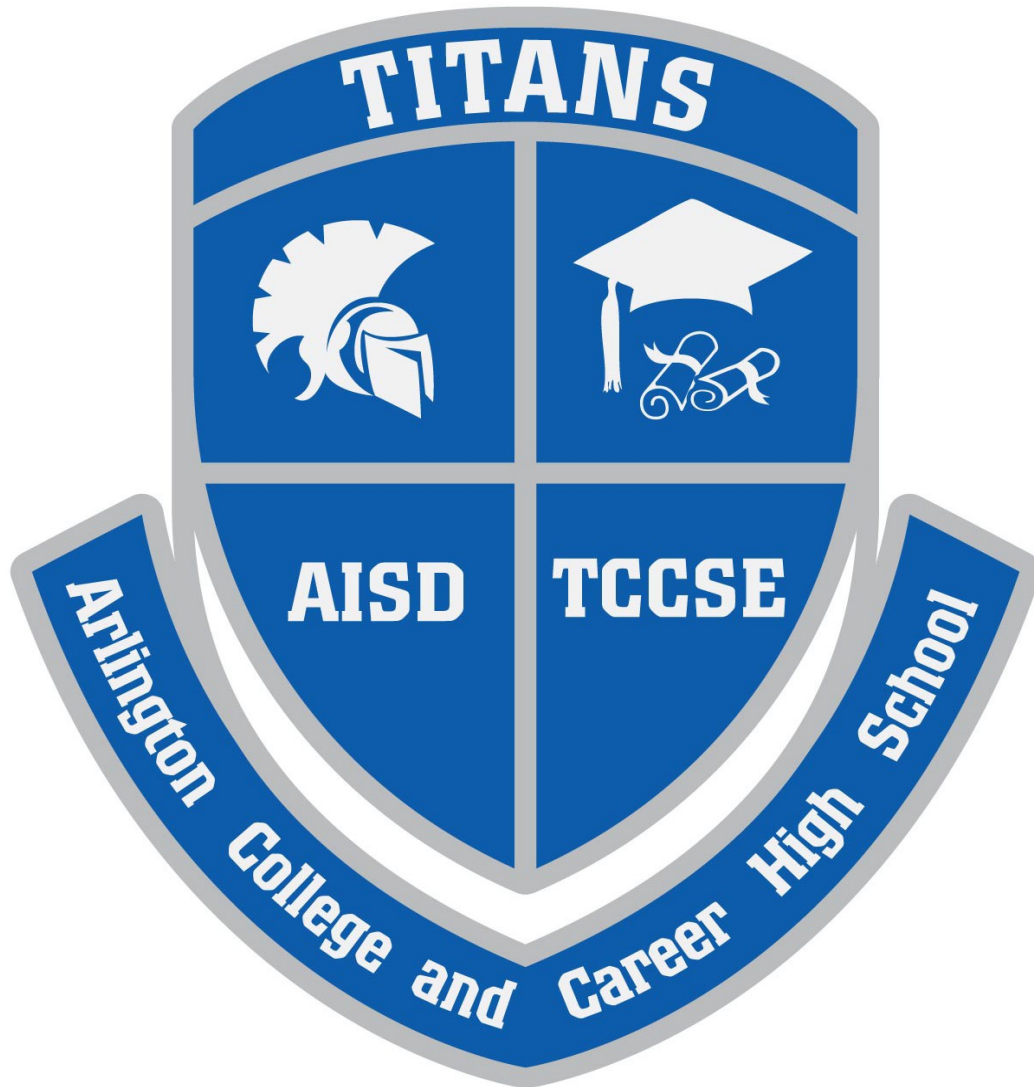


**ARLINGTON COLLEGE AND
CAREER HIGH SCHOOL**



STUDENT HANDBOOK

2019-2020



WELCOME TO ARLINGTON COLLEGE AND CAREER HIGH SCHOOL

The administration, faculty, and staff would like to congratulate you on your acceptance to Arlington College and Career High School. Attending our campus is a privilege and your enrollment depends on your commitment to academics and your ability to meet the responsibilities outlined in this handbook. You have the tremendous opportunity to advance academically by earning both a distinguished high school diploma and a college associate's degree. Through collaborative efforts of you the student, your teachers, your parents and the TCC-SE campus, we look forward to seeing you become life long learners and successful college students determined to attain your academic and career goals. You are here for a reason so believe in yourself because we believe in you. Strive to exceed expectations. Your journey filled with unlimited possibilities begins now! Dream it, see it, buckle up, be fearless, and GO GET IT!

Arlington College and Career High School

Arlington College and Career High School
4900 W. Arkansas Lane
Arlington, TX 76016
682.867.9600

ADMINISTRATION

Principal: Dr. Ben Bholan
Assistant Principal: Amy Cunningham
Counselor: Joanne Franks

SUPPORT STAFF

Secretary: Neyva Samaniego
Security: Officer Gallegos

FACULTY

- English 1-Dr. Cohenour
- Biology— Mr. Canon
- Path College and Career—Ms. Cooper
- Business-Mr. Prisoc
- Algebra 1 and Geometry-Mr. Cole
- PAP World Geography-Mr. Trevino

PURPOSE

This student handbook serves as your guide to the rules and procedures at Arlington College and Career High School. Please read it carefully. It will help you become familiar with what is expected of you so that you are a successful student for both AISD and Tarrant County College Southeast Campus. In addition to reading the ACCHS Handbook, it is your responsibility to read and be familiar with the AISD Student Code of Conduct and Tarrant County College Student Handbook. All rules and regulations listed within it will be observed and enforced at ACCHS. Failure to abide by the rules set forth in this document and all other student documents could result in removal from ACCHS. All rules and regulations listed within the Tarrant County College Student Handbook apply to the college campus. This handbook is subject to changes or updates throughout the school year.

VISION

Arlington College and Career High School supports students through rigorous, innovative, and engaging learning experiences. Every student will be empowered to fiercely navigate their world with resilience, purpose, courage, humility, and pride.

