cleaning or maintenance, or in the case of an emergency, they will be confiscated and a report will be made to the principal who will determine whether further investigation is warranted.
2. School property may also be searched by school employees upon reasonable suspicion on the part of the principal or superintendent that a law or school policy is being violated. Searches of school property in the possession of students will not extend to areas or items not reasonably calculated to aid in the enforcement of specific policies or laws.
3. Searches of students' persons or vehicles will be conducted if there is reasonable cause to believe that a breach of school policy or law is being committed. Search of a student's person will be conducted by a school employee of the same sex and, whenever possible, in the presence of another school employee.
4. School employees are not agents of law enforcement officials. Search and/or seizure by law enforcement officials on school property may occur when a warrant or other legal basis exists authorizing such search and/or seizure, and when the requirements of the board's policy on interrogations by law enforcement officers have been complied.

Interrogation or Searches of Students by Law Enforcement Personnel or other Non-School Personnel

1. School employees are not agents of law enforcement officials. Search and/or seizure by law enforcement officials on school property may occur when a warrant or other legal basis exists authorizing such search and/or seizure.
2. A student in school may not be interrogated by any authority without the knowledge of the school administrator, and knowledge and permission of parent or guardian, unless the interview or interrogation is part of a child abuse or neglect investigation conducted by the Department of Social and Rehabilitation Services in accordance with Chapter 49 of Title 33 of the Vermont Statutes Annotated.
3. Any interrogation by non-school personnel must be conducted in private with the principal or his or her designee present.
4. A student may not be released to the custody of persons other than a parent or legal guardian, unless placed under arrest by legal authority.
5. If a student is removed from the school by legal authority, the student's parent(s) or guardian(s) should be notified of this action by school officials as soon as possible.
6. No question by non-school personnel of a student under the age of eighteen who may be accused of an offense shall occur unless the parent(s) or guardian(s) have been notified and have been given the opportunity to be present at the time of the questioning. Questioning may, however, take place without notification of parents if such questioning is required due to an emergency or urgent potential danger to life, or property, as

determined by the principal, and reasonable efforts to notify the student's parents are unsuccessful.

ANTI-BULLYING

Bullying is a form of dangerous and disrespectful behavior that will not be permitted or tolerated. Bullying may involve a range of misconduct that, based on the severity, will warrant a measured response of corrective action and/or discipline. Behaviors that do not rise to the level of bullying, still may be subject to intervention and/or discipline under another section of the discipline plan or the discipline policy. See Policy Handbook.

ANTI-HARASSMENT

General Statement of Policy

The Arlington School District is committed to providing all students with a safe and supportive school environment in which all members of the school community are treated with respect. Harassment is a form of unlawful discrimination and disrespectful behavior, which will not be tolerated.

Harassment of students of either sex by employees or other students of the opposite or same sex is strictly prohibited in the Arlington School District. This policy is intended to comply with the requirements of 16 V.S.A. §565 and federal requirements.

Whether a student voluntarily submits to sexual advances, requests or other harassment is irrelevant for purposes of this policy. See Policy Handbook.

HAZING

It is the policy of the Arlington School District (hereinafter "District") that all its schools provide safe, orderly, civil and positive learning environments. Hazing has no place in the District's schools and will not be tolerated on or off school grounds.

"Hazing" means any act committed by a person, whether individually or in concert with others, against a student in connection with pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization which is affiliated with the District; and which is intended to have the effect of, or should reasonably be expected to have the effect of, humiliating, intimidating or demeaning the student or endangering the mental or physical health of the student. "Hazing" also includes soliciting, directing, aiding, or otherwise participating actively or passively in the above acts.

ATTENDANCE POLICY

Understanding that regular school attendance is essential to learning, the Arlington School Board has adopted a mandatory attendance policy.

"A student is allowed 10 absences in a semester course and 20 absences in a full-year course. All school-related absences, (e.g., field trips, sports, etc.), do not count toward the total number of absences. All other absences, including excused absences, will count toward the total number of absences. Absences beyond the allowed number will result in a loss of academic credit.

