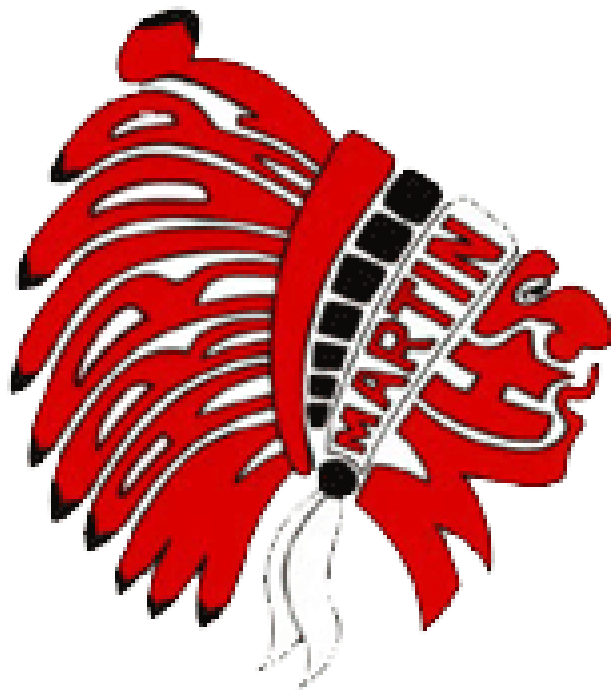


Martin High School



2011-2012
Student Handbook



August 2011

Welcome to the 2011-2012 school year! This is an especially exciting year for Martin High School as we celebrate our 30th Anniversary. Many clubs and organizations will be planning events and performances with this special year as part of their focus. My wish is that each one of you will take part in these activities and that you will view Martin High School as a key part of your life.

Our continued mission at Martin High School is to strive for excellence in all academic and extracurricular programs. We know that your active participation as a student in these programs will provide you with the foundation you need for future educational endeavors. Please be aware that our teachers, counselors, administrators, and support staff are here to help you meet all of your goals. If at any time you need additional assistance, know that you can contact your counselor, your assistant principal, or your attendance clerk – a team of three who will take time to address the issues and concerns that you might encounter as you advance and grow through your high school years.

As you can imagine, after 30 years, Martin has established rich and significant traditions and is recognized for its many achievements in academic, athletic, performance and service areas. You will find that becoming an active participant in one or more of these programs is an excellent way to make new friends and to broaden your experiences. I encourage each of you to emulate “the spirit of the Warrior” and to become a part of the rich traditions that are in place here at Martin.

In closing, let me tell you how excited I am to be your Principal. I look forward to knowing you and sharing time with you as Martin Warriors during the 2011-2012 school year.

Sincerely,

Marlene Roddy,
Principal

2011-2012 STUDENT HANDBOOK
For
James Martin High School

TABLE OF CONTENTS

	PAGE
Letter from Principal, Marlene Roddy	Inside cover
PERSONNEL/STAFF/PHONE INFORMATION	i
AISD VISION, MISSION, AND BELIEFS	ii
MARTIN HIGH SCHOOL MISSION STATEMENT	ii
ARLINGTON I.S.D. CALENDAR	iii
SENIOR PROM AND COMMENCEMENT DATES	iv
GRADUATION REQUIREMENTS	v
HIGH SCHOOL PROGRAMS	vi
STATEMENT REGARDING ASSISTANCE	vii
STATEMENT REGARDING CAMPUS HANDBOOKS	viii
I. ATTENDANCE	1 - 5
A.I.S.D. ATTENDANCE POLICY	1
REASONS FOR ABSENCES	1
UNAUTHORIZED ABSENCES	1
PROCESS FOR CLEARING	3
PROLONGED ABSENCES	3
COLLEGE DAYS	3
ABSENCES ON TEST DAYS	4
RELIGIOUS HOLIDAYS	4
TARDIES	4
LEAVING CAMPUS DURING SCHOOL HOURS	4
LEAVING CAMPUS AFTER LAST CLASS	5
UNAUTHORIZED VISITS TO OTHER CAMPUSES	5
II. STUDENT BEHAVIOR	6 - 30
PHILOSOPHY CAMPUS RULES/CONSEQUENCES	6
VIOLATION OF SCHOOL REGULATIONS	6
FIGHTING	7
RESPECT FOR AUTHORITY	7
STEALING	8
TELECOMMUNICATION DEVICES/OTHER DEVICES	8
DRUG ABUSE	9
WEAPONS	9

TOBACCO PRODUCTS	9
OUTSIDE BEVERAGES	9
SCHOOL PROPERTY ABUSE	10
ABUSIVE LANGUAGE	10
RESTRICTED AREAS	10
BUSES	10
CAFETERIA BEHAVIOR	10
INTIMATE BEHAVIOR	11
SCHOOL -SPONSORED ACTIVITIES	11
WELLNESS POLICY	11
GRADUATION CEREMONIES	11
STUDENT DRESS CODE	12
DISCIPLINARY ACTIONS	15 - 17
DETENTION HALL	15
WEDNESDAY DETENTION HALL	15
ON CAMPUS SUSPENSION	16
OFF CAMPUS SUSPENSION	16
CHOICES ALTERNATIVE PLACEMENT	16
TURNING POINT HIGH SCHOOL	16
EXPULSION	16
CHEATING	17 – 19
ACADEMIC HONOR CODE	17
TEACHER RESPONSIBILITIES	17
ACADEMIC HONOR CODE POLICY	18
CONSEQUENCES OF ACADEMIC DISHONESTY	18
STUDENT RESPONSIBILITY	19
MARTIN HIGH SCHOOL CAMPUS DISCIPLINE PLAN	20 - 30
III. COUNSELING AND GUIDANCE SERVICES	31 - 35
PROCEDURE FOR STUDENTS	31
GUIDANCE SERVICES	31
CLASSIFICATION OF STUDENTS	31
GRADING SYSTEM	32
CHANGES IN SCHEDULE	33
NEW STUDENT REGISTRATION	33
EXEMPTIONS	33
COUNSELING SERVICES	34
PROGRESS REPORTS	34
REPORT CARDS	34
PARENT-TEACHER CONFERENCES	34
AUDITING COURSES	35
TUTORIALS	35
WITHDRAWALS	35
IV. VEHICLES AND PARKING	35 - 37
PARKING STICKER REQUIREMENTS	35
PARKING LOTS	36
RESTRICTIONS AND LIMITATIONS	36
VERIFICATION OF ENROLLMENT (DRIVER'S LICENSE)	37
V. GENERAL INFORMATION	37 - 47
ADVERTISING	37
ANNOUNCEMENTS	37
BOUNDARY LINES	37
BUSES	37

CAFETERIA	38
CLASS SCHEDULES	38
CLINIC	38
CRIMESTOPPER PROGRAM	38
EXTRACURRICULAR ACTIVITIES	39
NEW CLUB FORMATION GUIDELINES	39
ASSURANCE OF NONDISCRIMINATION	39
STATEMENT OF CONFIDENTIALITY	39
DISCLOSURES UNDER DIRECTORY INFORMATION	39
FEEES	40
IMMUNIZATION REQUIREMENTS	40
LIBRARY	41
LOCKERS	41
LUNCH PERIOD	41
MEDICATIONS	42
METAL DETECTORS	42
PERSONAL PROPERTY/SCHOOL PROPERTY	42
PESTICIDES	42
SCHOOL-SPONSORED TRIPS	42
STUDENT DIRECTORIES	43
STUDENT I.D. CARDS	43
STUDENT RECORDS	43
TELEPHONES	43
TEXTBOOKS	43
VISITORS	44
BELL SCHEDULE	45
SCHOOL MAP	46 - 47

**JAMES MARTIN HIGH SCHOOL
4501 W. Pleasant Ridge Road
Arlington, TX. 76016**

**PRINCIPAL
Ms. Marlene Roddy**

ASSISTANT PRINCIPALS

**Ms. Kelly Hastings Ms. Tunya Redvine
Mr. Scott Johnston Mr. Tommy Scott
Ms. Luann Kennedy Mr. Juan Villarreal
Mr. Greg McQuitty**

SCHOOL PHONE NUMBERS

Martin High School Main Switchboard

682-867-8600

Attendance:

Student's Last Name	Asst. Principal	Attendance Clerk	Phone
A – Car	Ms. Redvine	Ms. Gaye Harper	682-867-8630
Cas – Fq	Mr. McQuitty	Ms. Donna Segler	682-867-8614
Fr – Hi	Ms. Hastings	Ms. Rachel Newman	682-867-8615
Hj – Map	Mr. Johnston	Ms. Lee Ann Hall	682-867-8620
Maq – Pe	Ms. Kennedy	Ms. Annette Robinson	682-867-8629
Pf – So	Mr. Villarreal	Ms. Alpha Plemons	682-867-8633
Sp – Z	Mr. Scott	Ms. Carol Rakes	682-867-8631

Counselors:

Student's Last Name	Counselor	Phone
A – Car	Dr. David Pyatt	682-867-8624
Cas – Fq	Ms. Debra Mansury	682-867-8610
Fr – Hi	Ms. Dana Bishop	682-867-8625
Hj – Map	Ms. Suzanne Bandy	682-867-1800
Maq – Pe	Ms. Barbara Moeller	682-867-8627
Pf – So	Ms. Susan Kingen	682-867-8628
Sp – Z	Ms. Jai Davis	682-867-8623

AISD VISION, MISSIONS, & BELIEFS

Our Vision

Our District and its schools will be known for the exceptional academic achievements of our students, the value we bring to the community and its families, the excellence of our staff and leadership and the support given by our diverse constituents.

Our Mission

We teach our students to be reflective thinkers, lifelong learners and productive citizens. We support our employees as they assure the best educational experiences for each student. We need parental involvement and community engagement because they are essential in maximizing this experience.

Our Beliefs

- **We believe our students are more successful with the active support of their parents, AISD employees, and community members.**
- **We believe high expectations of our students yield positive self-worth, responsible behavior, and superior performance.**
- **We believe all school environments must be safe, secure, and positive places to learn, grow, and work.**
- **We believe our students need an educational experience of diverse academic courses and extracurricular activities.**
- **We believe people of all backgrounds have inherent value and worth.**
- **We believe in accountability to ourselves and to our community.**

Martin High School Mission Statement

The faculty and staff at James W. Martin High School believe that all students can be productive members of society. Students, faculty, and staff will work together to ensure that each student masters the skills necessary to become a responsible, productive, and contributing member of society.