MISSION

Arlington College and Career High School provides underrepresented students the opportunity to earn their high school diploma and an associate degree simultaneously. Students build their confidence and skills in a multifaceted learning environment rich in innovation, rigor, and systems of support to ensure student success in obtaining their goals.

A CONTINUOUS PURSUIT OF EXCELLENCE

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DAILY CLASS SCHEDULE FOR 9TH GRADE

Monday-Wednesday/Tuesday-Thursday

<i>Breakfast</i>	7:30 a.m.—7:55 a.m.
<i>Periods 1/5</i>	8:00 a.m.— 9:25 a.m.
<i>Periods 2/6</i>	9:30 a.m.—10:55 a.m.
<i>Lunch</i>	10:55 a.m.—11:30 a.m.
<i>Advisory</i>	11:35 a.m.— 12:20 p.m.
<i>Periods 3/7</i>	12:25 p.m.—1:50 p.m.
<i>Periods 4/8</i>	1:55 p.m.—3:20 p.m.
<i>Advisory</i>	3:25 p.m.— 4:00 p.m.
<i>Dismissal</i>	<i>4:00 p.m.</i>

Friday

<i>Breakfast</i>	7:30 a.m.—7:54 a.m.
<i>Period 9</i>	8:00 a.m.—8:47a.m.
<i>Period 10</i>	8:50 a.m.—9:37a.m.
<i>Period 11</i>	9:40 a.m.—10:27 a.m.
<i>Period 12</i>	10:30 a.m.—11:17 a.m.
<i>Lunch</i>	11:17 a.m.—11:52 a.m.
<i>Period 13</i>	11:55 1.m.— 12:42 p.m.
<i>Period 14</i>	12:45 p.m.—1:30 p.m.
<i>Dismissal</i>	<i>1:30 p.m.</i>

SAMPLE STUDENT SCHEDULE FOR 9TH GRADE

Monday-Wednesday

Breakfast

Period 1 Advanced Algebra 1 or Geometry

Period 2 Advanced World Geograpy

Lunch

Advisory

Period 3 Advanced English 1

Period 4 Path 1

Advisory

Tuesday-Thursday

Breakfast

Period 5 BIM A

Period 6 Creative Writing

Lunch

Advisory

Period 7 SPCH 1301 or DRAM 1310

Period 8 Advanced Biology

Advisory

Friday

Breakfast

Period 9 Advanced Geometry or Algebra 1

Period 10 Advanced Biology

Period 11 Advanced English 1

Period 12 Advanced World Geography

Lunch

Period 13 BIM A

Period 14 Path 1

All ACCHS students must adhere to the guidelines stated in the *AISD Student Code of Conduct* and the *TCC Student Handbook*. The following links contain the electronic version of both documents:

AISD: <https://www.aisd.net/students/>

TCC: <https://www.tccd.edu/services/student-life/rights-and-responsibilities/student-handbook/>

ATTENDANCE

District Policy Statement

It is imperative that our students make every effort to be in attendance 100% of the school days every year at ACCHS. All students are required by law to be present for 90% of the days for any course in order to receive credit. If a student fails to attend 90% of the days, he/she cannot receive credit for the course, regardless if the absences are excused or if they have a passing grade. Refer to the AISD Student Code of Conduct for further details regarding the attendance policy.

****IF A STUDENT MISSES A BUS OR HAS TRANSPORTATION ISSUES, THEY ARE TO CALL THE ACCHS OFFICE AT 682-867-9600 IMMEDIATELY SO OTHER TRANSPORTATION ARRANGEMENTS CAN BE EXPLORED.****

College Policy Statement

It is imperative that you attend your college classes. One absence, depending on the course and/or professor, may jeopardize your ability to earn credit. If you are absent for a college class for any reason, your parents cannot excuse your absence.

Tardies

All ACCHS students are required to be in their designated classroom at the scheduled time the class is to begin. The tardy policy at ACCHS may vary depending on the class and/or professor. Be sure to find out the tardy policy for each college class you attend. ACCHS discipline steps regarding tardiness are as follows:

1. Warning/ Student Conference
2. Parental Contact/Conference plus disciplinary consequences (detention, loss of privileges, etc.)
3. Saturday School and/or other disciplinary possible consequences (detention, loss of privileges, etc.)
4. Discretionary administrative disciplinary consequences

Excessive Tardies/Absence Notice

Due to the rigorous and unique requirements at ACCHS, excellent attendance and punctuality are priorities. **Students who accumulate excessive tardies and/or absences may be removed from ACCHS and required to return to a traditional AISD high school.**

Restroom Passes

ACCHS students need to effectively manage their schedules and maximize the amount of time spent in the classroom. The best time for students to go to the restroom is in between classes. No student should be allowed out of class during the first 10 minutes or last 10 minutes of class. TCC-SE restroom procedures will vary depending on the professor.

STUDENT DRESS CODE

All ACCHS students will adhere to the AISD dress code and guidelines as stated in the AISD Student Code of Conduct. Requirements include, but are not limited to, the following:

ACCHS Designated Shirts

All students will be provided several pieces of ACCHS apparel with a designated school logo. There will be designated days, to be determined by ACCHS faculty/staff, in which students will be required to wear ACCHS apparel (may include spirit days, field trips, and/or community service endeavors).

General

- A. Any clothing, jewelry, accessories, or paraphernalia that may be considered obscene or offensive are not to be worn to school or to school-sponsored events. This includes any clothing, jewelry, accessories, or paraphernalia associated with gangs, drugs, sex, tobacco, or alcoholic beverages. Students may not possess or wear accessories that may be used as weapons
- B. Transparent and/or see-through material is considered unacceptable, unless worn over another article of clothing that meets dress code.

Shirts and Blouses

- A. Shirts/tops must touch the waist of pants/skirts, as measured when the student is standing.
- B. Crop tops, tube tops, halters and spaghetti straps are unacceptable. (Anything less than **two inches** is considered a spaghetti strap.) Strapless dresses/shirts without jackets are unacceptable.
- C. The display of cleavage is unacceptable. Low cut blouses, tops, sweaters, etc. with plunging necklines are not allowed.