If a student exceeds the number of allowed absences due to extenuating circumstances, he/she can appeal the loss of credit to the principal by providing documentation for his/her absences.

A parent/guardian may appeal loss of credit to the principal, superintendent, or school board when excessive absences are due to extenuating circumstances.”

- When returning to school after an absence, a student must bring a note signed by the parent that describes the reason for the absence. The office will give him/her an admit slip. This will be shown to each teacher throughout the day.
- Students, who have an excused absence, have the same number of days they were absent from school to make up the work they missed. Failure to make up work may result in academic penalties.
- It is the student’s responsibility to request missing assignments. Parents may request assignments for a student who will be absent by calling the school office.
- Students who are absent (after 11 a.m.) in part or whole from school will not be allowed to attend school-related activities that day or evening, unless excused by the principal/activities director.
- Students who are absent from school or from any class without permission will be considered truant and will be subject to disciplinary action. The parent/guardian of a student is responsible for requiring the student to attend school.

ATTENDANCE DURING EXAM

Mid-year and final exams are an integral part of course requirements for students in Arlington. All students will be required to take these exams for courses in which they are enrolled at the time those exams are scheduled.

A schedule of exam dates will be published in order for students and parents to be informed of the exact dates of the exams. Only those students who present evidence of a lawful absence will be permitted to make up an exam. All make-up exams must be approved by the administration. All students must remain in their exam a minimum of one hour. No underclassmen or seniors without privileges may leave school property between exams

A student must complete the requirements of a course in order to receive credit and a final grade. Course requirements include completing a midterm and final exam. Any student who does not pass his/her mid-term or final exams will be assigned to mandatory Principal Assistance until progress reports are issued the following quarter.

All other tests and homework are administered and evaluated at the discretion of the classroom teacher. Make-up tests will be administered in the event of an excused absence from class.

A student who is absent on the day a test is given, will take the test on the first day of his/her return to school unless other arrangements are made and approved.

Exemptions: Students may be exempt from their final exams with the permission of the teacher, provided they receive a grade of 90 or above in all four marking periods and no grade below an 85 on their mid-term exams.

ON-CAMPUS POLICY

No student will be allowed to leave the school building or campus during the school day without permission from the principal. When a student receives permission to leave the campus because of illness or like cause, he/she must report to the office, where the parent/guardian will be notified, to receive a dismissal permit.

When a student is dismissed, parents must come in the building and sign them out.

COMMUNITY SERVICE POLICY

Thirty-two hours of community service are required for graduation. Participation in community service beyond the required hours is encouraged. Required hours will be prorated for students entering AMHS after their ninth grade year.

AMHS defines community service as the “**donation of a student’s free time in the service of others.**” Extracurricular activities or any activities for which a student receives credit or school-wide recognition such as a varsity letter or certificate of participation will not constitute community service. In addition, students may not receive community service hours for any activity that exempts them from their daily responsibilities as a student.

- All community service hours submitted by a student need to be verified by the signature of an adult supervisor. The adult supervisor may not be a relative of the student.
- Community service requirements must be completed by the end of mid-terms in a student’s senior year. Failure to complete the requirements will result in the loss of senior privileges and the assignment to an appropriate study hall until the requirements have been fulfilled.
- Community service hours for the 32-hour graduation requirement cannot be accrued until after the completion of 8th grade.
- Students with questions regarding whether their particular service work will count as community service should contact the guidance office.
- All community service requirements must be completed by the end of mid-terms in a student’s senior year. Failure to do so will result in a loss of senior privileges and being assigned to an appropriate study hall or after school to complete the technology requirements. (All technology competencies must be demonstrated prior to graduation.)

COMPREHENSIVE HIV POLICY FOR SCHOOLS: PRE K-12

See Policy Handbook.