AUGUST 2011

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SEPTEMBER 2011

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OCTOBER 2011

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NOVEMBER 2011

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DECEMBER 2011

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JANUARY 2012

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Legend

- Student/Staff Holiday _____ ○
- First/Last Day of School _____ —
- Semester Start/End _____ []
- Exam Days (Sr. & Jr. high schools) _____ @
- Begin/End Grading Period _____ ()
- New Teachers Report _____ #
- Staff Dev./Student Holiday _____ ◆
- Teacher Prep./Student Holiday _____ ^
- Staff Exchanges Days _____ ..
- Incident Weather Makeup _____ *
- Early Dismissal _____ >

Important Dates

- August 11 _____ New Teachers Report
- August 15 _____ All Teachers Report
- August 15 – 19 _____ Teacher Prep./Staff Dev.
- August 22 _____ First Day of Classes
- September 5 _____ Labor Day
- September 23 _____ Staff Development
- October 10 _____ Staff Development
- November 23 _____ Staff Development
- November 23 – 25 _____ Thanksgiving
- December 19 – 20 _____ Exam Days – Jr. & Sr. highs
- December 20 _____ End of First Semester
- December 21 – January 3 _____ Winter Break
- January 4 _____ Teacher Prep. Day
- January 5 _____ Second Semester Begins
- January 16 _____ MLK Holiday
- February 20 _____ Presidents Day
- March 12 – 16 _____ Spring Break
- April 6 _____ April Holiday
- May 4 _____ May Holiday
- May 28 _____ Memorial Day
- May 30 – 31 _____ Exam Days – Jr. & Sr. highs
- May 31 _____ Last Day of Classes
- June 1 _____ Teacher Work Day

First Semester Instructional Days _____ 81
 Second Semester Instructional Days _____ 96
 Total Instructional Days _____ 177

FEBRUARY 2012

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MARCH 2012

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APRIL 2012

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MAY 2012

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JUNE 2012

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JULY 2012

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SENIOR PROM DATE

**April 28, 2012
Dallas Market Center**

COMMENCEMENT DATE

**Saturday, June 2, 2012
TCU Daniel Meyer Coliseum
(*Graduation Practice – May 23, 2012*)**



GRADUATION REQUIREMENTS FOR STUDENTS WHO ENTERED 9TH GRADE IN 2007-2008 OR AFTER

Following are the current State of Texas and
Arlington Independent School District options for high school graduation.

Curriculum Area	AISSD High School Program Credits Required	Recommended High School Program Credits Required	◆ Distinguished Ach. H.S. Program Credits Required
English	4	4 (no substitutions)	4 (no substitutions)
Math	3 (Algebra I, Geom. required)	☑ 4 Including Alg I, Geom, and Alg II	☑ 4 Including: Alg I, Geom, and Alg II
Science	3* (Biology & IPC)	4**	4***
Social Studies	W. Geog., W. History, U.S. History, Gov., Eco. 4	W. Geog., W. History, U.S. History, Gov., Eco. 4	W. Geog., W. History, U.S. History, Gov., Eco. 4
Health	0.5	0.5	0.5
Physical Education	1.5	1.5	1.5
Technology Applications	1~	1~	1~
Communication Applications	0.5	0.5	0.5
Fine Arts	1	1	1
Languages Other than English		2 (same language)	3 (same language)
Elective (State approved list)	5.5	3.5	2.5
Total	24	26	26 ◆

☑ All the courses available for the fourth math credit except Mathematical Models with Applications have Algebra II as a prerequisite and must be selected from the following: Mathematical Models with Application (prior to Algebra II and only RHSP), Precalculus, Independent Study in Mathematics, AP Statistics, AP Calculus AB, AP Calculus BC, IB Mathematical Studies, IB Mathematics Standard Level, IB Mathematics Higher Level, IB Advanced Mathematics Standard Level, AP Computer Science (only RHSP), Concurrent Enrollment in College Courses.

* May substitute Chemistry or Physics for Integrated Physics and Chemistry.

** One credit must be a biology credit. Students must choose two credits from the following areas. Not more than one credit may be chosen from each of the areas to satisfy this requirement. (A) Integrated Physics and Chemistry (IPC); (B) Chemistry, AP Chemistry, or IB Chemistry; and (C) Physics, Principles of Technology, AP Physics, or IB Physics. IPC cannot be taken as the final or fourth year of science but must be taken before the senior year of high school. The fourth credit may be selected from the following laboratory-based courses: **Biology, Chemistry, Physics, Astronomy, Aquatic Science, Environmental Systems, Earth and Space Science, AP Biology, AP Chemistry, AP Physics B, AP Physics C, AP Environmental Science, IB Biology, IB Chemistry, IB Physics, IB Environmental Systems.**

The following health science technology education courses: **Scientific Research and Design, Anatomy and Physiology of Human Systems, Medical Microbiology and Pathophysiology.**

The following technology education/industrial technology education courses: **Principles of Technology I and II, Engineering.**

Concurrent enrollment in college courses

*** Must consist of a biology credit (Biology, AP Biology, or IB Biology), a chemistry credit (Chemistry, AP Chemistry, or IB Chemistry), a physics credit (Physics, AP Physics, or IB Physics, and not including IPC or Principles of Technology) and an additional laboratory-based science credit selected from the courses in **BOLD** above.

~ Computer proficiency may include a variety of the following technology application courses listed in the Texas Essential Knowledge & Skills curriculum document, TEC Chapter 74. (AISD courses are underlined.)

Tech Apps TEKS Courses

Computer Science

Desktop Publishing

Digital Graphics/Animation

Multimedia

Video Technology

Web Mastering

Independent Study in Tech. App.

Business Education TEKS Courses

Computer Information Applications

Advanced Computer Information App.

Business Web Technologies

Technology Education TEKS Courses

Concepts of Engineering & Technology

Computer Applications in Industry

Photography

Advanced Photography

Animation

Students **must pass** TAKS Exit Level that will be administered during the junior year in order to receive a high school diploma.

**HIGH SCHOOL PROGRAMS
(State Transcript Seals)**

AISD High School Program.....	24 credits
Recommended High School Program.....	26 credits
Distinguished Achievement Program.....	26 credits

Recommended High School Program

Students entering the ninth grade in the 2004-05 school year and thereafter must enroll in the courses necessary to complete the curriculum requirements identified by the State Board for the Recommended or Advanced High School Program unless the student, the student's parent or other person standing in parental relation to the student, and a school counselor or school administrator agree that the student should be permitted to take courses under the Minimum High School Program. Education Code 28.025(b) EIF (Legal)

Please Note:

- ✓ All students will have computer keyboarding and technology application skills as well as verbal/written communication skills upon graduation as noted in the Portrait of a Graduate in this handbook.
- ✓ As students select elective courses, career goals should be considered. Please refer to Career Pathways in this handbook.

SAMPLE SCHEDULE OF COURSES FOR RECOMMENDED HIGH SCHOOL PROGRAM

In the State Recommended High School Program, the credits form a "core" curriculum and must be followed exactly. Credits allow flexibility based on student interest. Students may earn more than 24 credits to better prepare themselves for the technological world of work or college.

Grade 9	Grade 10	Grade 11	Grade 12
1. English I 2. Algebra I (PreAP Geom) 3. Integrated Phys & Chem (Biology) 4. World Geography 5. P.E. 6. Foreign Language I 7. Technology Applications 8. Communication Applic./ Elective	1. English II 2. Geometry (PreAP Alg II) 3. Biology (Chemistry) 4. World History 5. P.E. or P.E. Sub/Health 6. Foreign Language II 7. Fine Arts 8. Elective	1. English III 2. Algebra II (PreAP Precalculus) 3. Chemistry (Physics) 4. U.S. History 5. Elective 6. Elective or Foreign Lang 7. Elective 8. Elective	1. English IV 2. Precalculus (AP Calculus) 3. Advance Science 4. U.S. Govt./Economics 5. Elective 6. Elective 7. Elective 8. Elective

◆ **Distinguished Achievement Program** requires students to complete the following:

- All required courses for the Recommended High School Program
- Level I, II, and III of the same foreign language
- Four advanced measures in any combination:
 - ① ② Original research/project (can be no more than two of the four measures) which is:
 - a) judged by a panel of professionals in the field that is the focus of the project; or
 - b) conducted under the direction of mentor(s) and reported to an appropriate audience; and
 - c) related to the required curriculum set forth in 19 TAQC 74.1 (relating to Essential Knowledge and Skills)
 - ③ ④ A score of three or above on The College Board Advanced Placement or a score of four or above on an International Baccalaureate examination
 - ⑤ A score on the PSAT that qualifies for recognition as (*only one may count*)
 - a) a Commended Scholar or higher by the National Merit Scholarship Corporation;
 - b) as part of the National Hispanic Scholar Program of the College Board, or
 - c) as part of the National Achievement Scholarship Program for Outstanding Negro Students of the National Merit Scholarship Corporation.
 - ⑥ ⑦ ⑧ A grade of 3.0 or higher on courses that count for college credit

Personal Graduation Plan

Senate Bill 1108, passed during the 78th Texas Legislature, Regular Session, 2003, mandates a school principal designate a guidance counselor, teacher, or other appropriate individual to develop and implement a personal graduation plan for each student in junior high, middle school, or high school who does not perform satisfactorily on an assessment instrument administered under Texas Education Code, Chapter 39, Subchapter B, or who is not likely to receive a high school diploma before the fifth school year following the student's enrollment in grade

Non-Discrimination Statement

The Arlington Independent School District does not discriminate on the basis of race, color, age, gender, national origin, religion or disability in educational programs, admissions / enrollment decisions or activities which it operates, as required by Title II, Title VI, Title IX, and Section 504.

Confidentiality Statement

The Arlington Independent School District, in accordance with the Family Educational Rights and Privacy Act ("FERPA") restricts access to protected student records as required by law. Directory information on students will be released upon request without a parent's consent, unless the parent elects in writing to restrict directory information. The form on which parents can indicate their election is sent home each year.

Structural Pest Control

Schools periodically apply pesticides. Information concerning these applications may be obtained by contacting the building principals.

Options and Requirements For Providing Assistance to Students Who Have Learning Difficulties or Who Need or May Need Special Education

If a child is experiencing learning difficulties, the parent may contact the person listed below to learn about the district's overall general education referral or screening system for support services. This system links students to a variety of support options, including referral for a special education evaluation. Students having difficulty in the regular classroom should be considered for tutorial, compensatory, and other support services that are available to all students.

At any time, a parent is entitled to request an evaluation for special education services. Within a reasonable amount of time, the district must decide if the evaluation is needed. If evaluation is needed, the parent will be notified and asked to provide consent for the evaluation. The district must complete the evaluation and the report within 60 calendar days of the date of the district receives the written consent. The district must give a copy of the report to the parent.

If the district determines that the evaluation is not needed, the district will provide the parent with a written notice that explains why the child will not be evaluated. This written notice will include a statement that informs the parent of their rights if they disagree with the district. Additionally, the notice must inform the parent how to obtain a copy of the *Notice of Procedural Safeguards - Rights of Parents of Students with Disabilities*.

The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education is:

Contact School Counselor (learning difficulties)

or

Special Education Services Office 682/ 867-7690

Statement Regarding the Use of the District *Student Code of Conduct* and Campus Handbooks:

The *Student Code of Conduct* is a broad guide regarding expectations, violations, and consequences. Throughout the code are statements that acknowledge the discretion which can be exercised by the campus administrator. Also, the lists of consequences indicate many choices. However, in some cases, the school administrator is bound by district and state policies regarding disciplinary consequences recommended. Serious offenses always involve due process hearings.

Many campuses issue their own school guide as a supplement to reflect on their particular needs. While these are not intended to be as complete or as detailed as the *Student Code of Conduct*, many attempt to reconcile the differences between the *Student Code of Conduct* and the campus handbook. In most cases neither is to be seen as totally prescriptive to the point of no reasonable discretion being able to be applied by the campus administrator. In short, each parent is urged to read both documents and review the content with their students. Both documents are broad but very clear on what is acceptable behavior, which aids in the orderly process of creating a safe and productive learning environment.

The *Student Code of Conduct* will govern whenever there is a conflict with the campus handbook.

I. ATTENDANCE

The Texas Education Code 25.085 (a) states... "Students must now be in attendance a minimum of 90% of the days a class is offered." **AISD policy additionally defines attendance requirements for block schedules, stating five absences or more in one semester exceeds the 90% attendance requirement.**

Students who accrue five (or more) absences in a class in one semester will not receive credit for each class missed (a group of three tardies counts as one unexcused absence.) Furthermore, students with excessive absences will be required to attend in each class and assume responsibility for all assignments.

Students with excessive absences and/or tardies may not receive the Verification of Enrollment and Attendance form. This form is required by the Department of Public Safety to receive a driver's license.