Dresses, Shorts, Skirts, Skorts

- A. The length of dresses, shorts, skirts, or skorts must be no shorter than the tip of the longest finger when the student's hand is fully extended down the side of the student's leg. Because the appropriate length of clothing may vary between students, administrators retain the discretion to request that a student change clothes.
- B. When measuring skirts, dresses or skorts that have slits, the length will be determined by measuring from the top of the slit.

STUDENT DRESS CODE

Pants

A. Torn, cut/slashed or frayed material that reveals any area of skin or undergarment above the knee is considered inappropriate.

Pajamas

Students may not wear pajamas, sleepwear, or lounge wear except as may be permitted in advance by campus administration, such as for pajama-themed spirit days. Any sleepwear worn for such events must comply with all other dress code requirements.

Sagging Pants

A. Students shall wear their trousers or overalls properly at the waist. No sagging.

Accessories

- A. All students must wear shoes at all times. House shoes and slippers are prohibited. Sliders are prohibited.
- B. Hair should be kept neat, clean and reasonably styled. **Only natural hair colors are allowed.**
- C. Head coverings may not be worn without prior approval of campus administration.
- D. Religious exceptions must be cleared by the principal.
- E. Proper undergarments should be worn but not visible.
- F. Chains, spacers or spiked jewelry (including earrings) are unacceptable.
- G. Grillz and gauging are not permissible in any form. **All piercings for both boys and girls are limited to the ear.**

IDENTIFICATION BADGES

All ninth grade students shall wear their AISD-issued student identification badges or a temporary badges at all times while on campus or all students attending a school-related extracurricular activity. Identification badges must be visible to AISD employees at all times. Badges cannot be worn underneath clothing and cannot be carried in a student's pocket, backpack, bag, purse, etc.

ACCHS ID —9th grade students must wear their ACCHS identification cards daily on campus. They must be worn around their necks attached to their school issued ACCHS lanyard. No other lanyards or ID holders may be used. Identification cards may not be defaced and any lost or damaged ID's must be replaced immediately.

TCC ID — The TCC student ID gives all ACCHS as they are currently enrolled in a college tutorial rooms, the library, and activities is be a fee to have it replaced. TCC student daily.



students full access to all TCC facilities as long course. Facilities include computer labs, center. If your ID card is lost or stolen, there ID's should be in the students' possession

AISD BRING YOUR OWN TECHNOLOGY (BYOT) GUIDELINES

As part of its goal to be a high-performing, technology-rich school district that offers leading-edge learning experiences for students, the Arlington ISD will allow students to bring personally-owned mobile technology devices to school for educational purposes. These conditions apply:

1. Students may use personally owned mobile technology devices at school for educational purposes only when permission is granted by the applicable teacher.
2. Mobile technology devices include, but are not limited to, laptops, tablets, iPads, iPod Touches, smartphones, and eReaders.
3. Before bringing a personally owned mobile technology device to school, students should record its serial number and maintain that information at home. Students should clearly label the device and its peripherals such as cables or headphones with student's first and last names.
4. Any mobile technology device that is brought to school should have a fully-charged battery at the beginning of the day. Students should take the device home on a daily basis to recharge the battery.
5. Students are responsible at all times for complying with the *Student Code of Conduct*, Student Technology Acceptable Use Policies and Guidelines, and the conditions outlined in this document.
6. Students may not disable or attempt to disable AISD's technology settings or filters.
7. Students must use Arlington ISD's wireless network connection when on campus. The Arlington ISD is not responsible for charges that may occur from accessing other connections.
8. Students must keep electronic comments and posts relevant to the course content and consistent with educational purposes.
9. Students must obtain permission from a teacher or administrator before recording, taking pictures, or publishing images, information, or works of individuals or groups. Recordings and pictures may be taken for teacher-approved projects only, and permission must be obtained for each instance.
10. Personal technology devices must be silent during class except when used for educational purposes with teacher permission.
11. No student will be required to bring a personally-owned technology device to school.
12. AISD employees, schools, and/or the District will not be responsible for lost, damaged or stolen items.
13. It is not the responsibility of AISD staff to troubleshoot individual devices during the school day. Students should check the owner's manual of the device for information about network connectivity or specific features.
14. A teacher or administrator may confiscate any technology device that is used for non-educational purposes during class or any device that is a disruption at any time.
15. Any technology device used to bully, threaten, or endanger the physical safety or emotional well-being of others will be confiscated, held for disciplinary action, and if necessary, provided to law enforcement authorities.
16. Personally-owned technology devices not retrieved by students or parents by the end of the school year will be disposed of, and when feasible, recycled.
17. Use of student-owned technology devices for personal purpose will be determined by campus leadership.
18. All ACCHS students are bound by the policies and procedures stated in the AISD Student/Parent Mobile Device Loaner Agreement for their use of school issued technology.

NO ELECTRONIC DEVICES, EARBUDS, OR EARPHONES MAY BE USED BY ACCHS STUDENT'S IN ANY DUAL CREDIT COURSE UNLESS PERMISSION IS GRANTED BY THE DUAL CREDIT INSTRUCTOR.

ADMINISTRATIVE REGULATIONS FOR TELECOMMUNICATIONS DEVICES AND OTHER DEVICES

See 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 (“telecommunications 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; however these devices shall not be visible and must remain off during the school day. *The only exception for the telecommunication device to be “on and visible” will be if the student has been granted permission by the applicable teacher to use their personally owned technology/device for educational purposes. Each individual campus administrator has the discretion to determine students’ personal use of BYOT for their campus environment.* For students on school campuses, the school day is defined as from the time a student first enters the school building for the day until

the last dismissal bell of the 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. Students on campus who need to make calls for emergency purposes may ask permission to use the office phone or classroom phone. Parents who need to contact a student on campus during the school day must call the school office. 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, which rules may vary.