DRESS CODE POLICY

All students are expected to be groomed and to dress appropriately with respect to the following criteria:

- **Cleanliness** - Clothing and grooming must be such that they do not constitute a health or safety hazard.
- **Educational Distraction** - Grooming and dress must not constitute a distraction or interfere with the educational opportunities of other students.
- **No hats in school**
- **No sunglasses in school**

Student apparel must be neat, clean and suitable for school activities. Clothing must cover the chest, torso, undergarments and buttocks. Articles of clothing depicting messages contrary to a positive learning environment may not be worn to school. (Promotion of alcohol, drugs, tobacco, vulgar language and/or violence)

The principal of the school shall have the discretion to determine if a student's attire, hair and/or grooming is acceptable and within appropriate health, safety, and educational standards. The principal has the authority to set the mode of attire for special occasion days. Students who violate the dress code will be subject to disciplinary action.

EIGHTEEN-YEAR-OLD STUDENTS

The school district's discipline policy, rules of conduct, academic eligibility standards and attendance requirements shall apply to all students regardless of age. Except as provided in this policy, report cards, discipline reports and other communications from the school will be provided to responsible parents or guardians of all students regardless of the age of those students.

REQUEST FOR A WAIVER—GRADUATION REQUIREMENTS

This policy refers only to those requirements that the School Board has established beyond those required by the State of Vermont. State requirements cannot be waived.

Philosophy: Graduation requirements are stated in the Program of Studies and the Student Handbook. Students consult with the Guidance Director and plan their yearly schedules according to the need to complete these requirements in four years of high school.

Procedure: Courses are scheduled with these requirements as guidelines, and every attempt is made to facilitate each student's ability to meet the requirements. If, due to a documented scheduling complication, a student cannot be scheduled into a required course, the following process may be used by a student to request a waiver:

1. The student writes a letter to the Guidance Director stating the reason for the request of a waiver.
2. The Guidance Director meets with the student and parent and reviews the student's records and reason for the request. The Guidance Director may decide that an opportunity exists for the student to schedule a course, which will meet the requirement; or the Guidance Director may decide to forward the student's request to the principal.
3. After reviewing the request with the superintendent, the request is presented to the school board for action. The board's decision will be final.

GRADUATION—EARLY

For any student at AMHS who desires to receive a high school diploma in less than four years, the following procedure shall be followed:

1. The parent/guardian shall submit a letter to the superintendent prior to the academic year preceding the requested date of early graduation. The letter shall outline the rationale for the request and include plans for further education or employment beyond graduation. In the absence of the above plans, they must show considerable personal desire to achieve a goal consistent with their abilities.
2. The principal and Guidance Director shall review the academic records of the student. They will develop, in conjunction with the parent and student, a comprehensive proposal, which will be submitted to the school board outlining the methods recommended to satisfy all graduation requirements of the school district and the State Department of Education.

GRADUATION CEREMONY PARTICIPATION

Students must meet these criteria to participate in awards and graduation ceremonies:

1. Has earned the sufficient credits;

2. Is in compliance with the student code of conduct and is in good standing with the requirements of the code;
3. Is in compliance with the grooming code as well as any additional dress requirements established by the principal for the graduation ceremonies.

The commencement programs (awards and graduation ceremonies) for the district shall be conducted according to the following guidelines:

1. Students will be grouped, recognized, and permitted to participate in these categories:
 - a. students who have satisfied all requirements for graduation with honors
 - b. students who have satisfied all requirements for graduation
2. Meetings with students shall be held to ensure understanding of the requirements for graduation and for participation in the commencement program.
3. Students who participate in graduation programs and attend the Awards Night shall complete the practice exercises for graduation.
4. Participation in the Awards Night and graduation ceremonies are considered extracurricular activities and are privileges. Students who don't adhere to graduation requirements or rules are subject to removal before, during, or after the ceremony.

HOME SCHOOLING / PART TIME SCHOOLING

Arlington Memorial High School recognizes a student's right to be home-schooled. Home-schooled students who wish to attend AMHS may take classes subject to available space. No home-schooled student in grades 6-12 will displace a full-time student in a class or activity. Part-time and home-schooled students are ineligible for all school-related awards and recognition other than a certificate of participation or "letter" for the activity. AMHS will allow students from Arlington the free use of textbooks subject to availability. If a home-schooled student attends AMHS and participates in an extracurricular activity, the principal shall have an opportunity to review the home-schooled student's work to determine if it is acceptable in meeting school standards.