Concern for a student's attendance is a serious concern at James Martin High School since excessive absences often result in poor schoolwork.

It is the responsibility of the parent or guardian to call the school each day of absence by 10:00 a.m. to explain the absence of the student. The purpose in notifying the school is to ensure that both school and the family are aware that we can account for each student. All absences not cleared within twenty-four hours are unexcused. Upon the student's return, the parent/guardian shall be required to provide written/phone notice that describes the reason for the absence. (Written documentation is required for college days and medical appointments.)

Students that arrive over five minutes late to school must sign-in through the appropriate attendance office.

Excused absences (in accordance with State Attendance Laws):

1. Serious illness
2. Death in the immediate family
3. Medical/dental appointments . . . properly validated
4. Authorized religious holidays

Some examples of unexcused absences:

1. Truancy
2. Missing the school bus or ride
3. Shopping
4. Hunting, fishing, ski trips, and comparable activities
5. Attendance at games elsewhere or on another campus

6. Birthday or other celebrations
7. Gainful employment
8. Working on car (or car-related problems)
9. Student-organized "skip day"
10. Paying or defending traffic tickets
11. Oversleeping

You will also be unexcused if:

1. you leave school without signing out in the proper attendance office.
2. you leave class without the teacher's permission.
3. you are absent from class without permission (skipping).
4. you obtain a pass to go to a certain place but do not report there.
5. you become ill and go home or stay in the building but fail to report to the office.
6. you have permission to go home for lunch, become ill and remain at home without having a parent notify the attendance office before 2:00 pm.
7. you come to school but do not attend class.

Credit for make-up work can be given for excused absences only. Students will receive a zero for each grade taken during unexcused absences.

An unexcused absence/tardy is subject to disciplinary action. It is extremely important that students and parents realize the decision of determining excused and unexcused absence/tardies rests solely in the hands of the campus administration. Any absence or tardy, regardless of the number, will be considered and dealt with on its own merit.

STUDENTS WHO ACCUMULATE MORE THAN FIVE (5) ABSENCES MAY BE REQUIRED TO SUBMIT A DOCTOR'S STATEMENT ON FUTURE ABSENCES AND MAY BE REQUIRED TO MAKE UP THE TIME MISSED.

CONSECUTIVE ABSENCES OF THREE OR MORE DAYS WILL REQUIRE A DOCTOR'S STATEMENT.

A FRAUDULENT OR ALTERED DOCTOR'S STATEMENT WILL RESULT IN AN UNEXCUSED ABSENCE AND CONSEQUENCES FOR TRUANCY.

IF THERE IS EVER A QUESTION ABOUT AN UNEXCUSED ABSENCE, PLEASE CHECK WITH THE SCHOOL PRIOR TO THE ABSENCE, NOT AFTER YOU RETURN.

PROCESS FOR CLEARING ABSENCES

1. **The parent or guardian should call** the Attendance Office by 10:00 a.m. on the day of the absence. Calls will be received and processed each day until 2:30 p.m. **Notes from home will not be accepted to excuse absences.**
2. **Absences not cleared within twenty-four hours will be unexcused.** It is the student's responsibility to secure an admit showing that the absence has been cleared.

PROLONGED ABSENCES AND MAKE-UP WORK

Parents may request make-up work for a student while he/she is at home with an extended **excused absence (typically an absence of 3 or more days)**. Prior to the request, the parent should determine if the nature of the illness enables the student to complete his/her assignments at home.

Parents of secondary students should call their student's attendance office by 9:00 a.m. and may expect the assignments to be available between 2:45 and 3:45 p.m. the following day.

Parents who fail to pick up the requested assignments may be denied this courtesy by the building principal or designee.

Students should complete a reasonable number of the assignments by their return to school and fully complete all make-up work within the designated time allotted. Parents and students should know that if a reasonable amount of work sent home is not completed, this courtesy may be denied by the building principal or designee.

Students who have work assigned to them on a scheduled basis, such as term papers, projects, etc., should have the work ready on the due date even with an excused absence. An academic penalty, the deduction of points, may be imposed for work not submitted on the due date.

If an illness or accident is such that the student will miss three weeks or more of school, the parent or guardian should contact the counselor in order to secure homebound services.

COLLEGE DAYS

The AISD School Board has granted two college visitation days to juniors and seniors.

To schedule these days, parents should contact the appropriate attendance office at least two days in advance.

The student must pick up a visitation letter in the attendance office, show it to the teacher of each class missed, and have it signed by a college official at the campus visited.

Absences will remain unexcused until the letter is returned to the attendance office.

Some restrictions do apply to college days: no days are permitted prior to and following holidays, prom, and exam days.

College day visits will consist of one A-day and one B-day.

College days are excused but do count against exemptions.

ABSENCES ON TEST DAYS (SIX WEEKS AND SEMESTER)

With the exception of serious illness or emergency, an excused absence will not be given to a student who misses a six weeks test or semester exam. If there is any doubt about an absence being excused, the student or parent should check with the Attendance Office prior to the absence.

RELIGIOUS HOLIDAYS

An excused absence may be granted to a student when such absence is required for the exercise of the student's religious beliefs. Such absences shall require advanced notice from the parent.

TARDIES

Students are required to be on time for all classes.

Each set of **three unexcused tardies** in the same class per six weeks will constitute **an unexcused absence.**

This absence will count toward the five absences that result in loss of credit or make-up time contracts for a specific class period.

Any tardy longer than five minutes will be counted as **an unexcused absence.** However, credit will be given on work completed after arrival.

Repeated tardiness may result in loss of credit or a make-up redemption contract.

LEAVING CAMPUS DURING SCHOOL HOURS

Passes to leave campus early may be obtained in each attendance office. They are to be used by students who report to school but must leave at a time other than regular dismissal hours. Reasons must be acceptable. Follow the outlined procedure to be eligible for a cleared absence.

1. **Arrange to have a parent call the appropriate office at least three hours in advance of departure time.**
2.
 - A. If departure is to be during a passing period, the student is to sign out in the office and receive a permit to leave the parking lot.
 - B. If departure time occurs during a class period, the student must
 1. carry to class the pass from the office.
 2. present the pass to the teacher, acquire a signature and return it to the office at the time of the departure in order to sign out.
3. **Departures without clearance will be regarded as unexcused.**
4. **Failure to sign out at the proper office is judged as an unexcused absence.**
5. A student that has a doctor's appointment should return to school through the appropriate attendance office with a signed verification note from the doctor's office.

LEAVING CAMPUS AFTER LAST CLASS

Students are expected to leave the campus after their last class unless they are taking part in tutorials or other school activities. *This is particularly applicable to students in vocational work programs and seniors taking less than a full schedule of classes.* **Students that do not leave or return to campus without a specific instructional or extracurricular purpose are subject to losing early dismissal privileges. All students with a full schedule of classes must leave the school campus by 3:00pm.**

UNAUTHORIZED VISITS TO OTHER SCHOOL CAMPUSES

Students are not to visit the campuses of other schools while their classes are in session or any other time during their regular school day except for school-approved business or school-sponsored activities.

II. STUDENT BEHAVIOR

MARTIN HIGH SCHOOL DISCIPLINE PLAN

STATEMENT OF PHILOSOPHY

The student body, faculty, and staff of Martin High School are committed to the development of a safe, healthy, and effective learning environment. Rules and guidelines are necessary, and all members of a good school environment are obliged to observe and uphold the rules for the common good.

The rules and policies that follow reflect respect for the rights of educators to teach and of the students to learn.

CAMPUS RULES

1. Martin students are to be held **accountable for reading and following** the school policies as outlined in the:
 - **Martin High School Student Handbook**
 - **AISD Student Code of Conduct**
 - **Martin High School Discipline Plan**
2. Martin students are required to follow directions from teachers and staff at all times on the Martin campus and at any school activity.
3. Students are expected to follow instructions given by an adult immediately and without argument. **Failure to comply is insubordination, a serious violation of the AISD Code of Conduct.**
4. Martin students are required to be in regular attendance, on time, and prepared to work.
5. Martin students are to show pride in their campus and the surrounding community by respecting the rights and property of others and by upholding and maintaining a positive image throughout Arlington.

CONSEQUENCES

Failure to comply with the above rules, either stated or implied, will be dealt with according to the Student Code of Conduct; the consequences will be enforced by the faculty and staff of Martin High School.

The Board of Trustees advocates that, while education is a right of our youth, it is not an "absolute right." It is qualified by eligibility requirements and performance

requirements. The school is concerned with the individual and his/her welfare, but in working with the individual, it will at all times be concerned with the welfare of the group.

VIOLATIONS OF SCHOOL REGULATIONS

The following offenses warrant severe disciplinary action.

1. Fighting on or near school property
2. Flagrant disrespect for school officials through use of language or behavior
3. Stealing
4. Failure to obey any school official's reasonable request
5. Any student on school property or at a school activity possessing, using, or having used actual or purported alcohol and/or drugs (police will be called when appropriate)
6. Possession or use of anything that might be considered a weapon
7. Possession or use of any tobacco product in the building or on school property
8. Hazing or harassment or threatening of any person
9. Vandalism
10. Using abusive and/or inappropriate language
11. Using fraudulent phone calls to clear absences
12. Forgery on passes or other school-related documents
13. Not reporting to the office when given a discipline referral or not reporting when a pass is issued by an administrator
14. Trespassing on other AISD campuses
15. Any other conduct deemed inappropriate by the principal or administrative staff

FIGHTING

Fighting on or near school property will result in a minimum of two days of suspension and four days in the OCS for all students actively involved. A student may receive a citation from the Arlington Police Department.

Students who impede the intervention of school personnel will receive disciplinary consequences.

RESPECT FOR AUTHORITY

Teachers and school personnel have complete authority at all times whether inside the classroom, on the campus, or at school-sponsored activities. **Students failing to respect directives from any teacher or school personnel will be considered insubordinate and subject to disciplinary action.** Respect for teachers or people in authority must be shown at all times. Rudeness toward any school personnel will not

be tolerated. Students guilty of discourtesy in any form are subject to severe disciplinary action.

STEALING

Students are expected to mark/label all personal belongings and keep them in their possession in an effort to discourage stealing. A student possessing any item that belongs to another student, teacher, staff member, or visitor on campus will be held accountable for having the item in his/her possession.

Students are expected to secure their personal items. Athletics/PE students are expected to store items in their designated lockers. Students should be aware that abandoned property (personal items which are not properly and safely stored or those personal items that students leave laying around) will be treated as such. No police reports will be taken for abandoned items.

TELECOMMUNICATION DEVICES AND OTHER DEVICES

Please refer to Policy FNCE (Legal), FNCE (Local), FNCE (Exhibit) and Texas Education Code 37.082. The district prohibits the use of telecommunications devices such as cellular phones, pagers, beepers, and PDAs (“telecommunication devices”), as well as cameras (digital, video, etc.), MP3 players, CD players, video games, or any other device that has the potential to be considered a distraction to the educational environment at all schools and at all school-related activities, both on and off campus, during the school day. Students may possess such devices, but are required to adhere to the following guidelines.

1. These devices shall not be visible and must remain off during the school day. For students participating in school-related activities off-campus and/or school-related activities that begin before the first school bell of the day or after the last dismissal bell of the day, school personnel supervising such activities have discretion to determine when the school day begins and ends. ***Silent and/or pager modes are not allowed.***
2. Students who need to make calls for emergency purposes may ask permission to use the office phone or classroom phone.
3. Parents who need to contact a student on campus during the school day must call the school office.
4. Parents who need to contact a student participating in an off-campus school-related activity should do so according to the rules determined by school personnel supervising the activity, whose rules may vary.