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 and/or refusal 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. The failure to comply with these regulations will result in the following consequences:

First Offense: Group I Misbehavior – Confiscation of the device until a parent retrieves the device from the school office and pays a \$15 return fee/fine for telecommunication devices.

Second Offense: Group II Misbehavior – Two days On Campus Suspension (OCS) confiscation of the device until a parent retrieves the device from the school office and pays a \$15 return fee/fine for telecommunication devices.

Third Offense: Group II Misbehavior – Two days On Campus Suspension (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 office and pays a \$15 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 at issue until a parent retrieves the device from the school office and pays a \$15 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 at issue until a parent retrieves the device from the school office and pays a \$15 return fee/fine for telecommunication devices. Depending upon the severity and frequency of the violation, students may be subject to the full range of disciplinary consequences set forth in the *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 confiscated telecommunication devices at the end of the school year if no claim is made and no return fee/fine is paid. The District assumes no responsibility for damaged, lost or stolen devices once they are confiscated. The \$15 return fee/fine may only be paid with cash or money order.

TRANSPORTATION

Policy Statement

Parents may drop off their student at ACCHS no earlier than 7:00 A.M. Parents may pick up their student at ACCHS at 4:00P Monday-Thursday and by 1:30P on Fridays. Parents must drop off/pick up students only in the designated area at ACCHS.

1. Transportation for all students to our campus is provided daily on designated ACCHS buses which depart each of the six traditional high schools at **7:15A.M.** If a student normally qualifies as a bus rider, he/she may take the bus from their bus stop to their feeder/traditional high school and then get on the designated ACCHS bus. At the conclusion of each school day, buses depart ACCHS at approximately 4:05 P.M. Monday-Thursday and 1:35 P.M. on Fridays.
2. Buses will drop off ACCHS students at the traditional high schools or at the student's designated bus stop (only students who qualify as bus riders will be taken to their bus stop in the afternoon). Upon arrival to the feeder/traditional high school (approximately 4:30 P.M. M-Th and 2:00 P.M. Friday) students may walk home or they may be picked up.
3. **NO ACCHS STUDENTS ARE TO ENTER ANY OTHER HIGH SCHOOL IN THE MORNING OR AFTERNOON. NO ACCHS STUDENTS ARE PERMITTED TO ENTER ANY OTHER HIGH SCHOOL WHILE WAITING FOR A RIDE OR BEFORE WALKING HOME. ACCHS STUDENTS ARE NOT TO CAUSE ANY DISRUPTIONS AT ANY OTHER CAMPUS OR ON ANY BUS. FAILURE TO ABIDE BY THESE DIRECTIONS WILL RESULT IN DISCIPLINARY CONSEQUENCES AND/OR REMOVAL FROM ACCHS.**

For any questions or concerns related to your school transportation to and from campus please contact our Transportation Department directly at 682.867.7850.

Students Who Drive to School

ACCHS students may drive to campus if:

1. Possess a valid driver's license
2. Provide a proof of insurance with student name listed as an insured driver of the vehicle they are driving to school
3. Acquire and hang on your rearview mirror an ACCHS parking permit provided by the ACCHS front office .
4. Students who drive to ACCHS and are **NOT** in 12th grade must park their car in the ACCHS parking lot for the entirety of the school day.
5. 12th grade students may park their car at ACCHS or in the TCC-SE parking lot during the school day.

*****Failure to follow the ACCHS rules for driving shall result in disciplinary consequences which may include, loss of driving privileges and/or loss of off-campus lunch privileges, or other consequences deemed appropriate by ACCHS administration. *****



TRANSPORTATION

TRANSPORTATION CODE OF CONDUCT

The goal of this information is to help provide a safe and enjoyable experience for children and adults who ride school buses. Parents should take time to read and discuss the material in the *Transportation Handbook* with their children. Riding a school bus is a privilege provided by the district and should be treated as such.

1. It is the responsibility of the parent to get the student to the bus stop at least five minutes before the route start time to ensure student pickup.
2. Be at the bus stop at least five minutes before scheduled route start time. The driver will not wait or honk. The bus does not stop if students are not present.
3. Stand on the sidewalk or away from the roadway while waiting for the bus.
4. When the bus approaches, form a line and be prepared to load immediately.
5. Stand clear of the bus until it comes to a complete stop.
6. If you miss the bus, go home immediately.
7. Parents should instruct their children on what procedures to follow if the bus is missed.
8. Parents are responsible for providing transportation to school if a child misses the bus.

Load and unload the bus properly:

1. Board and leave the bus at the designated stop only.
2. Do not push or shove.
3. Use the handrail; take one step at a time.
4. Go to your seat. The bus will not move until all students are seated.
5. Seatbelts must be worn when available.
6. The bus driver has the authority to assign seats to the entire bus and/or individuals.
7. Stay seated until the bus is completely stopped. Wait for your turn to leave the bus.
8. Any changes in the daily routine of riding a bus must be arranged through the principal and stated in writing to the driver.
9. Stay clear of the bus when the door has closed or the bus is moving. Do not chase or hang onto the bus. Only school staff or administrators are authorized to stop or redirect the bus.
10. If any article drops or rolls near or under the bus, do not go after it. Ask the driver for help.
11. When crossing the street or highway, walk in front of the bus and wait for the driver to signal that it is safe to cross.
12. Check for oncoming traffic in both directions and walk directly across the road.
13. Never cross the road behind the bus.
14. In order for a student to ride a bus other than his/her own, the AISD Transportation Department must have a letter from the parent signed by the principal prior to riding. A student not eligible to ride a bus in AISD cannot ride under any circumstances.
15. CAUTION: Be alert for vehicles that do not stop when the bus is loading or unloading students.
16. Once students board the bus, they are not allowed to exit except at school or their assigned stop.
17. Any item such as a class project or musical instrument that cannot be held on the student's lap, placed underneath the student's seat, or placed in the driver's compartment area without blocking the entrance/exit or aisle will not be allowed on the bus.