PHYSICAL RESTRAINT

Any district employee may, within the scope of the employee's duties, use and apply restraint to a student that the employee reasonably believes is necessary in order to:

1. Protect a person from physical injury.
2. Obtain possession of a weapon or other dangerous object.
3. Remove from a specific location on school property a student refusing a lawful command of a school employee in order to restore order.
4. Restrain an agitated student.

PUBLICATIONS

All student publications and other written material intended for distribution shall be submitted to the principal and/or the advisor for review and approval.

REPORTING SUSPECTED CHILD ABUSE OR NEGLECT

Purpose

The purpose of this policy is to protect children whose health and welfare may be jeopardized by abuse or neglect and to ensure that school district employees meet their legal reporting obligations under 33 V.S.A. §4913. It is further the purpose of this policy to make clear to

school district employees that it is not their role to be investigator, judge and jury in cases of suspected abuse or neglect so that allegations can be brought to the attention of objective, trained and experienced investigators.

Any school district employee, regardless of whether he or she is a "mandated reporter," shall report suspected child abuse or neglect to the building principal or his or her designee. If the building principal or designee is the person suspected of child abuse or the person who suspects the abuse or neglect, the report shall be made to the superintendent of schools. Any school district employee who is a "mandated reporter," in addition to reporting such suspected abuse or neglect to the principal, principal's designee or superintendent, shall immediately report the suspected abuse or neglect to the Department of Social and Rehabilitation Services (SRS). Employees who are not "mandatory reporters" should report suspected abuse or neglect to SRS. Upon receiving a report, the principal, principal's designee or the superintendent, as the case may be, shall remind the reporter of his or her legal responsibility to further report immediately to SRS.

REQUEST FOR HOMEWORK

If a student is absent from school, parents/guardians may request homework. Please call the school as early as possible (preferably before 12:00 p.m.). The early notification will allow faculty to send homework assignments to the office. If another student is to pick up homework assignments, please make arrangements with that student prior to calling the school. Be sure to give that student's name to the secretary. Requested assignments will be available at the Main Office after 2:30 p.m.

SCHOOL RECORDS

Schools in the Battenkill Valley Supervisory Union may disclose designated directory information on students and eligible students without the prior consent of the parent of eligible students, and without any record of such disclosure. The following types of personally identifiable information have been designated directory information.

- Student's name, address, date of birth, dates of enrollment;
- Parent or legal custodian's name and address;
- Student's grade level classification;
- Student's participation in recognized school activities and sports;
- Student's diplomas, certificates, awards and honors received.

NOTE: Disclosure may include such personally identifiable information as in photographs.

If you are an eligible student and currently attend AMHS or the parent/guardian of a student attending AMHS, you have the right to refuse to permit the designation of any or all of these types of information as directory information concerning your student or (if you are an eligible student) yourself, by providing written notice of your refusal, listing the types of information which you refuse to have so designated, to the principal of the school your student attends (or the school you attend, if you are an eligible student on or before 9/14/15).

Parents of a minor or of a student who is a dependent for tax purposes, the student (if 18 or older) and school officials with legitimate educational interests are the only persons who have general access to a student's records.

STUDENT/PARENT COMPLAINTS PROCEDURE

Students or parents who have a complaint should first bring up the matter with the teacher. If the outcome of that discussion is not satisfactory, the student and/or parents who have a complaint should contact the principal or the special education director. If the outcome of this next discussion remains unsatisfactory, the student and/or parents should contact the superintendent.

STUDENT DISCIPLINE POLICY

The mission of the Arlington school community is to ensure that all students acquire a strong foundation of knowledge, learn skills, and develop positive attitudes for life-long learning. Responsibility and respect create a learning environment where all students have the opportunity to achieve their potential.

Discipline is a part of every student's education. We want to be proud of our students at all times, and we are certain families want the same. The purpose of our educational program is to encourage and promote academics, independence, responsibility, and respect. An orderly atmosphere is essential if learning is to take place. These guidelines are for the personal welfare of the students and for the common good of the entire school.