5. The school is not responsible for damage, loss, or theft. Students are reminded that any school authority has the right to require phones or electronic devices to be turned off while school business is being conducted. **Phones are not to be used during any part of the school day.**
6. Building principals have the authority to determine the extent to which cell phones and other electronic devices may be visible.
7. Students who use a device in any way that violates the law, Board Policy, or the *Student Code of Conduct* shall be subject to disciplinary action. Furthermore, a student's failure to promptly and peacefully relinquish a device will result in more serious disciplinary action. **Defiant behavior such as attempting to dismantle a device before relinquishing it (for example, removing the SIM card, battery, etc.) will result in more serious disciplinary action.**

DRUG ABUSE

Any student who possesses, sells, solicits the sale of or comes to school or to a school activity having used actual or purported drugs and/or alcoholic beverages will be disciplined by the school authorities acting within guidelines established by law and the Arlington I.S.D. Board of Education. A student may also be subject to arrest for violations of the law.

WEAPONS

Students are not to have in their possession or to bring on campus any gun, knife, or other item designed or intended to be used as a weapon. This regulation prohibits the possession of pocketknives with or without belt cases. Any item that appears to be a weapon, such as a toy gun, is also prohibited. The AISD has approved the use of metal detector devices to be used in the school to detect the presence of weapons.

TOBACCO PRODUCTS

Students may not use or possess tobacco in any form anywhere in the school building or on school grounds. Violators found using any form of tobacco while on school property shall be subject to disciplinary action and a citation by the Arlington Police Department.

OUTSIDE BEVERAGES

Energy Drinks are banned items.

Students are not allowed to bring beverage containers of any kind into school buildings during the school day (school day defined as from the time a student first enters the school building for the day until the last dismissal bell of the day). Beverage containers and banned beverages such as Energy Drinks must be disposed of in trash receptacles

at the school entrances prior to entering the school building. Exceptions will be made for unopened beverage containers in lunch boxes or lunch bags (for example, unopened bottles, cans, juice boxes, thermoses) that will be consumed only during lunchtime, as long as the beverage is not a banned Energy Drink.

SCHOOL PROPERTY ABUSE

Students who destroy, deface, or steal school property at any time will be

1. required to pay in full for repairs, restitution, or replacement of the property involved.
2. subject to appropriate disciplinary action.
3. referred to Arlington Police Department for filing of charges.

ABUSIVE LANGUAGE

Hostile and discourteous remarks, threats, and use of abusive language will not be tolerated and shall be cause for more severe discipline at the discretion of the principal or assistant principal. This includes profanity, racial slurs, and sexual remarks and innuendo.

RESTRICTED AREAS

Students are restricted from some areas of the building and/or campus during certain times of the day. Students are not allowed to go into the auditorium or sit directly outside classroom doors. **Stairwells must remain clear at all times for fire code regulations.**

BUSES

Students riding school buses are expected to conduct themselves in a manner that is not a distraction to the driver and that does not jeopardize the safety of others. Students riding the bus are under the jurisdiction of the driver and are subject to disciplinary action by the school principal or assistant principals. **The privilege of receiving bus transportation may be revoked if a student has serious or persistent behavior infractions regarding bus behavior.**

CAFETERIA BEHAVIOR

Students are encouraged to exhibit good behavior in the Martin Cafeteria. This includes not cutting in line, clearing off the table and chairs, and disposing of trays properly after eating. Students who violate rules of good conduct in the cafeteria will be subject to disciplinary action.

Juniors and seniors who are permitted to leave campus for lunch are to put paper cups, etc., in trashcans before entering the building.

Students may eat lunch anywhere on campus **except for the library, library lobby, auditorium, auditorium (upper gym) lobby, Little Theater lobby, front balcony, stairwells, or directly outside classroom doors.** Proper disposal of trash items is required. If areas open to students are not kept clean and free of trash, access to those areas will be suspended for an extended period of time.

INTIMATE BEHAVIOR

Students are expected to refrain from public displays of affection in the school. Such practices (such as kissing and prolonged embraces) are considered inappropriate and disruptive to the educational environment.

SCHOOL- SPONSORED ACTIVITIES

At all extra-curricular events in which the school is represented, students should conduct themselves according to school and U.I.L. accepted standards of conduct. **(District rules prohibit the use of noisemakers or homemade signs for gym events).** Disruptive and unsportsmanlike conduct could result in the removal of the spectator and possible disqualification of his/her team.

Air horns are not permitted at any Martin event, whether inside or outside.

Students attending any school-sponsored activity are expected to abide by all rules and standards of conduct and are under the authority of school officials.

WELLNESS POLICY

The AISD has implemented a student wellness policy to create an environment conducive to healthful eating and physical activity and to express a consistent wellness message through other school-based activities. Please refer to AISD policy FFA (Local) which ensures that students engage in minimum physical activity requirements.

GRADUATION CEREMONIES

Participation in the graduation ceremony is optional. Graduating seniors are advised that conduct judged by the principal to be disruptive to the graduation ceremony will subject them to immediate removal from the ceremony and/or withholding of their diploma pending parent conference.

Students will remain seated at all times unless directed to stand. Items that are not permitted at graduation exercises include, but are not limited to:

- Possession or use of air horns
- Possession or use of balls of any kind
- Possession or use of whistles

- Possession of signs
- Possession or use of clappers
- Possession or use of Frisbees
- Possession or use of electronic devices
- Possession or use of inflatable device

Male students are required to wear dress shirts with neckties, and female students are to wear dresses, skirts or pants and blouses that are in compliance with the AISD dress code. The principal is empowered to state standards for dress and behavior both prior to and during the ceremony and to take action when necessary.

STUDENT DRESS

Dress Code:

A student's conduct is related to his/her dress. Therefore, the school is directly concerned with the students' dress. The appropriateness of a student's dress for school environment should dictate the choice of clothing and grooming practices on each given day.

All students are expected to adhere to common practices of modesty, cleanliness, and neatness. They are to dress in conformity with the accepted standards of the community and in such a manner as to contribute to the academic atmosphere, not detract from it. The student who fails to comply with this code may be sent home and be subject to disciplinary actions.

Students should dress in a manner that shall not

1. lead school officials to reasonably believe that such dress or grooming will disrupt, interfere with, disturb, or distract from school activities.
2. create a health or other hazard to the student's safety or to the safety of others.

The principal, in connection with the sponsor, coach, or other person in charge of an extracurricular activity, may regulate the dress or grooming of students who participate in the activity. *The school administration has the right to appraise any current fashion or fad and determine whether it is appropriate for school wear.*

Each school will implement this policy and review the Dress Code with the students at the beginning of each year. A copy of the Dress Code will be published in the student handbook and, thereby, be available to parents.

No attempt will be made to dictate fashion styles so long as they are in keeping with district policies. It should be noted, however, that it is the responsibility of the student and parent to adhere to the Dress Code, as stated in the following.

GENERAL

Any clothing, jewelry, or accessories with decorations, patches, lettering, advertisements, etc. that could be considered obscene or offensive are not to be worn to school. This includes any clothing, jewelry, or accessories that may be used as weapons, accessories having drug, sexual emblems, tobacco or alcoholic beverage references or designs.

SHIRTS, BLOUSES

Crop tops, tube tops, halters, and spaghetti straps are unacceptable (anything less than two inches is considered a spaghetti strap.) Strapless dresses without jackets are unacceptable.

The display of cleavage is unacceptable. Low cut blouses, tops, sweaters etc. with plunging necklines are not allowed.

The length of an untucked shirt must be no longer than the tip of the the longest finger with the student's hand fully extended down the side of the student's leg.

Transparent or see-through material is considered unacceptable. Shirts/tops must touch the waist of pants/skirts at all times (i.e. when in movement, when arms are extended or raised, and when in seated position, etc.).

A boy's shirt should cover the entire crown of the shoulder.

DRESSES, SKIRTS

The length of a skirt or dress must be a minimum of half the distance between the fingertips and top of the knee when the student's hand is fully extended down the side of the student's leg.

SHORTS, SKORTS

The minimum length of shorts/skortts must be no shorter than the tip of the longest finger with student's hand fully extended down the side of the student's leg.

When measuring skirts, dresses, or shorts that have slits, the length will be determined by measuring from the top of the slit.

PANTS

Form-fitting pants, such as spandex or bicycle pants, may only be worn with another layer of clothing, which meets the dress code. Intentionally torn or cut/slashed pants are considered inappropriate. Manufactured boot-cut slits are acceptable.

Students may not wear pajama bottoms/pants.

SAGGING PANTS

No sagging.

Students shall wear their shorts, trousers, or overalls properly at the waist.

ACCESSORIES

All students must wear shoes. No houseshoes or slippers may be worn.

Students should wear athletic footwear in order to participate in any physical education class.

Hair should be kept neat, clean and reasonably styled.

Any type of head covering is unacceptable. (Religious exceptions must be cleared by the principal.)

Proper undergarments should be worn but not visible.

Chain or spike jewelry is considered unacceptable.

Pierced body ornaments are restricted to the ear.

No gauging. Principals will deal with gauging on a case by case basis.

Mouth grillz are not permitted. The determination of what constitutes a grillz lies with the principal.

Facial hair should be neat, clean, closely trimmed and not be a distraction to the learning environment.

Any clothing, accessories, symbols, jewelry, or other paraphernalia, which depicts or suggests association with a gang, shall not be brought to school, worn at school, or in any way be present at any school-related event.

STUDENT ID BADGES

ID badges are to be worn throughout the school day and are to be displayed in a manner that makes them readily identifiable to school personnel.

ANY OTHER CONSIDERATIONS WILL BE DETERMINED BY THE INDIVIDUAL SCHOOL ADMINISTRATORS. THE SCHOOL ADMINISTRATION SHALL HAVE THE

RIGHT TO CONSIDER ANY CURRENT FASHION TO DETERMINE ITS ACCEPTABILITY FOR SCHOOL WEAR.

Clarification regarding apparel for school wear should be obtained **PRIOR TO WEARING IT TO SCHOOL**; this can be obtained from the school administration. Students in violation of this policy will be subject to disciplinary action as determined by the school administration.

Teachers are charged with the responsibility of enforcing student dress policy in their classes as well as on the campus. Administrators and other school personnel share the same responsibility. Teachers shall follow building procedures for discipline referral regarding dress code problems.

** Students who have to miss class because of inappropriate dress will be charged with an unexcused absence or tardy, depending on the amount of class time missed. **

Campus-wide dress code checks will be done routinely throughout the year. Campus-wide checks will be announced over the PA system. During a campus-wide check, each teacher will review the dress of the students in his/her classroom and will refer students whose clothing may not be in compliance with the AISD dress code to the appropriate assistant principal.

DISCIPLINARY ACTIONS:

DETENTION HALL

A detention hall will be maintained for the purpose of deterring inappropriate behavior. The student must serve his/her assignment during lunch hour. Failure to report to detention hall will result in a more severe punishment.

At least one day's notice will be given prior to the first assigned day of detention. *Students assigned detention for ID violations – prior to the lunch period - are expected to attend detention hall that day.*

There will be no morning detention. All students, including those involved in extracurricular activities, work co-op programs or who have a part-time job after school, must make arrangements to attend the regularly scheduled lunch-time detention.

WEDNESDAY DETENTION SCHOOL

The state-approved Arlington Independent School District Discipline Plan provides for a Wednesday/Saturday Detention School. Repeated disciplinary offenses could result in assignment to the Wednesday/Saturday Detention School. (A photo id is required for admittance at Martin High School).