Minor Discipline

1. Obey all driver instructions.
2. Do not change seats; remain seated while the bus is moving.
3. Do not disturb the driver; normal conversation is permitted.
4. Do not throw objects in or out of the bus.
5. Arms, head and other body parts are to be kept out of the aisle and inside the bus.
6. Do not cut, mark or scratch any part of the bus. Vandalism costs will be paid by the person who is responsible.
7. Do not bring prohibited items on the bus. Prohibited items include but are not limited to:
 - a. Live animals or insects
 - b. Matches or cigarette lighters
 - c. Food or drinks
 - d. Skateboards or laser pointers
 - e. Footballs, basketballs, tennis balls or any like item
 - f. The following items are not to be visible or in use: games, radios, tape/CD players, video games or other electronic devices.

Major Discipline

1. Violence or fighting will not be tolerated.
2. Weapons or explosive devices are prohibited.
3. Do not consume or possess alcohol, drugs, tobacco including but not limited to the use of electronic or vapor less cigarettes, or chemicals of any type.

Student may be removed from the bus at the discretion of the principal

1. For regular education students – students may be removed from the bus or disciplined at the discretion of the principal.
2. For special education students – if transportation is a related service approved by the ARD (Admission, Review, Dismissal) committee, the principal may schedule an ARD committee meeting to discuss the infraction as related to transportation services.

Accidents or emergencies

1. Follow the driver's instructions.
2. If you must leave the bus, stay in a group.
3. The following procedures will be used for evacuation in an emergency situation:
 - a. The student nearest the door will open the door and hold it open.
 - b. Leave the bus in single file, as quietly as possible
 - c. Evacuation will start with the seat closest to the door.
 - d. Follow the driver's instructions completely.

Extracurricular trips

1. Bus rider rules apply to all school-sponsored events.
2. Discipline will be the responsibility of the building principal and the trip sponsor.
3. Strict loading and unloading time schedules will be followed.

POLICIES AND PROCEDURES

Discipline Infractions

ACCHS students are expected to maintain and display the highest level of integrity and character at all times. In order to establish a culture and climate for learning, **disciplinary infractions will not be tolerated and may result in removal from the campus.** The opportunity to attend our campus is a privilege created through the collaborative efforts of many people throughout our community. The following information contains important reminders to help our Titans be successful.

Academic Dishonesty, Plagiarism and Cheating

A student found to have engaged in academic dishonesty shall be subject to grade penalties on assignments or tests and disciplinary penalties in accordance with the AISD Student Code of Conduct and/or Tarrant County College Student Handbook. Academic dishonesty includes cheating or copying the work of another student, plagiarism, and unauthorized communication between students during an examination. The determination that a student has engaged in academic dishonesty shall be based on the judgment of the classroom teacher or another supervising professional employee, taking into consideration written materials, observation, or information from students. ACCHS students in violation of rules associated with academic dishonesty are subject to disciplinary action up to and including removal from ACCHS.

Smoking/Tobacco Use

ACCHS is a smoke free campus. Smoking or tobacco use is not allowed anywhere on the campus or within 1000 feet of the campus.

Profanity/Vulgar Language

Profanity or vulgar language is not allowed anywhere on the ACCHS campus. Use of profanity may result in consequences outlined in the AISD Student Code of Conduct.

Cyberbullying

Use of any electronic communication to engage in bullying, intimidation, or harassment of any nature towards any ACCHS student, faculty or staff member—on or off campus at any time— will not be tolerated. Disciplinary consequences will be administered to any student conducting this type of behavior.

Textbooks and Course Resources

Part of the responsibilities for being an ACCHS student include the proper care and maintenance of resources at all times. You are responsible for all textbooks and resources issued to you, both for your classes at ACCHS and TCC-SE. Lost or damaged books and/or resources will result in fines that must be paid by each student.

Academic Performance, Effort, and Definitions

It is an expectation that all ACCHS students put forth the effort to reach their maximum potential in all classes. Academic excellence is achieved by challenging yourself to improve on every assignment or task you encounter. All of our students are required to maintain at least a "C" average both at ACCHS and TCC-SE. Students who fail to maintain this average at either campus may be placed on academic probation and will be given a limited amount of time determined by the principal to demonstrate an honest academic effort and to improve their grades to passing status.

All ACCHS students are subject to the Tarrant County College academic status definitions listed below:

ACADEMIC PROBATION - A student who fails to maintain a cumulative GPA of 2.0 or higher.

- Must meet with an TCC academic advisor and ACCHS counselor
- Student may continue to enroll while on Academic Probation

ACADEMIC SUSPENSION I - A student who fails to maintain a GPA of 2.0 or higher while on Academic Probation. A student who earns this academic status shall be removed from ACCHS and must return to their feeder high school for the continuation of their high school education.

Academic Assistance

Tutoring and academic assistance will be offered during designated times and locations. This assistance includes the TCC-SE Math Resource Center, Science Learning Center, and the Reading/Writing Lab. Supplemental Instruction (SI) sessions are also afforded to you at TCC SE for college classes in which you need assistance. There are times when it may be mandatory for you to attend tutoring before or after school or on Saturdays.

Cell Phone/Electronic Devices

As stated earlier in this handbook, students are expected to follow AISD BYOT guidelines and telecommunications regulations at all times.

Students may use cell phones/electronic devices in the building during the designated breakfast and lunch times provided they adhere to the following guidelines:

- No video recording or photography without consent
- Music or other sounds must be kept at a minimal level and not be audible to others (ear buds must be used)
- No viewing or display of inappropriate sites/downloads/apps as determined by administration (these may include sites with inappropriate pictures, videos, or words)
- Any other possible restrictions determined and stated by administration

Any student in violation of the aforementioned guidelines could lose the privilege of using electronic devices at any time during the school day at ACHS.

ACCHS COURSE DROP POLICY

Policy Statement

NO ACCHS STUDENT IS ALLOWED TO DROP A COURSE ON THEIR OWN. ALL COURSE DROPS WILL BE DONE BY THE STUDENT'S COUNSELOR. ANY STUDENT WHO DROPS A COURSE ON THEIR OWN IS SUBJECT TO REMOVAL FROM ACCHS.