- Respect all people.
- Respect property.
- Promote an atmosphere conducive to a positive learning environment.
- Respect for the rules and regulations set forth for our school.
- Keep an attitude of preparedness. Students are expected to come to class ready to participate in the learning process.

Students violating the district's rules and regulations will be subject to disciplinary consequences commensurate with their misbehavior. In general, discipline shall be progressively administered so that penalties increase due to the severity of or persistence of misbehavior. The length of the punishment will depend on the offense. One or more disciplinary options may be used for the single offense if deemed appropriate. The teacher or administrator responsible for the discipline of a student in a given situation may use discretion in determining the disciplinary action most appropriate to the setting and the violation. A second discipline referral in the same day will result in an automatic in-school suspension or out-of-school suspension, as determined by the principal.

As a consequence of persistent or serious violations a student may be referred to the superintendent or school board. School officials shall notify a local law enforcement authority if they suspect that criminal acts have occurred on school or district property. **All matters of discipline are at the principal's discretion up to the maximum allowed consequence. Every attempt will be made to notify parents regarding student discipline.** The purpose of our school is to provide a safe environment where students can receive their education. All students assume the responsibility to conduct themselves accordingly.

The district defines persistent offenses to be two or more violations of the code in general or repeated occurrences of the same violation.

A list of school policies can be found on the BVSU website under School Boards > District Policies. If you would like a hardcopy of any policy, please contact the Administrator's Assistant to the Principal.

<u>BEHAVIORS</u>	<u>MAXIMUM CONSEQUENCE</u>
1. Misconduct: Inciting and/or contributing to the disruption of the educational process	Up to 10 days OSS
2. Possession or use of any tobacco product	Each offense - 3 days ISS and police notified - student fined per state law
3. Cutting Class: 1st Time 2nd Time Each successive time	Detention 1 day ISS 2 days ISS
4. Truancy: 1st Time Each successive time	1 day ISS 2 days ISS
5. Leaving school without permission: 1 st time Each successive time	1 day ISS 2 days ISS
6. Fighting/Inciting or encouraging fighting	Up to 10 days OSS police notified, counseling required
7. Failure to attend detention	ISS/OSS and detention
8. Tardy to school/class per marking period: 3 rd and each successive time per marking period	Detention
9. Verbal/written use of obscenity	Up to OSS
10. Assault	Up to 10 days OSS, police notified, appear before school board, counseling required
11. Verbal/written threats and/or harassment, Ethnic/racial slur	Up to 10 days OSS, counseling required
12. Vandalism	10 days OSS, pay for repairs/replacement and reward, police notified
13. Theft	5 days OSS, reimbursement, police notified
14. Violation of Vehicle Rules on school property	Up to loss of driving privileges for remainder of school year

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| 15. Endangering the welfare of others/
Possession or sale of explosive devices
or weapons | Up to indefinite suspension—See
Weapons Policy—appear before
school board |
| 16. Possession, use or sale of regulated
substances in school or school sponsored
events | Up to indefinite suspension, appear
before school board—see
Drug/Alcohol Policy |
| 17. Insubordination—willful, flagrant
disobedience of a directive regarding
items relating to the Code of Conduct | Up to 10 day OSS |
| 18. Display of Public Affection | Up to OSS |
| 19. Bomb Threat | Indefinite suspension, removal from
school pending school board action or
awaiting disposition by Civil
Authorities. Restitution and referral
for assessment |
| 20. Computer Misconduct
Inappropriate use of or destruction of
hardware, software, or data | Up to 10 days OSS, possible removal
from class with loss of credit |
| 21. Computer equipment, software and the
network are the property of AMHS and
remain at all times under the control of
school officials. School officials may
search student files at any time,
without notice, without student consent
and without a search warrant. Students
are expected to assume full
responsibility for the contents of and
security of their computer files. | |
| 22. Profanity or obscenity towards teacher
or school employee | Up to 10 days OSS, police called for
disorderly conduct |
| 23. Sexual Harassment—Making unwelcome
sexual advances exerting subtle or overt
pressure for sexual activity, engaging in
improper contact (e.g., patting,
pinching), making improper sexual
comments, threatening or suggesting
that a student's
education/advancement depends on
submission to sexual demand or
toleration of sexual harassment, etc. | Up to indefinite suspension,
counseling required |