ON CAMPUS SUSPENSION

A student may be assigned to a special classroom designated as the in-school suspension room where an adult is always on duty. In this setting, the student receives assignments in each course with little or no opportunity for social interaction with peers. Supervised breaks for restroom and water privileges are provided in the morning and afternoon. The lunch period is separate from the lunch period of other students. **These students are prohibited from attending or participating in extra-curricular activities during their OCS assignment.**

OFF CAMPUS SUSPENSION

Off campus suspension is an unsupervised educational setting whereby a student must remain off campus for a specified period of time. Upon returning to school, the student is responsible for requesting and completing make-up work for a maximum grade of 70. All make-up work must be completed within the required time limit. **These students are prohibited from attending or participating in extra-curricular activities during their suspension assignment.**

CHOICES ALTERNATIVE PLACEMENT

A student may be temporarily assigned (for incorrigible conduct and/or persistent misbehavior) to the Choices Alternative Placement for a period of six days. Assignments will be provided as soon as possible and are to be completed prior to the student's return to the regular classroom. **These students are prohibited from attending or participating in extra-curricular activities during their Choices assignment.**

Choices assignments require a conference with parent and student.

TURNING POINT HIGH SCHOOL

During a student's term of assignment to Turning Point High School, he/she will not be allowed to attend or participate in any school activities at his/her home campus, or any other AISD campus. These activities include but are not limited to an athletic event, graduation ceremony, awards assembly, prom, etc. The spring semester at Turning Point concludes following the graduation exercises of the home campus.

Both Choices and Turning Point assignments require an intake conference with parent and student. Appointments must be made in advance.

EXPULSION

Expulsion is the total deprivation of academic credit and educational services for disciplinary reasons for a term set by the Board or its designee.

CHEATING

In order to sustain a community of trust in which the students and faculty of Martin High School can work together to develop their educational potential and goals, ethical standards of honesty regarding work are expected of all students so they may compete fairly in the classroom and earn their academic standing through their own efforts.

Academic Honor Code

“Honesty is a value that holds each person to the truth, to tell the truth, and to defend the truth. Honesty results in fairness for each member of the James Martin High School community. Integrity is firm adherence to our values, with and without the presence of others. Respect is treating others as we would like to be treated. In an environment of respect, work we turn in as our own is our own. Responsibility is the quality of being accountable for our actions and accepting the consequences of our actions.

The Honor Code is a physical representation of the values that James Martin High School encompasses. At any educational institution, a code of conduct must be established so that people, teachers, and students alike, know the proper way to behave. The behavior students acquire through their actions is the most valuable gift they can carry with them after graduation, and it is the most valuable gift any educational institution can give. Formulas and facts and information can carry students only so far in life. True success lies in one’s desire to be good for the sake of being good – doing the right thing, even when no one is looking. The Honor Code is not meant as an imposition but rather as a standard to which all students and faculty should be held. At Martin, we push each other to higher academic achievement; this code asks that we hold each other with the same rigor and passion in academics to a standard of integrity and of personal achievement.”

Teacher Responsibilities

1. Clearly outline and define unacceptable academic behaviors within the teacher’s course.
2. Address the degree to which students may collaborate on the completion of assignments, making distinctions where necessary as to assignment types.
3. Clearly outline the responsibilities each group member must bear for a collaborative assignment or project.
4. Address the use of study guides (e.g. Cliff Notes, Spark Notes, etc.) in course work.
5. If a student has violated the Honor Code as outlined in the Academic Dishonesty section of this code, direct verbal contact with the parent must be made by the teacher.
6. If the consequence is a C in citizenship, the parent and student must be informed that the student will be denied admittance to or removed from National Honor Society. Likewise, if the student does not receive a C in citizenship for a

violation, the teacher cannot retroactively impact the student's consideration for National Honor Society.

James Martin High School in Arlington, Texas, acknowledges Thomas Jefferson High School for Science and Technology in Alexandria, Virginia, for its clear statement regarding the need for an Honor Code and the teacher responsibilities associated with an Honor Code, which we have revised and adopted as our own.

Academic Honor Code Policy

Academic Dishonesty includes but is not restricted to the following:

- Taking someone else's assignment or portion of an assignment and submitting it as your own.
- Supporting academic dishonesty by providing your work to others, whether you believe it will be copied or not.
- Misgrading work.
- Using any form of unauthorized memory aid during tests or quizzes.
- Giving or receiving answers during tests or quizzes. It is a student's responsibility to secure his/her paper so other students will not have the opportunity or temptation to copy from you.
- Accessing a teacher's materials for the purpose of enhancing one's academic status.
- Plagiarism (See details below.)

Plagiarism involves turning in part or all of another person's published work as your own. Students must use quotation marks and documentation to indicate works taken exactly from another source; ideas put in the student's own words but from another source (paraphrasing) must also be credited to the original source. Common knowledge is an exception. If information appears in several sources or is accepted as common knowledge, giving credit is not necessary. For example, George Washington is the first President of the United States.

It is plagiarism if a student [writes out, rephrases, or summarizes] an [essay, a paragraph, an idea, or a phrase] by [anyone, including an author, a critic, a student, the Internet, or someone on TV] and turns in [all or part] or [a test, an essay, journals, homework, or any other assignment] without appropriate quotation marks and source credit.

James Martin High School thanks Lori Winkcompleck, formerly of Arlington High, for the above chart/information.

Consequences of Academic Dishonesty:

- ❖ **First Offense:** The assignment receives a zero, and the citizenship grade is lowered **at the teacher's discretion**. *Note: A citizenship of C will eliminate consideration for National Honor Society or result in the removal from National Honor Society. Direct, verbal parental contact must be made.*

- ❖ **Second Offense:** The assignment receives a zero. The citizenship grade will be lowered an additional letter grade, and a direct, verbal parental contact must be made.
- ❖ **Third Offense:** The assignment receives a zero, the citizenship grade will be an F. The teacher will contact the assistant principal who will facilitate a conference with the student, parent, counselor, and/or assistant principal.

James Martin High School thanks North Hunterdon High School of Annandale, New Jersey, for its clear policy on academic ethics which we have revised and adopted (with permission) as our own.

STUDENT RESPONSIBILITY

Students are responsible for having read these guidelines and for acting accordingly. Lack of knowledge of any regulation or policy stated in this handbook will not be an acceptable excuse for violation or failure to comply. A parent's permission for a student to violate school policy or his approval after the violation has been committed does not legalize the action.

The appropriate school official according to the circumstances or the case will discipline students who are guilty of a violation.

The Arlington Independent School District does not tolerate behaviors that disrupt the school and/or educational environment, violate the law, and/or presents other health or safety risks.

Consequences for disciplinary infractions may vary due to the student's disciplinary history and the standards set by the campus. Individual campuses strive for consistency and may apply specific consequences for identified behaviors.

Coaches and sponsors may remove a student from extracurricular activities if the student has committed an infraction in Groups II – IV, which results in disciplinary consequences.

MARTIN HIGH SCHOOL CAMPUS DISCIPLINE PLAN

STUDENT DISCIPLINE

Before referring a student to the Assistant Principal, except for fighting, smoking, abusive language, and other major problems, each teacher is expected to contact the parent and solicit the parents' help by expressing a sincere interest in the student. Teachers are expected to handle minor classroom problems such as tardies, talking, not bringing proper supplies, etc. Students with problems concerning study habits should be referred to the counselors. Every resource should be used to maintain a good learning environment.

Any student, any place in the school, is each teacher's responsibility.

Monitoring hall traffic and behavior in the halls will be done by teachers between each class period as well as before and after school as appropriate.

DISCIPLINE OUTLINE FOR MARTIN HIGH SCHOOL 2011-2012

The vast majority of our students follow the rules necessary to maintain an orderly learning climate for the entire student body. Most students will never receive a discipline referral. However, to be fair, we feel that all students should have a copy of our guidelines. Because we also believe that better decisions are made when students and parents have accurate information, we are publishing our basic outline for administrative disciplinary consequences. Please understand that it would be impossible to include every possible situation and decision in a document such as this. The consequences that are listed below are starting points. For the small group of students who are repeat offenders of school policies, we will communicate with you individually (both student and parent) concerning consequences for further infractions.

All Martin students are expected to follow the guidelines included in the AISD Student Code of Conduct and Martin Student Handbook. Both are given to each student at the beginning of school or as they enroll.

TARDIES (per class, per semester)

Teachers will make contact with parents prior to office referrals and will handle certain tardies using their published classroom discipline plans. Any tardy more than five minutes in length will be counted as an unexcused absence. However, credit will be given on work completed after arrival.

Tardy over 5 minutes = 3 Detentions	9 th tardy = 2 Days WED School
1 st & 2 nd tardy = Teacher Contacts Parent	10 th tardy = 2 Days On Campus Suspension
3 rd tardy = 5 Days Detention	11 th tardy = 4 Days On Campus Suspension
4 th tardy = Teacher Contacts Parent	12 th tardy = 6 Days Choices & Parent Conference to Determine Placement
5 th tardy = 5 Days Detention	
6 th tardy = 1 Day WED School	
7 th & 8 th tardy = Teacher Contacts Parent	

A student will be considered tardy if he/she has not arrived inside the teacher’s classroom by the time the tardy bell has rung.

TRUANCY

- 1 period = 4 Detentions
- 2 periods = 7 Detentions
- 3 periods = 1 Wednesday School
- All Day = 2 Wednesday Schools
- 2 consecutive days = 2 WED Schools + 2 days On-Campus Suspension

(If Wednesday/Saturday School will not be held due to holiday schedules or budgetary constraints, detentions will be substituted at a proportional rate).

Unauthorized visits to other AISD campuses during the school day may result in a Choices assignment.

SKIPPING DETENTION

- Skipping one time = 1 day added to the original number of detentions
- Skipping two times = 1 WED
- Skipping three times = 2 days OCS
- Skipping four times = 4 days OCS

SKIPPING WEDNESDAY SCHOOL

- Skipping one time = 1 day Wednesday School added to the original number
- Skipping two times = 4 days OCS

MISBEHAVIOR IN ON-CAMPUS SUSPENSION = immediate suspension

Sleeping in OCS is not acceptable and will not be allowed.

All assignments must be completed.

LEAVING OCS WITHOUT PERMISSION

First offense = additional day(s) added to OCS assignment and loss of school service opportunity

Second offense = 6 days Choices assignment

Remaining (OCS) daily assignments will be sent home to be completed upon return to school. A maximum grade of 70 will be given for those assignments.

TRANSPORTATION ABSENCES

1st hour of student's schedule may be excused with parent verification of transportation problems (can be used only one time per semester).

There will be no excused tardies after lunch for transportation problems.

The second transportation problem will be treated as truancy.

OVERSLEEPING ABSENCES

Oversleeping is an unexcused absence. The 2nd oversleep will be treated as truancy (per semester).

TOBACCO, MATCHES/LIGHTERS ON SCHOOL CAMPUS OR SCHOOL ACTIVITY

Possession only

First time = 7 Detentions

Additional Offenses = minimum of 2 consecutive days On-Campus Suspension

First use on grounds or parking lot = 2 consecutive school days On-Campus Suspension

Second use on grounds or parking lot = 4 consecutive school days On Campus Suspension

First use in the building = 4 consecutive school days On Campus Suspension

Second use in the building = 6 consecutive school days Choices and hearing with parent and MHS administrator

Use of tobacco at any school event, depending on individual circumstances, will result in at least 2 consecutive school days of On-Campus Suspension.

At each level of use of tobacco on school grounds or at a school event, the Arlington Police or the School Resource Officer may issue a citation.