1. **Students in the eleventh (11th) grade are not allowed to drop ANY courses during the junior academic year.**
2. **Students in the twelfth (12th) grade are subject to the following requirements in order to drop a course:**
 - No drop request will be considered if it drops a student below the minimum course load requirements
 - Fill out the *Senior [Course Drop Form](#)* in its entirety
 - Meet with ACCHS counselor to review the drop request
 - Final approval or denial shall be determined by the campus principal

*****Special circumstances will be evaluated on a case by case basis*****

FORMS AND DOCUMENTS

The following pages contain required forms that must be completed for each ACHS student. While these forms were distributed in advance, they are included in this handbook for reference purposes .

The following is a brief explanation of each required form.

FORM 1 - PARENT CONSIDERATIONS

This form contains information regarding a variety of important topics that parents and students must be aware of while being a part of ACCHS. We encourage each parent to continually discuss this information with their child and to contact ACCHS with any questions or concerns.

FORM 2 - UNCENSORED CURRICULUM/INTERNET ACCESS

This form contains information regarding the content and curriculum in college courses and details regarding internet access. ACCHS students may be exposed to new ideas and viewpoints that differ from their own. All ACCHS parents/guardians are encouraged to communicate with their student about course content and/or curriculum in order to establish a collaborative and supportive learning environment.

The second part of this form includes information regarding internet access at the TCCSE campus location. We encourage all parents/guardians to monitor student use of devices to ensure appropriate use.

FORM 3—MONITORING AND SUPERVISION

This form contains important safety information for students and visitors at ACCHS and TCC SE campus. Personal maturity and responsibility are paramount especially as students advance through the program and transition primarily to the TCC SE campus.

FORM 4—TCC FERPA FORM

This form contains information regarding the release of TCC educational records/information to someone other than the TCC student. In order for any ACCHS parent to have approved access to records of their student's grades for TCC courses at any time, they must complete and submit this form to ACCHS. As required by law, TCC instructors cannot discuss grades with the parent or guardian of any TCC student (including ACHS students) unless they are specifically named on this form and the form is signed by the student. (Access to student grades will still be available electronically via the AISD parent or student self-serve portal-SEE BELOW) These forms will remain in the ACHS office and will be distributed to TCC staff as needed. THIS FORM MUST BE COMPLETED AT THE BEGINNING OF EACH SCHOOL YEAR FOR ALL ACCHS STUDENTS.

****IMPORTANT****

ACCESS TO THE PARENT AND STUDENT SELF-SERVE PORTAL IS AVAILABLE ON THE HOMEPAGE OF THE AISD WEBSITE OR BY COPYING AND PASTING THE LINK BELOW INTO YOUR WEB BROWSER. ALL PARENTS AND STUDENTS ARE STRONGLY ENCOURAGED TO SIGN UP FOR THIS ACCESS AS SOON AS POSSIBLE. ONCE ENROLLED, PARENTS AND STUDENTS SHOULD CHECK ON GRADES AT LEAST ONCE A WEEK.

Parent Self Serve: <https://is-teams.aisd.net/selfserve/EntryPointHomeAction.do?parent=true>

Arlington College and Career High School

PARENT CONSIDERATIONS

Parents must read the following and initial next to each paragraph to indicate understanding.

Transportation

____ (initial) The Arlington Independent School District provides transportation for ACCHS students. However, this transportation is different than the typical transportation provided for students on other campuses. Transportation for ACCHS students is from the nearest traditional Arlington ISD high school campus each morning and to the nearest traditional AISD high school campus each afternoon.

Curriculum/Supplies

____ (initial) ACCHS is part of a college. The level of difficulty for certain courses will be higher than that of which many students have experienced before. We expect all our students to be prepared every day with all supplies including their backpack, school related electronic devices, binders, planners, ACCHS lanyard, and student identification badges (both AISD and TCC).

Campus

____ (initial) ACCHS shares a campus with TCC Southeast Campus. ACCHS students will be on an open-campus with the general public. While safety is a priority, security measures, such as the routine screening of visitors, which are in place on the ACHS campus, are not in place on the TCC SE campus. Beginning their sophomore year, they may attend classes with college students of all ages.

Attendance

____ (initial) All ACCHS students are expected to maintain an excellent attendance record at all times. It will be difficult for any student to excel academically if they have excessive tardies and/or absences. Any student with excessive absences and/or tardies may be removed from ACCHS and sent back to their feeder high school.

Behavior

____ (initial) All ACCHS students are expected to conduct themselves in a respectful manner and to display Titan Pride in all that they do. Inappropriate behavior will result in disciplinary consequences depending upon the infraction. Serious behavioral or disciplinary issues may result in removal from ACCHS and reassignment back to the student's feeder high school.

Arlington Collegiate High School
Parent Acknowledgement of Uncensored Curriculum

Uncensored Curriculum

Arlington College and Career High School (ACCHS) is part of a college. On college and university campuses, the free exchange of ideas is mandatory and expected. Censorship of ideas or opinions is not allowed or supported. For that reason, ACCHS parents must understand that students attending ACCHS will be exposed to and will be expected to participate in open exchanges of ideas, discussions, debates, and class assignments concerning every possible kind of subject matter. These subject matter may include religion, politics, etc. Ideas expressed about these topics may be different from the ideas and teachings they have previously been exposed to and may be contrary to their belief systems or their parents' belief systems. A free flow of ideas and discussions occurs in classrooms and throughout the college environment. Every effort is made to enforce civility, reasonable restraint, courtesy, and tolerance of all ideas, beliefs, and viewpoints, but every ACCHS student will almost assuredly have his or her values and beliefs challenged at various times while enrolled in this program.

Students and parents must accept, understand, and agree that the school cannot, and will not, take any measures to censor ideas or opinions generated as a part of the educational program of the high school or the college.