24. Slander—The speaking of false and unprivileged statements to another person or persons concerning another individual which tend to damage that individual's reputation and/or holds him/her up to public ridicule or disgrace.	Up to 10 days OSS
25. Hazing/Bullying/Cyber Bullying	Up to 10 days OSS, expulsion, counseling required
26. Written/verbal/physical threat to a staff member	Immediate removal for remainder of school year. Counseling required prior to return.
27. Failure to attend PAs: 1 st offense Subsequent offense	ISS OSS
28. Academic Integrity	See policy

WEAPONS

It is the intent of the board to comply with the federal Gun Free Schools Act of 1994 and Act No. 35 of the 1995 session of the Vermont General Assembly requiring school districts to provide for the possible expulsion of students who bring weapons to school. It is further the intent of the board to maintain a student discipline system consistent with the requirements of the federal Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act and the Vermont State Board of Education rules.

Definitions:

For the purposes of this policy, the terms "weapon" and "to school," and "expelled" shall have the following meanings:

- **Weapon** means a firearm as defined in Section 921 of Title 18 of the United State Code and any instrument designed to inflict injury.
- **To school** means any setting, which is under the control and supervision of the school District. It includes school grounds, facilities and vehicles used to transport students to and from school or school activities.
- **Expelled** means the termination for at least a calendar year of educational services to a student. At the discretion of the Board and Administration, an expelled student may be afforded limited educational services at a site other than the school during the period of expulsion under this policy.

Arlington Memorial Middle / High School

Special Events Calendar 2018-2019

September 11	OPEN HOUSE	6PM-7PM
October 13	COMMUNITY SERVICE DAY	9AM-12PM
October 23-27	SPIRIT WEEK	Special Events
December 4-8	DOOR DECORATIONS	Class Competition
February 16	WINTER CARNIVAL	Afternoon
May 6-10	TEACHER APPRECIATION WEEK	
May TBA	UNDERCLASSMEN AWARDS NIGHT	
June TBA	SPRING FLING/SENIOR AWARDS/GRADUATION	

2018-2019 School Calendar

ARLINGTON SCHOOL DISTRICT

2018-2019 School Calendar

August 2018							September 2018							October 2018							
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	
			1	2	3	4							1								
5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13	
12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20	
19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27	
26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31				
					S 3	T 5	30					S 19	T 19							S 22	T 22

November 2018							December 2018							January 2019							
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	
				1	2	3							1			1	*2	3	4	5	
4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	*9	10	11	12	
11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	*16	17	18	19	
18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	*23	24	25	26	
25	26	27	28	29	30		23	24	25	26	27	28	29	27	28	29	*30	31			
					S 18	T 19	30	31				S 15	T 15							S 21	T 21

February 2019							March 2019							April 2019							
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	
					1	2						1	2								
3	4	5	*6	7	8	9	3	4	5	*6	7	8	9	7	8	9	10	11	12	13	
10	11	12	*13	14	15	16	10	11	12	13	14	15	16	14	15	16	17	18	19	20	
17	18	19	20	21	22	23	17	18	19	20	21	22	23	21	22	23	24	25	26	27	
24	25	26	*27	28			24	25	26	27	28	29	30	28	29	30					
					S 15	T 15	31					S 21	T 21							S 16	T 17

May 2019							June 2019							July 2019							
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	
			1	2	3	4							1								
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12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20	
19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27	
26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31				
					S 22	T 22	30					S 8	T 9								

-  School Closed
-  Early Release Day - 12:00 noon
-  Parent Teacher Conferences
-  Professional Development Days - No school for students
-  JISP January 2, 2019 - March 6, 2019 - Early Release Days
-  First and Last Day of School