ABUSIVE LANGUAGE AND/OR BEHAVIOR

Used in conversation with another student/not under the supervision of a staff member = 5 days of detention

Used in conversation with another student/under supervision of a staff member = 2 consecutive school days On-Campus Suspension

Used toward a faculty or staff member

= 4 consecutive school days of On-Campus Suspension or Choices

Remarks (including slang and street terms), actions and/or gestures directed at a student, which are sexually or racially discriminatory and/or offensive

= 2 consecutive school days On-Campus Suspension/ up to Turning Point placement

Threats or mischievous acts that lead to physical or emotional harm to teachers/staff or students will result in a minimum assignment of CHOICES

Severe cases of abusive language may result in a citation from the Arlington Police Department in addition to the above stated consequences.

FIGHTING

The Arlington Police Department or Student Resource Officer may issue a citation to anyone fighting on campus.

First offense = 2 school days Suspension & 4 school days OCS upon return

Second offense = minimum 3 consecutive school days Suspension/up to assignment to Turning Point depending on severity

Impeding/prohibiting the intervention of school personnel = minimum 3 consecutive days On-Campus Suspension up to Turning Point assignment

DISRUPTIVE ACTIVITIES

Possession or use of stink bombs, firecrackers, smoke bombs, or other disruptive devices is unacceptable.

Possession only = 6 days of Choices

Use on campus = assignment to Choices pending an informal conference for TP assignment

Laser pointers are not allowed on campus and will be confiscated by school staff.

Possession only = 7 detentions

Use in a disruptive or harmful manner = 2 consecutive school days of On-Campus Suspension/up to assignment to Turning Point depending on severity; serious cases may result in a citation from the Arlington Police Department

GANG-RELATED ATTIRE/SIGNS

Includes (but is not limited to) wearing beads, bandannas, shoestrings, and standard gang uniforms/using gang signs

First offense = 2 consecutive school days suspension followed by a parent conference with MHS administrator and Arlington Police/SRO prior to campus return

2nd Offense = Assignment to Choices + conference upon return to MHS

3rd Offense = Assignment to Turning Point High School (alternative education school) for at least one semester

HAZING/BULLYING

Verbal threats or abuse

First offense = 6 days Choices

Second offense = 10 days Choices/possible Turning Point placement

Physical Abuse = On-campus Suspension to assignment to Turning Point based on severity

GAMBLING

(involving a transaction of money)

First offense = 2 consecutive school days of On Campus Suspension

Second offense = 4 consecutive school days of On Campus Suspension

Third offense = assignment to the Choices program

Any confiscated money will be donated to the Crimestopper Program.

FRAUDULENT CRIMESTOPPER TIP

First offense = 2 consecutive school days of On Campus Suspension

Second offense = 4 consecutive school days of On Campus Suspension

Third offense = CHOICES assignment

STEALING

First Offense = minimum 4 consecutive school days On-Campus Suspension + restitution

Second Offense = Choices assignment and restitution

Stealing of AISD property will always result in the filing of charges with the Arlington Police Department.

BUS PROBLEMS

First Offense = Warning

Second Offense = Removal of bus privileges for 1 week up to the remainder of the year

PARKING VIOLATIONS

Parking is a privilege, earned by following the rules and regulations necessary for a safe and orderly environment. Please read carefully the parking agreement that you signed when you purchased your sticker. Depending on the degree of severity, make note that all safety-related violations such as speeding and reckless driving may result in the immediate loss of parking privileges.

First ticketed violation = Warning

Second ticketed violation = minimum of 5 days detention

Third ticketed violation = minimum 2 consecutive school days of On-Campus Suspension

Fourth ticketed violation = parking sticker voided, six weeks suspension of parking and driving privileges

Fifth ticketed violation = parking sticker voided, suspension of parking and driving privileges for the rest of the school year

Fraudulent use of stickers = parking sticker voided; immediate loss of parking and driving privileges for six weeks

(Please note that parking stickers can only be purchased from Martin High School, not an individual. Stickers are non-transferable. Unauthorized use of a parking sticker will result in penalties for all involved.)

Any student car parked on campus without a permit is subject to towing.

PARKING WITHOUT A PERMIT

Non-identified Driver

1st/2nd Ticket

3rd Ticket = Orange Sticker

4th Ticket = Vehicle towed

7 days of detention will be assigned when the driver is identified.

Identified Driver

1st Ticket = Warning

2nd Ticket = 5 days detention; parent call

3rd Ticket = 2 days of On-Campus Suspension; Orange Sticker

4th Ticket = Vehicle towed

DRESS CODE

First offense = 3 Detentions with unexcused tardy/absence(s) for time missed while changing clothes

Second offense = 5 Detentions with unexcused tardy/absence(s) for time missed while changing clothes

Third offense = 2 consecutive school days On-campus Suspension

Fourth offense = Parent hearing with Martin administrator, consequences to be determined at hearing

****Caps, hats, and other head coverings should not be visible while in the building. Caps will be taken up and may be claimed by a parent at any time. Students may claim caps on the last day of school.**

Campus-wide dress code checks will be done routinely throughout the year. Campus-wide checks will be announced over the PA system. During a campus-wide check, each teacher will review the dress of the students in his/her classroom and will refer students whose clothing may not be in compliance with the AISD dress code to the appropriate assistant principal.

VANDALISM/SCHOOL PROPERTY/PERSONAL PROPERTY (Teacher or Student) ABUSE

Any offense = Restitution, subject to possible referral to APD for criminal charges, and OCS or other disciplinary measures (up to Turning Point placement) as deemed appropriate to the severity of the case by the administrator

ID VIOLATIONS

Students will be sent to the office to purchase a temporary ID. If payment for the temporary ID is not made at that time, the student will serve dhall that day. (If the offense occurs after lunch, the student will serve dhall the following day if unable to pay for the temporary ID.)

FRESHMAN AND SOPHOMORE STUDENTS LEAVING THE BUILDING DURING LUNCH PERIOD/TRANSPORTING FRESHMAN AND SOPHOMORE STUDENTS OFF CAMPUS DURING LUNCH

First offense = 4 Detentions

Second offense = 1 Wednesday/Saturday School

Third offense = 2 Wednesday/Saturday Schools

LEAVING CAMPUS WITHOUT PERMISSION (by either not signing out in the Attendance Office and/or no parent calling BEFORE signing out)

The period the student leaves without permission will be UNEXCUSED.

Leaving class without the teacher's permission = 4 Detentions

With a parent call = 4 Detentions and the remaining periods excused

Without a parent call = All class periods unexcused plus consequences for truancy

*Fraudulent phone calls/notes for the purpose of excusing absences
= 5 detentions + consequences for truancy

Unauthorized visits to other AISD campuses during the school day may result in a Choices assignment.

DRUGS

Use, under the influence and/or possession (USE, UNDER THE INFLUENCE AND POSSESSION MEANS ANY AMOUNT) on campus or at school-related events
= removal from class pending Alternative Education Placement hearing + referral to APD for criminal charges

ALCOHOL

Use, under the influence and/or possession (USE, UNDER THE INFLUENCE AND POSSESSION MEANS ANY AMOUNT) on campus or school -related events = removal from class pending Alternative Education Placement hearing + referral to APD for criminal charges

FELONY ACTIONS

A student who commits a felony on campus must be placed in an Alternative Education Placement (Turning Point High School). A student who commits an off-campus felony may be assigned to Turning Point High School.

TELECOMMUNICATION DEVICES AND OTHER DEVICES

Please refer to page 8 for additional information.

Phones or other electronic devices must be powered off (deactivated) and not visible during the school day.

Failure to comply with the district/campus policy for telecommunications and other devices will result in the following:

- First Offense:** **Group I Misbehavior**
Confiscation of the device until a parent retrieves the device from the school and a \$15.00 return fee/fine for telecommunication devices.
- Second Offense:** **Group I Misbehavior**
Two (2) days OCS, confiscation of the device until a parent retrieves the device from the school and a \$15.00 return fee/fine for telecommunication devices.
- Third Offense:** **Group II Misbehavior**
Two (2) days OCS, loss of privilege to have possession of any device on campus, confiscation of the device at issue until a parent retrieves the device from the school and a \$15.00 return fee/fine for telecommunication devices.
- Fourth Offense:** **Group III Misbehavior**
Assignment to Choices, loss of privilege to have possession of any device on campus, confiscation of the device until a parent retrieves the device from the school and a \$15.00 return fee/fine for telecommunication devices.
- Fifth Offense:** **Group IV Misbehavior**
Assignment to Disciplinary Alternative Education Program (DAEP), loss of privilege to have possession of any device on campus, confiscation of the device until a parent retrieves the device from the school and a \$15.00 return fee/fine for telecommunication devices.

Failure to surrender the device to the teacher/staff member will result in 2 days OCS.

Failure to surrender the device to an administrator will result in suspension for the day & further consequences to be determined based on the student's individual progressive discipline history.

Depending upon the severity and frequency of the violation, students may be subject to the full range of disciplinary consequences set for the in the AISD Student Code of Conduct and Texas Education Code, including expulsion. Devices will be returned only to a parent/guardian. This handbook serves as notification to parents and students that the District will dispose of any confiscated communication devices at the end of the school year if no claim is made and no return fee/fine is paid. The District/campus assumes no responsibility for damaged, lost or stolen devices once they are confiscated.

The \$15.00 return fee/fine must be paid only with cash or money order.

Violations of these regulations may also result in assignment to Disciplinary Alternative Education Program (DAEP) or assignment to Juvenile Justice Alternative Education Program (JJAEP) and/or expulsion.

FORGED FACULTY/STAFF SIGNATURES OR POSSESSION OF SCHOOL DOCUMENTS OR TAMPERING WITH SCHOOL DOCUMENTS

(Hall passes, notes to other teachers, etc.)
= 4 consecutive school days On-Campus Suspension

NOT REPORTING TO THE OFFICE WHEN GIVEN A TEACHER REFERRAL, AN ATTENDANCE INQUIRY, OR A PINK HALL PASS
= minimum of 2 consecutive school days On-Campus Suspension

TEACHER REFERRALS FOR CLASSROOM MISBEHAVIOR

PRIOR TO AN OFFICE REFERRAL, TEACHERS WILL USE THEIR DISCIPLINE MANAGEMENT PLANS TO MANAGE STUDENT BEHAVIORS. Before referring a student to the office for persistent misbehavior, the teacher will have contacted the parents of the student.

- | | |
|----------------------------------|---|
| 1st referral | = minimum of 5 Detentions |
| 2nd referral by the same teacher | = minimum 5 Detentions and conference with teacher/administrator/student followed by parent contact |
| 3rd referral by the same teacher | = 4 consecutive school days On-campus Suspension and teacher/parent/administrator conference |
| 4th referral by the same teacher | = hearing with MHS Principal/parent/student to determine consequences and placement options |

USE of COMPUTERS

The use of the Martin High School computer and network system and access to the Internet is a privilege, not a right. Martin High School is providing students with computer and Internet access for limited educational purposes, including classroom activities and limited high-quality, self-discovery activities. Uses which might be acceptable on a user's private personal account or another system may not be acceptable on the Martin High School system.