Resource and Internet Access

Access to informational resources at TCC Southeast Campus, including the Library and the Internet, is not filtered or blocked like it is in the ACCHS campus. ACCHS students are required to make use of these resources in order to fulfill course requirements, and they may come in contact with materials that would have been screened, censored, or filtered if they were on the ACCHS campus.

I understand and agree to allow my student full and complete access to the library, internet, and all other information resources available at Arlington College and Career High School and TCC Southeast Campus with no expectation of blocking, filtering, screening or censoring of any kind while the student is not in the ACCHS building. Further, I understand that the college environment is one where a completely free academic environment exists and agree to allow my student to fully participate in this environment.

Parent/Legal Guardian Signature(s): _____ Date: _____

Student Signature: _____ Date: _____

Arlington College and Career High School Acknowledgement of Monitoring and Supervision

Personal Maturity and Responsibility

Arlington College and Career High School (ACCHS) operates on the TCC Southeast campus with students who are taking both college and high school classes. Students are accepted in ACCHS with the understanding that they will adopt and exhibit a serious attitude towards their classes, their learning, and their academic preparation for college and the workplace. For that reason, ACCHS students must assume a much greater level of personal responsibility for themselves, their safety, and the results of their decisions than other high school students are expected to demonstrate. Parents must support and encourage this as well. This high level of expectations is absolutely mandatory, especially where the next several items are concerned.

Campus Movement: Monitoring and Supervision

A college campus has people coming and going all day at all times. ACCHS students must move around campus from class to class and elsewhere as needed. During extended schedule breaks, meal times, and occasional cancelled classes, students may move around campus on their own.

Specific places will be designated where students are expected to be when not otherwise assigned, and we will, of course, exercise reasonable and appropriate levels of supervision and oversight within the limits of our available staff and time. Because every student will eventually have a unique and individual schedule, however, and must therefore come and go around campus at different times to and from different buildings and classrooms, specific continuous monitoring and supervision of all students is impossible. Due to the unique academic environment offered by ACCHS, the school district and its employees are not responsible for student whereabouts or safety when they are not in a scheduled class or school activity, or when they choose to leave campus at a time other than dismissal time as designated by ACCHS.

RAPTOR System

The RAPTOR system, available on other Arlington Independent School District campuses, which requires campus visitors to submit a driver's license, will be available on the ACCHS campus but NOT on the TCC SE campus. Visitors specific to ACCHS will check in and out of the ACCHS front office area of the building, but visitors and students to TCC Southeast will come and go, as is expected on a college campus.

Parents must understand this and must agree to hold their own children, not the ACCHS/TCC Southeast staff or administration, responsible for their choices about comings-and-goings around and on-and-off campus, and for their choices of who they associate with, including from whom they accept rides.

Students who drive themselves (in the future) or ride with others approved by their parents will be considered as having their parents' permission to come and go on- and off-campus on their own or with those approved drivers. All students are required to check out if they leave campus for any reason before the end of the school day.

As a parent of an Arlington College and Career High School student, I understand the RAPTOR system will be used on the Arlington College and Career High School campus but not the TCC Southeast campus. I also understand that my student will be learning in a unique academic environment and that ACCHS and the Arlington Independent School District are not responsible for student whereabouts or safety when not in a scheduled class or school activity, or when students choose to leave campus at a time other than dismissal time as designated by ACCHS.

Parent/Legal Guardian Signature(s): _____ Date: _____

Student Signature: _____ Date: _____



Family Educational Rights and Privacy Act Waiver of Privacy

The Family Educational Rights and Privacy Act of 1974 (PL93-380), commonly referred to as FERPA, provides that all records pertaining to a student that are maintained by the College must be available for inspection, review, and amendment by the student and requires, in most instances, prior consent from the student for disclosure of such records to third parties. The consent to waive privacy at Tarrant County College must be made in writing, signed and dated by the student, and must specify the names of the parties to whom records will be released. The act applies to all persons formerly and currently enrolled at an educational institution. No exclusion is made for non-U.S. citizen students. However, the act does not apply to a person who has applied for admission, but who never actually enrolled in or attended the institution or deceased persons. Meningitis vaccination records are protected by FERPA, and are not subject to Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy rules.

I hereby give permission for Tarrant County College personnel to provide information concerning all my education records to the person(s) identified below. This form must be completed in order for Tarrant County College to comply with the request. Faxed requests cannot be accepted.

STUDENT INFORMATION

PERSON(S) TO WHOM INFORMATION MAY BE RELEASED

Name

Name

Student ID Number

Relationship to Student

Street Address

Street Address

City/State/Zip Code

City/State/Zip Code

Home Phone

Home Phone

Mobile Phone

Mobile Phone

E-Mail

E-Mail

Student Signature

Date

Save a trip to the Admissions & Registrar's Office by submitting the completed form from your myTCC e-mail account to one of the following:
northeast.registrar@tccd.edu | northwest.registrar@tccd.edu | south.registrar@tccd.edu | southeast.registrar@tccd.edu | trinity.registrar@tccd.edu

Waiver will be in effect for one calendar year from date of signature.

Tarrant County College is an Equal Opportunity/equal access institution.

2019-2020 TESTING DATES AND SUMMER SCHOOL

TESTING DATES

October 1-4 Curriculum Assessment 1

- English 1, English 2, Algebra 1, and Biology

November 13-22 Curriculum Assessment 2 (Blueprint)

- English 1, English 2

February 3-11 Benchmark

- English 1, English 2

March 18-25 Benchmark

- Algebra, Biology, U.S. History

February 24-April 3 TELPAS

April 6-9 STAAR EOC

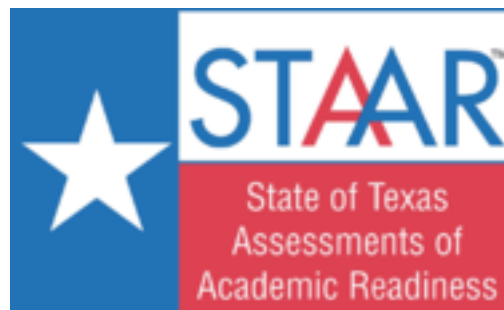
- English 1, English 2

May 4-8 STAAR EOC

- Algebra 1, Biology, U.S. History

SUMMER SCHOOL

- **June 1-July 1:** TCC-SE Summer Session 1
- **Students required to attend:** All 10th grade students and 9th grade *Accelerated Geometry* students