- August 23, 2018 - New Teacher / Staff Orientation
- August 27 & 28, 2018 - In-Service / PD Day
- August 29, 2018 - First Day of School
- September 3, 2018 - Labor Day
- October 8, 2018 - Columbus Day
- November 6 & 7, 2018 - Parent / Teacher Conferences
- November 9, 2018 - In-Service / PD Day - No school for students
- November 12, 2018 - Veterans Day
- November 22, & 23, 2018 - Thanksgiving Break
- December 24 - January 1 - Holiday Break
- January 21, 2019 - Martin Luther King Day
- February 18 - February 22, 2019 - Winter Break
- April 10 & April 11, 2019 - Parent / Teacher Conferences
- April 12, 2019 - In-Service / PD Day - No school for students
- April 15-19, 2019 - Spring Break - No School
- May 27, 2019 - Memorial Day
- June 12, 2019 - Last Day of School
- June 13, 2019 - In-Service / PD Day

Arlington Memorial Middle / High School

Technology Rubric

CRITERIA	Exceeds Expectations	Meets Expectations	Needs Improvement	Not Proficient
EQUIPMENT	Consistently uses a variety of hardware and peripherals and fully utilizes network resources appropriately.	Usually uses a variety of hardware and peripherals and utilizes network resources appropriately.	Sometimes utilizes appropriate hardware and peripherals and occasionally needs outside assistance using network resources.	Seldom uses hardware and peripherals and rarely able to negotiate network without assistance.
RESEARCH	Consistently demonstrates the competent use of technological tools and resources to research and acquire information and data.	Usually demonstrates the competent use of technological tools and resources to research and acquire information and data.	Sometimes demonstrates the competent use of technological tools and resources to research and acquire information and data.	Seldom demonstrates the competent use of technological tools and resources to research and acquire information and data.
ORGANIZATION AND SYNTHESIS	Consistently demonstrates insightful, proficient, and independent use of electronic and online tools, and resources to locate, retrieve, organize and store, communicate, and present information	Usually demonstrates insightful, proficient, and independent use of electronic and online tools, and resources to locate, retrieve, organize and store, communicate, and present information.	Sometimes demonstrates insightful, proficient, and independent use of electronic and online tools, and resources to locate, retrieve, organize and store, communicate, and present information.	Seldom demonstrates insightful, proficient, and independent use of electronic and online tools, and resources to locate, retrieve, organize and store, communicate, and present information.
ANALYSIS	Consistently evaluates information to support a thesis, composition, or conclusion.	Usually evaluates information to support a thesis, composition, or conclusion.	Sometimes evaluates information to support a thesis, composition, or conclusion.	Seldom evaluates information to support a thesis, composition, or conclusion.
COMMUNICATION	Consistently demonstrates insightful and effective use of several forms of technology to creates and communicate written, visual, oral, and/or multimedia presentation.	Usually demonstrates insightful and effective use of several forms of technology to creates and communicate written, visual, oral, and/or multimedia presentation.	Sometimes demonstrates insightful and effective use of several forms of technology to creates and communicate written, visual, oral, and/or multimedia presentation.	Seldom demonstrates insightful and effective use of several forms of technology to creates and communicate written, visual, oral, and/or multimedia presentation.
ETHICAL USE	Consistently uses an acceptable use policy and makes ethical decisions in the use of technology.	Usually uses an acceptable use policy and makes ethical decisions in the use of technology.	Sometimes uses an acceptable use policy and makes ethical decisions in the use of technology.	Seldom uses an acceptable use policy and makes ethical decisions in the use of technology.