Lesser Infractions

- **Placing the following objects near the computer:**
 - Food and drinks
 - Make-up; any type of aerosol such as hairspray or perfume
 - Any liquids
- **Turning computer on/off or soft boot without teacher's permission**
- **Contact with monitor screen**
- **Rearranging keys on keyboard**

- Changing display settings in any way (i.e. screen saver, desktop theme, icons or toolbars)
- Keying in language which is obscene, abusive, profane, discriminatory, violent, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit
- Intentionally interfering with another student's ability to do his work
- Accessing games without permission

Consequences:

1st Offense = loss of computer privilege for the remainder of the class period + deduction of one letter grade of citizenship + phone call to parent

2nd Offense = discipline referral to the office; 7 lunch detentions + assistant principal will call parents

3rd Offense = discipline referral to the office; 4 days OCS with parent call

4th offense = removal from the class; may result in loss of credit

Severe Infractions

- Bringing outside storage devices to class (i.e. USB drive, floppy diskette, CD-ROM, DVD, external hard drive, etc.)
- Placing any magnetized object near the computer
- Modifying any software without teacher help and/or permission
- Writing on or defacing any equipment or furniture
- Altering or deleting applications software
- Altering or deleting systems software
- Loading or using unauthorized software
- Vandalism (such as stealing memory or computer accessories, sticking a pencil in the fan, switching voltage)
- Intentionally trespassing in files which belong to others
- Violation of copyright laws
- Accessing websites not related to the assignment (i.e. use of any website and/or technologies that allow bypassing of filtering software)
- Accessing sensitive areas on the network not related to the assignment (i.e. sending or replying to Netware messaging)
- Tampering with or logging on to the teacher's computer without permission
- Accessing instant messaging and any other electronic communication technology
- Participating in any online chats not related to the assignment
- Purchasing goods or services

Consequences:

1st offense = deduction of citizenship + 4 days of OCS with parent call

2nd offense = assignment to Alternative Educational Program (CHOICES) + removal from class; may result in loss of credit

Typically, a student will not be assigned On-Campus Suspension and/or be suspended more than three times. Consequences for any additional referrals will be determined at a Principal level hearing.

This is a partial list of infractions and accompanying consequences to be used as a guide in making good decisions. It is not meant to be a complete list. If you have questions concerning any area not covered in this document, please contact your assistant principal for clarification.

III. COUNSELING AND GUIDANCE SERVICES

PROCEDURE FOR STUDENTS

In general, conferences will be arranged at the student's request. The appropriate request form should be completed before school, between classes, at lunch, or after school in the counseling portion of the main office. The student should not just sign the clipboard and expect to be called in; he/she must fill out the correct form. The counselor will send for the student from class as soon as possible. A student's absence or tardiness resulting from waiting in the office will not be excused if the procedure is not followed. A student who receives a pass should sign the clipboard, giving the time of entering and leaving the office. This list will be given to the attendance office.

Counselor assignments will be determined by the first letter of a student's last name as follows:

Student's Last Name	Counselor	Phone
A – Car	Dr. David Pyatt	682-867-8624
Cas – Fq	Ms. Debra Mansury	682-867-8610
Fr – Hi	Ms. Dana Bishop	682-867-8623
Hj - Map	Ms. Suzanne Bandy	682-867-1800
Maq – Pe	Ms. Barbara Moeller	682-867-8627
Pf – So	Ms. Susan Kingen	682-867-8628
Sp – Z	Ms. Jai Hodges-Davis	682-867-8625

GUIDANCE SERVICES

Guidance services are available for every student in the school. These services include assistance with educational planning, interpretation of test scores, occupational and career information, study helps, help with home, school and/or social concerns, or any question the student may feel he/she would like to discuss with the counselor.

Parents cooperate most by making appointments before visiting the school, hereby insuring planned conferences, and by familiarizing themselves with school policies and procedures.

CLASSIFICATION OF STUDENTS

Freshman Any student who has fewer than 6 credits
Sophomore Any student who has as many as 6 credits and fewer than 12
Junior Any student who has as many as 12 credits and fewer than 18
Senior Any student who has as many as 18 credits

GRADING SYSTEM for Upperclassmen

***GRADE POINTS**

Equivalent Numerical Values	Regular Level	Honors Level
97-100	12	15
93-96	11	14
90-92	10	13
87-89	9	12
83-86	8	11
80-82	7	10
77-79	6	9
73-76	5	8
70-72	4	7
Below 70	0	0

IDENTIFICATION CODES ON REPORT CARDS

R	- Regular
H	- Honors
S	- Spec Ed/Resource
INC	- Incomplete
NC	- No Credit
P/F	- Pass/Fail
WD	- Withdrawn
ABS	- Credit Lost Attendance Policy
Aud	- Audit

Number grades will be used on report cards, permanent records, and cumulative folders. Letter grades (with plus and minus signs) will be used for citizenship grades. Report cards will be taken home by the students each six weeks. Each student will sign for his/her report card and must return it with a parent signature to his/her second/sixth period teacher.

Semester grades will be computed as follows:

Each six weeks grade will count 2/7 and the final examination grade will count 1/7.

The formula for this comparison is as follows:

{(1st six weeks x 2) + (2nd six weeks x 2) + (3rd six weeks x 2) + semester exam grade} divided by 7 = final semester grade.

Students in grades 9-12 will receive credits and grade points by semester average.

Each semester of work completed satisfactorily will count 1/2 unit except in vocational training programs where two consecutive semesters must be successfully completed before credit is granted. These units will be recorded on report cards, transcripts, and cumulative folders by semester.

Each semester of work failed (F) in a required course must be repeated.

CHANGES IN SCHEDULE

It is the student's responsibility to sign up for the courses that will insure graduation on time. Careful consideration should be given to course selections for the next year. Teachers are hired, and the master schedule for the year is made to accommodate student selections. A student should select alternate elective courses in case electives chosen are not formed because of small enrollment or a scheduling conflict. Some individual schedule changes must be made to balance class loads. These changes will be kept to a minimum. It is the student's responsibility to make his/her parent or guardian aware of this information.

Students and parents need to be aware that conflicts may exist when students choose electives that involve extra-curricular activities.

NEW STUDENT REGISTRATION

Students wishing to register for classes at Martin High School after the school year begins should report with a parent to the registrar. His residence will be checked, his immunizations will be checked, his grade level verified, and a schedule formulated. If any additional immunizations are necessary, they are available at the Arlington Public Health Center at 536 W Randol Mill Road (817-548-3990). They must be obtained before the student is permitted to enter classes.

EXEMPTIONS

Any 2nd semester sophomore who passes TAKS in a core subject area, junior or senior student may request an exemption from taking his/her final examinations under the following conditions:

- The student has a grade average of 80 or above.
- The student has no more than three absences in the semester. (College days figure in the count of three but count as excused absences.) School-related absences are not included.
- An unexcused absence will negate the request for a waiver. Three unexcused tardies equals an unexcused absence.
- Assignment to an alternative education program or in-school suspension will negate the request for a waiver.
- If the student elects to take the final examination, the examination grade will be used to calculate the student's final grade for the semester.
- All students must be in attendance periods 2 and 6 on the designated exam day(s) and must follow all school rules and teacher instructions.
- If a student has qualified for an exam exemption in period 2 or 6, the student must attend class periods 2 or 6 on exam day in order to maintain exemption.

- **Any student on a late enrollment (attendance) contract must see his/her assistant principal to verify exemption eligibility.**
- Any student who fails to attend periods 2 or 6 on exam days will lose all exemptions that day and must take the course(s) final exams on the schools designated make-up day(s).

COUNSELING SERVICES

If a parent/guardian has any questions of the counselor or counseling services, he/she should call the school counselor or one of the school administrators. We will be happy to talk to him/her by phone or in person. Refer to phone numbers on the inside cover page.

PROGRESS REPORTS

All students will receive a computer-generated progress report for all classes at the beginning of the fourth week of the six weeks or later, if needed. Teachers are also encouraged to contact parents by phone any time there is a significant behavior problem that is interfering with the learning process. The teacher will give students progress reports, and it will be the student's responsibility to share this information with his/her parent.

Progress reports will be distributed during the week of:

September 14, 2011

January 30, 2012

October 26, 2011

March 21, 2012

December 7, 2011

May 9, 2012

REPORT CARDS

Report cards will not be mailed home. Students will sign that they have received their report cards. It will be the responsibility of each student to take home his/her report card. The report card must be signed by a parent and returned to the second/sixth period teacher within three school days of its delivery to the student.

Approximate distribution dates for Report cards are:

October 7, 2011

February 24, 2012

November 18, 2011

April 20, 2012

January 12, 2011

June 6, 2012

PARENT - TEACHER CONFERENCES

If you have a problem or concern regarding your student, please contact the teacher first. He/she may be reached by leaving a message at the Martin High School main switchboard (867-867-8600).

AUDITING COURSES

Students may be allowed to audit a course under special circumstances. If a student is auditing a class, he/she is still subject to the attendance and grade requirements to compete in UIL activities.

TUTORIALS

Tutorial sessions will be offered through each of the departments. Each teacher will have a posted schedule of tutorials. Individual assistance is available by appointment.

WITHDRAWALS

The parents of any student who is to be withdrawn from school for any reason should contact the appropriate attendance office in advance of the intended withdrawal date. Students whose parents have duly notified the school of the impending withdrawal should report to the registrar's office to obtain necessary withdrawal forms. Students should turn in all textbooks, student IDs, and parking stickers to the registrar when they withdraw.

IV. VEHICLES AND PARKING

PARKING PERMIT REQUIREMENTS

Martin High School is not responsible for damages that may occur as a result of parking or driving on campus. Sophomore parking is located near the MHS baseball field. MHS is not responsible for any damages that occur as a result of parking there.

1. All motorized vehicles driven to school must have a Martin High School parking sticker. Parking stickers may be obtained in Ms. Harper's office before or after school only.
2. **Parking stickers will be issued only to students who present a valid driver's license and proof of insurance. (Insurance documentation must include the student's name.) The parking sticker will be valid only for that driver in his/her registered vehicle. Parking stickers are non-transferable.**
3. Parking stickers are to be affixed on the passenger side of the front windshield.
4. Fraudulent use of parking stickers will result in disciplinary consequences for all parties involved.

Temporary parking permits may be issued based on extenuating circumstances. Students will request these permits through the security guard on duty.

If a new vehicle is purchased, the student is required to purchase a replacement sticker. Replacement stickers may be purchased for \$2. (Proof of insurance for the new vehicle is required.)

Students that withdraw from Martin High School must turn their stickers into the registrar.

PARKING LOTS

Martin High School is not responsible for damages that may occur as a result of parking or driving on campus. Sophomore parking is located near the MHS baseball field. MHS is not responsible for any damages that occur as a result of parking there.

1. Student's automobiles are to be parked in the designated areas only.
2. Students are not to park in spaces marked Reserve, Visitors, Handicapped, or with any other specific label.
3. Students should park between the painted yellow lines -- one vehicle per space.
4. Car stereos are not to be played at a volume high enough to disrupt classes or set off car alarms.
5. Motorcycles are to be parked only in the area reserved for them.
6. The faculty lot is not for student use. At no time should a student park in this lot unless given permission by the principal or one of the assistant principals.
7. The band practice grid (area marked in blue) is off-limits during band season.

RESTRICTION AND LIMITATIONS

1. Arrival and departure from school should be the only reason for students to be on the lot. School policy prohibits loitering in the parking lot.
2. After arriving on the parking lot, students are to park vehicles correctly and not move them until leaving for lunch or at the end of the school day without school approval.
3. Students are expected to observe the directional arrow when arriving and leaving and to drive carefully and slowly. The maximum legal speed limit on the parking lot is 10 mph. This applies to motorcycles as well as automobiles.
4. A student who has approval to leave school other than at lunch or the end of the day will be required to present a dismissal slip or a corridor pass to the security guard.
5. Any traffic accident on school property should be reported to school officials immediately. The school district, however, assumes no responsibility for damage to or loss of personal property.
6. No obscene stickers, messages, or other offensive communication is to be displayed on vehicles. All communications are subject to administrative determination for appropriateness.