AUGUST 2019

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

SEPTEMBER 2019

S	M	T	W	T	F	S
1	2	3	4	5	6	7
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

OCTOBER 2019

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20	21	22	23	24	25	26
27	28	29	30	31		

NOVEMBER 2019

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24	25	26	27	28	29	30

DECEMBER 2019

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29	30	31				

JANUARY 2020

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26	27	28	29	30	31	

Legend

- Student/Staff Holiday..... ○
- First/Last Day of School..... —
- Semester Start/End..... ()
- Exams/Early Dismissal (secondary students)..... @
- Begin/End Grading Period..... ()
- Teachers New to Profession Report..... •
- Staff Development/Student Holiday..... ◆
- Teacher Prep/Student Holiday..... ^
- Staff Exchange Days..... ..
- Inconvenient Weather Makeup for Staff..... *

Important Dates

- August 1..... Teachers New to Profession Report
- August 5..... All Teachers Report
- August 5 – 16..... Teacher Prep/Staff Dev.
- August 19..... First Day of Classes
- September 2..... Holiday
- October 11..... Staff Development
- November 25 – 29..... Holidays
- December 12 – 13..... Exam Days
- December 13..... End of First Semester
- December 16 – January 6..... Winter Break
- January 7..... Teacher Prep. Day
- January 8..... Second Semester Begins
- January 30..... Holiday
- February 21..... Staff Development
- March 9 – 13..... Spring Break
- May 25..... Holiday
- May 26 – 27..... Exam Days
- May 27..... Last Day of Classes
- May 28..... Teacher Work Day
- May 29 – June 1..... Staff Exchanges/Weather Makeup
(if school cancellations aren't needed, students' last day will be May 26, and May 27 and 28 will become teacher work days.)

School Hours

- Monday – Thursday..... 7:30 a.m. – 4 p.m.
- Friday..... 7:30 a.m. – 1:30 p.m.

Early Release Hours

7:30 a.m. – 12 p.m.

- First Semester Instructional Days..... 79
- Second Semester Instructional Days..... 94
- Total Instructional Days..... 173

1/24/19

FEBRUARY 2020

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23	24	25	26	27	28	29

MARCH 2020

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29	30	31				

APRIL 2020

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26	27	28	29	30		

MAY 2020

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17	18	19	20	21	22	23
24	25	26*	27	28^	29*	30
31						

JUNE 2020

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21	22	23	24	25	26	27
28	29	30				

JULY 2020

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26	27	28	29	30	31	

ARLINGTON INDEPENDENT SCHOOL DISTRICT
STUDENT AND PARENT ACKNOWLEDGEMENT
OF THE ARLINGTON COLLEGE AND CAREER HIGH SCHOOL STUDENT HANDBOOK
AND NOTICE CONCERNING BULLYING AND HARASSMENT

Dear Student and Parent:

In order to promote a safe, positive and educationally-oriented environment for every student. A Student Handbook been developed to help your son or daughter gain the greatest possible benefit from his or her early college high school experience. The school is in need of your help and cooperation. Please read this Student Handbook thoroughly and discuss it with your family. It is important that every student understand the handbook and be encouraged by his or her parents or guardians to follow the expectations and regulations set forth in the Student Handbook.

The AISD strives to ensure that all of its students are free from bullying and harassment including violence in students' relationships. All charges of bullying, harassment, and dating violence are to be taken very seriously by our students, faculty, staff, administration and parents. We will make every effort to handle and respond to each and every charge and complaint filed by our students and employees in a fair, thorough and just manner. Every effort will be made to protect the due process rights of all victims and all alleged offenders.

Bullying is when a student engages in written or verbal expression, expression through electronic means, or physical conduct that occurs on school property, at a school-sponsored or school-related activity, or in a vehicle operated by the district and the Board of Trustees or the Board's designee determines that the behavior: (1) has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property; or (2) is sufficiently severe, persistent, and pervasive enough that the action or threat creates an intimidating, threatening or abusive educational environment for a student. This conduct is considered bullying if it: (1) Exploits an imbalance of power between the student perpetrator who is engaging in bullying and the student victim through the written or verbal expression or physical conduct; and (2) Interferes with a student's education or substantially disrupts the operation of a school.

Harassment is defined as repeated threats to cause harm or bodily injury to another student, engaging in intimidating conduct, causing physical damage to the property of another student, subjecting another student to physical confinement or restraint, or maliciously taking any action that substantially harms another student's physical or emotional health or safety.

Sexual harassment means to repeatedly engage in unwelcome sexual advances, requests for sexual favors, sexually abusive or vulgar language or other verbal, visual or physical conduct if such conduct with a student or staff creates an intimidating, hostile or offensive school environment.

Dating violence is the intentional use of physical, sexual, verbal or emotional abuse by a person to harm, threaten, intimidate or control another person with whom the student has or has had a dating relationship, as defined by §71.0021 of the Family Code.

A student or parent who has a complaint alleging bullying, harassment, sexual harassment or dating violence should immediately report the complaint to a campus administrator, teacher or counselor for investigation.

PLEASE READ THE FOLLOWING AND SIGN BELOW:

AS THE STUDENT AND PARENT/GUARDIAN OF THE STUDENT LISTED BELOW, WE ACKNOWLEDGE WE HAVE REVIEWED AND READ THE ONLINE VERSION OF THE ARLINGTON COLLEGE AND CAREER HIGH SCHOOL STUDENT HANDBOOK FOR THE 2019 - 2020 SCHOOL YEAR.

Student Name

Student Signature

Date

Parent/Guardian Name

Parent/Guardian Signature

Date

PLEASE SIGN AND RETURN TO ACCHS