Problem Solving Rubric

CRITERIA	Exceeds Expectations	Meets Expectations	Needs Improvement	Not Proficient
IDENTIFYING THE PROBLEM	Consistently articulates an exceptionally mature and accurate understanding of the scope and core concepts of the problem, and the issues involved.	Usually articulates a mature and accurate understanding of the scope and core concepts of the problem, and the issues involved.	Sometimes articulates a mature and basic understanding of the scope and core concepts of the problem, and the issues involved.	Seldom understands the scope and core concepts of the problem, and the issues involved.
UNDERSTANDING THE PROBLEM	Consistently identifies connections and consequences to various solutions with inference to prior knowledge and rationale.	Usually identifies connections and consequences to various solutions with basic inference to prior knowledge and rationale.	Sometimes identifies connections and consequences to various solutions with little inference to prior knowledge and rationale.	Seldom identifies connections and consequences to various solutions with no inference to prior knowledge and rationale.
DEVELOPING STRATEGIES AND COLLECTING DATA	Consistently locates information from a variety of conventional and unique sources. Provides innovative and insightful analysis, and easily evaluates the relevancy, accuracy, and credibility of the information.	Usually locates information from conventional sources. Provides basic analysis, and evaluates the relevancy, accuracy, and credibility of the information.	Sometimes locates information from conventional sources. Provides some analysis and evaluation of the information.	Seldom locates information from conventional sources. Provides no analysis and evaluation of the information.
SOLVING THE PROBLEM THROUGH ANALYSIS AND SYNTHESIS	Consistently compares and contrasts, identifies trends and patterns, and draws conclusions with predictions about future events or problems.	Usually compares and contrasts, identifies basic trends and patterns, and draws conclusions with some predictions about future events or problems.	Sometimes compares and contrasts, identifies simple trends and patterns, and draws few conclusions with predictions about future events or problems.	Seldom compares and contrasts, cannot identify trends and patterns, and draws no conclusions.
EVALUATING SOLUTION AND RESULTS	Consistently explains reasonable alternatives, and thoroughly evaluates possible consequences. Develops an original solution or project that is unique in its creativity and approach.	Usually explains reasonable alternatives, and evaluates possible consequences. Develops an acceptable solution or project with some creativity.	Sometimes explains alternatives, and evaluates possible consequences. Develops a solution or project that is lacking creativity.	Seldom explains alternatives. Unable to develop a solution or project.

Arlington Memorial Middle / High School

Communication Rubric

CRITERIA	Exceeds Expectations	Meets Expectations	Needs Improvement	Not Proficient
ORGANIZES THE PRESENTATION OF THE INFORMATION LOGICALLY	Consistently presents the information in a logical sequence, connections are clearly made between ideas, and the organization of information leads to highly logical conclusions.	Usually presents the information in a logical sequence, connections are generally made between ideas, and the organization of information leads to acceptably logical conclusions.	Sometimes presents the information in a logical sequence, connections are sometimes made between ideas, and the organization of information leads to somewhat logical conclusions.	Seldom presents the information in a logical sequence, connections are not made between ideas, and the organization of information does not lead to logical conclusions.
SELECTS THE MOST APPROPRIATE FORMAT FOR CONVEYING A MESSAGE TO AN AUDIENCE	Consistently selects a format that highly demonstrates clarity of purpose and command of subject matter	Usually selects a format that demonstrates clarity of purpose and command of subject matter	Sometimes selects a format that demonstrates clarity of purpose and command of subject matter	Seldom selects a format that demonstrates clarity of purpose and command of subject matter
CONVEYS THE INFORMATION ACCURATELY, CLEARLY, AND CONVINCINGLY	Consistently demonstrates exceptional clarity of purpose and command of subject matter. Articulates information clearly using varied tone and volume. Vocabulary and grammar are rich, varied, and devoid of slang.	Usually demonstrates exceptional clarity of purpose and command of subject matter. Articulates information clearly using varied tone and volume. Vocabulary and grammar are rich, varied, and devoid of slang.	Sometimes demonstrates exceptional clarity of purpose and command of subject matter. Articulates information clearly using varied tone and volume. Vocabulary and grammar are rich, varied, and devoid of slang.	Seldom demonstrates exceptional clarity of purpose and command of subject matter. Articulates information clearly using varied tone and volume. Vocabulary and grammar are rich, varied, and devoid of slang.
LISTENS CAREFULLY, CRITICALLY, AND RESPONDS APPROPRIATELY	Consistently asks appropriate clarifying questions, demonstrates comprehension of main ideas and details in responding to questions and statements and in recalling and retelling important information.	Usually asks appropriate clarifying questions, demonstrates comprehension of main ideas in responding to questions and statements.	Sometimes asks appropriate clarifying questions, demonstrates little comprehension of main ideas and details in responding to questions and statements.	Seldom asks appropriate clarifying questions, does not comprehend main ideas and does not respond to questions and statements.