VERIFICATION OF ENROLLMENT (DRIVER'S LICENSE)

Students applying for a "beginner's" driving license are required to have attended school at least 80 days during the semester prior to their application. The form needed from the school to verify this attendance is available from the receptionist, Mrs. Johnson. A 24-hour notice is required to have this form completed. It is the responsibility of the student to return the following day to pick up this form.

V. GENERAL INFORMATION

ADVERTISING

All student activity posters must be proofread by a teacher/sponsor and approved by an assistant principal. Posters may be displayed only in designated areas.

ANNOUNCEMENTS

All announcements submitted for the daily bulletin or public address system must be submitted by a faculty sponsor. Public address announcements must be submitted online by 7:35 a.m. each day and will be made daily at a regularly appointed time.

BOUNDARY LINES

The area west of Rush Creek from Arkansas Lane on the north to I-20 on the south will be in the Martin High area. South of I-20, FM 157 becomes the dividing line for a short distance until it intersects the district line dividing Arlington from the Mansfield district.

Lake Arlington on the west and a meandering line on the south are the boundaries between the Arlington and the Mansfield and Kennedale districts.

BUSES

Each student who resides outside a two-mile radius is entitled to bus service. Routes are posted in the registrar's office. Transfer students are not eligible for bus service.

CAFETERIA

Lunches may be purchased through a student account. All students will be assigned a pin number that will be connected to their account. Money may be deposited into their student account to be debited as they purchase food items. Deposits may be made each morning in the cafeteria between 7:15 a.m. and 7:35 a.m. Checks should be made payable to Martin High School Cafeteria. Any money left in the account at the end of the school year will be reimbursed to the student.

Students with negative balances at the end of the school year will be placed on the hold list until all balances have been paid.

CLASS SCHEDULES

The regular school day is from 7:35 a.m. to 2:45 p.m. Class periods are approximately ninety minutes in length with six minutes between class periods. Students who do not have a first period class should not arrive on campus until time for second period. Each student should leave the campus at the end of his/her regular school day. All students not under the supervision of a staff member must be out of the building by 3:00 p.m. each school day.

Students who arrive late should go directly to class. It is not necessary to go to the attendance office unless checking in from an appointment or other activity that has caused a late arrival over five minutes.

CLINIC

A student becoming ill during the school day should obtain a pass from his/her teacher and report to the nurse. If it is necessary to go home, the nurse will inform the parent, and the student will be released from school. All calls for a student to leave campus for an illness or personal hygiene must be made from the clinic. If the procedure is not followed and the student leaves without properly checking out, the student will be given an unexcused absence for classes missed; furthermore, the school is not responsible for students who leave campus without permission. Students must have an ID to enter the clinic except in an emergency.

CRIMESTOPPER PROGRAM

Martin High School participates in the Crimestoppers Program. Students who have information regarding illegal activities may file a report by contacting the Crimestoppers Hotline at 817-469-TIPS (8477) or through the website www.469tips.com.

EXTRACURRICULAR ACTIVITIES

Contact your assistant principal for a listing of all extracurricular activities.

NEW CLUB FORMATION GUIDELINES

Any teacher, student, or group of students wishing to organize a new club at Martin High School must fill in a New Club Request form and submit it to the Faculty Advisory Committee along with a copy of the by-laws for the organization. The Faculty Advisory Committee will review the request and make a recommendation regarding approval to the principal and the superintendent.

NONDISCRIMINATION STATEMENT

The AISD does not discriminate on the basis of race, color, age, gender, national origin, religion, or disability in educational programs, admissions/enrollment decisions or activities which it operates as required by Title VI, Title IX, Title II, and Section 504.

STATEMENT OF CONFIDENTIALITY

The Arlington Independent School District, in accordance with the Family Educational Rights and Privacy Act (FERPA) restricts access to protected student records as required by law. Directory information on students will be released upon request without a parent's consent unless the parent elects in writing to restrict directory information. The forms on which parents can indicate their election are sent home each year.

DISCLOSURES UNDER THE DIRECTORY INFORMATION EXCEPTION

FERPA (Family Educational Rights and Privacy Act) allows a school the ability to share "directory information" from educational records with juvenile justice agencies and others who request this information.

Directory information includes, but is not limited to, the following data about a student:

- Name, Address, and Telephone
- Date and place of birth
- Dates of attendance ("from and to" dates of enrollment)
- Photographs, School Honors, Participation and extracurricular activities

Parents who do not want their child's directory information to be disclosed must notify the school in writing.

FEES

Arlington I.S.D. policy has established the following scale of fees to be collected from students enrolled for the current school year.

- Art replacement cost of special materials (refundable in part or total)
- Band \$100 rental for percussion instruments for one year; \$150 rental for woodwind instruments for one year (exceptions: see band director)
- Industrial Arts amount determined by materials needed
- Photography amount determined by materials needed
- Physical Education. \$10.00 per semester or \$20.00 per year due within the first two six weeks following enrollment in P.E. class

Any student unable to pay a fee required by the school should contact the school principal or a designee for a waiver of the fee.

The principal or designee will verify the reason for the waiver and notify the student with approval or disapproval of the request for waiver.

IMMUNIZATION REQUIREMENTS

- Diphtheria-Tetanus 3 doses, one of which must have been given since age 4 and again in 10 years.
- Polio 3 doses, one since age 4
- Measles 1 dose since age 1 and a second dose by age 12, or doctor's certificate that child had disease.
- Mumps/Rubella1 dose each since age 1 or test of immunity
- Haemophilus influenza . . 1 dose through age 4, or doctor's certificate type b HibCV that child has had disease; not required after age 5.
- Hepatitis B.3 doses by age 12
- Varicella.1 dose (or proof of illness) by age 12

LIBRARY

Books are checked out for two weeks and may be renewed. The fine for overdue books is ten cents (.10) per school day, not to exceed four dollars (\$4.00) per book. Weekends and holidays are not counted in the assessing of fines. Library obligations should be cleared promptly.

Classes will be scheduled in the library by the teacher. Individual students may be permitted to come to the library for study and reading at the discretion of the teacher who will issue a library pass to the student. The library will be open before and after school for student and faculty convenience. If a student needs to use the library during the noon hour, that student is encouraged to come in at the beginning of the hour to avoid overcrowding, due to previously scheduled classes.

LOCKERS

A locker will be assigned to students who make a request. Students will be responsible for damage to the locker. Stickers, signs, markings, etc. are not permitted on the inside or on the outside of the locker. School officials reserve the right to open student lockers for inspection and search if the need arises.

1. Freshmen students will be assigned lockers and should use only their assigned lockers. Upon request, other students may receive lockers.
2. Students are urged to keep lockers locked and to report any malfunction of or interference with the locker assigned to them. It must be pointed out, however, that the school cannot assume responsibility for the security of any locker.
3. Any problems regarding lockers should be reported to Mrs. Segler's office.

LUNCH PERIOD

Junior and senior students will be permitted to leave campus during lunch, but are responsible for returning on time. Freshman and sophomore students have a closed campus during lunch and must remain in the building or the interior courtyard.

MEDICATIONS

No medication of any kind will be given to any pupil without special instructions from a doctor. The medication should be brought to school in the original prescription bottle and left in the clinic.

Any student with an undiagnosed rash or red eyes must bring a note from the doctor stating the condition is not infectious to others.

METAL DETECTORS/SNIFF DOGS

Board policy requires that metal detectors be conducted randomly and regularly for safety/security measures on all school campuses. Administrators give students instructions regarding procedures when their classroom is randomly selected. As part of school safety, student IDs will be checked at this time.

Also, per AISD procedures, sniff dogs are used on campuses, including parking lots, to detect contraband.

PERSONAL PROPERTY

Items such as radios, tape players, CDs, or anything not related to school or classroom activities will not be permitted in classrooms. The school is at no time responsible for damage or loss of such articles.

SCHOOL PROPERTY

Students should be respectful of school property and mindful of the safety of others at all times while on the high school campus.

Students whose actions on school property before and after school that are a detriment to the safety and welfare of others or whose actions cause damage to school property may be issued a criminal trespass and/or criminal mischief warning that could lead to charges being filed against them.

PESTICIDES

The AISD uses pesticide in its schools to control insects and also uses bait stations for rodents. (Refer to 72nd Legislature, Texas Pest Control Act, 1356-6.)

SCHOOL-SPONSORED TRIPS

Any time a student is to participate in a school trip off campus, a permission slip must be on file in the office. Permission forms are available in the office.

Students should understand the work they miss on the day they are absent from class is due at the beginning of the period on the day they return. The student should schedule makeup tests in advance.

STUDENT DIRECTORIES

Student directories are compiled and sold each fall. Please contact the school office if you do not want your name, address, and phone number included.

STUDENT ID CARDS

All students at Martin High School must wear a student identification card at all times. Students must have this I.D. to check out any library book, enter any school activity, be in the hallway, go to the clinic, or to attend detention hall. All students will have their ID's made at registration. IDs will be made for any new student by the registrar. While initial ID cards are free, there will be a \$5.00 replacement fee for lost or stolen cards.

STUDENT RECORDS

The Family Educational Rights and Privacy Act provides for the inspection of general school records, upon request, by a parent or a student who is at least 18 years old. Please contact the principal's office for such requests.

TELEPHONES

Office telephones are for business purposes. It is virtually impossible to deliver messages to students. The only exception would be actual emergency calls from a parent, which have been cleared through an assistant principal. Pay telephones are available for student use. Students are not to use teachers' telephones, or the office telephones except in an emergency and with office approval.

TEXTBOOKS

The textbooks used by each student are approved by the State of Texas or by the local school district and are the property of the school. Textbooks are issued for student use during the time of enrollment in school and must be returned at the end of the semester or when the student withdraws from school or has a schedule change.

Textbooks are numbered and coded, and the teacher will keep a record of the books issued to each student.

The student to whom they were issued must pay for lost textbooks. This fee will be paid to the bookkeeper, and the student will be given a receipt. A new book will not be issued until the student pays for the one that has been lost and shows the receipt to the teacher. If the lost textbook is found, the student must present the book and receipt to

the bookkeeper in order to obtain a refund. Request for a refund must be submitted no later than the last day of school.

Textbooks must be covered at all times. Fines and damage to textbooks may be assessed. If a book is damaged to the extent that it cannot be used again, the full price of the book will be charged. The student to whom a textbook is issued is responsible for any damage to that book.

A student will not receive records or be allowed to re-enroll the following year until the textbook record is clear.

Parents should note that the current average price of a state-adopted textbook is \$55.00.

VISITORS

Adult visitors to any high school should report to the principal's office immediately upon entering the building. At no time should a visitor call a teacher from class for a conference at the door of the room.

Students from other schools are not permitted to visit classes or remain on the campus in AISD high schools. Unauthorized visitors on the campus may be prosecuted.

BELL SCHEDULE

<u>A-DAY</u>		<u>B-DAY</u>	
Period 1	7:35 - 9:05	Period 5	7:35 - 9:05
	6 Min.		6 Min.
Period 2	9:11 -10:43	Period 6	9:11 - 10:43
	6 Min.		6 Min.
Period 3	10:49 -12:19	Period 7	10:49 -12:19
Lunch	12:19 - 1:09	Lunch	12:19 – 1:09
	6 Min.		6 Min.
Period 4	1:15 - 2:45	Period 8	1:15 - 2:45

JAMES MARTIN HIGH SCHOOL
4501 Pleasant Ridge, W.
Arlington, TX 76016

1st Floor

NO SCALE



WOODSIDE



BOB
G. PRITTON

JAMES MARTIN HIGH SCHOOL
4501 Pleasant Ridge, W.
Arlington, TX 76016

2nd Floor

NO SCALE

