

MARTIN HIGH SCHOOL



2019-2020
Student Handbook



August 2019

Welcome to the 2019-2020 school year! This is Martin's 38th year and as principal, I am proud to inform you that you attend a high school that recognizes the importance of character, tradition and excellence in all facets of your life as a student at Martin High School. It is noteworthy to share with you that Martin met all of our Campus Improvement Goals from last year and we make continuous improvement markers for our EOC tested areas of Algebra I, English I and II, biology, and United States history. We are fully committed to providing you with the best education possible and ensuring that you are career and college ready.

Martin offers a variety of academic, athletic and extracurricular programs, including over 50 clubs and organizations. I would like to encourage you to take an active role in one or more of these programs as a way to provide you with challenges and the foundation that you will need for future endeavors. Being an active participant in extracurricular clubs and organizations is an excellent way to make new friends and ensure that you will have a positive and beneficial experience in high school.

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.

We also believe that ongoing communication is critical to your success. To that end, we currently use a call out system, our website, the PTSA Newsletter, the marquee, twitter, and ongoing student/ parent meetings. We encourage you to always let us know how we can do better to keep you informed.

In closing, I look forward to knowing you and sharing time with you as Martin Warriors during the 2019-2020 school year. I am truly proud to be principal of a school where our students and staff continually strive for excellence in all areas. As always, keep it **WARRIOR STRONG and find strength in unity!**

Sincerely,

Marlene Roddy,
Principal

STUDENT HANDBOOK – JAMES MARTIN HIGH SCHOOL

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JAMES MARTIN HIGH SCHOOL
4501 W. Pleasant Ridge Road
Arlington, TX 76016
682-867-8600

PRINCIPAL
Marlene Roddy

DEAN OF INSTRUCTION
Jennifer Etley

Student's Last Name	Assistant Principal	Attendance Clerk	Phone
A – Cod	Mr. Steve Smith	Ms. Laurie Swinney	682-867-8630
Coe - Gun	Mr. Greg McQuitty	Ms. Mary Ann Jacobs	682-867-8614
Guo - Lon	Ms. Tunya Redvine	Ms. Nina Fink	682-867-8615
Loo - Par	Ms. Kristi Graham	Ms. Holly Ragsdill	682-867-8629
Pas - Sei	Luann Kennedy	Ms. LeeAnn Hall	682-867-8620
Sej – Wille	Ms. Kelly McCullough	Aileen Bennett	682-867-8633
Wilf – Z, AVID	Ms. Amanda Cobb	Ms. Leann Hall	682-867-8620
STEM Academy	Ms. Robin Griffith-Yates	Ms. Carol Rakes	682-867-8631

COUNSELORS:

A – Brov	Dr. David Pyatt	682-867-8624
Brow - Dea	Ms. Amy Benson	682-867-8776
Deb - Grav	Ms. Jana Lewis	682-867-8730
Graw - John	Ms. Suzanne Bandy	682-867-8850
Jon - Mart	Ms. Connie David	682-867-8626
Marv – Orr	Ms. Karen Peters	682-867-8627
Ort - Roh	Ms. Jarita Galbreath	682-867-8607
Roj - Tob	Ms. Susan Kingen	682-867-8628
Tol - Z	Ms. Jai Davis	682-867-8623
A - L STEM Academy	Ms. Sara Stringer	682-867-8610
M - Z STEM Academy	Ms. Stephanie Vreeland	682-867-8806
AVID	Ms. Edwina Thompson	682-867-8625

AISSD Vision, Mission, & Beliefs

Our Vision

The vision of the Arlington Independent School District is to be a premier school district and a leader in education.

Our Mission

The mission of the Arlington Independent School District is to empower and engage all students to be contributing responsible citizens striving for their maximum potential through relevant, innovative and rigorous learning experiences.

Our Beliefs

We believe that:

Our success depends on

- Commitment by all to a clear and focused vision
- Effective teaching and leadership
- A positive culture that promotes continuous improvement by all
- An engaged community

Our students can excel

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.

2019-2020 Calendar

AUGUST 2019

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

SEPTEMBER 2019

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

OCTOBER 2019

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

NOVEMBER 2019

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

DECEMBER 2019

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

JANUARY 2020

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

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	•
Teachers New to AISD Report	#
Staff Development/Student Holiday	◆
Teacher Prep./Student Holiday	^
Staff Exchange Days	..
Inclement Weather Makeup for Staff	*
Early Dismissal (elementary students)	>

Important Dates

August 1 Teachers New to Profession Report
 August 5 Teachers New to AISD Report
 August 8 All Teachers Report
 August 8 – 16 Teacher Prep./Staff Dev.
 August 19 First Day of Classes
 September 2 Holiday
 October 11 Staff Development
 October 14 Holiday
 November 25 – 29 Holidays
 December 18 – 19 Exam Days – Jr. & Sr. highs
 December 19 End of First Semester
 December 20 – January 3 Winter Break
 January 6 Teacher Prep. Day
 January 7 Second Semester Begins
 January 20 Holiday
 February 17 Holiday
 March 9 – 13 Spring Break
 April 10 Holiday
 April 13 Staff Development
 May 25 Holiday
 May 27 – 28 Exam Days – Jr. & Sr. highs
 May 28 Last Day of Classes
 May 29 Teacher Work Day
 June 1 – 2 Staff Exchange/Weather Makeup
 If school cancellations aren't needed, **students'** last day will be May 26.

School Hours

Prekindergarten	8:10 a.m. – 11:16 a.m. or 12:29 p.m. – 3:35 p.m.
Elementary (K–6)	8:10 a.m. – 3:35 p.m.
Junior High (7–8)	8:45 a.m. – 4:10 p.m.
High School (9–12)	7:35 a.m. – 3 p.m.

Early Release Hours

Prekindergarten	8:10 a.m. – 10:10 a.m. or 10:10 a.m. – 12:10 p.m.
Elementary (K–6)	8:10 a.m. – 12:10 p.m.
Junior High (7–8)	8:45 a.m. – 12:45 p.m.
High School (9–12)	7:35 a.m. – 11:35 a.m.

First Semester Instructional Days 81
 Second Semester Instructional Days 93
 Total Instructional Days 174

Approved 1/11/18

FEBRUARY 2020

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

MARCH 2020

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

APRIL 2020

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

MAY 2020

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

JUNE 2020

S	M	T	W	T	F	S
	1 ^A	2 ^B	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				

JULY 2020

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	



SENIOR PROM DATE

Saturday, May 2, 2020
Texas Live-Arlington

COMMENCEMENT DATE

Sunday, May 31, 2020
Location: UTA Time: 5:30pm



**CURRENT STATE OF TEXAS AND AISD OPTIONS FOR HIGH SCHOOL
GRADUATION REQUIREMENTS LISTED ARE FOR STUDENTS ENTERING 9TH GRADE
IN 2014-2015 (cohort 2018 and thereafter)**

Foundation High School Program Distinguished Level of Achievement	Foundation High School Program with Endorsements	Foundation High School Program
26 CREDITS	26 CREDITS (Arlington Independent School District Graduation Standard)	22 CREDITS
<p>4 credits English – ELA I, II, III, one credit in any authorized advanced English course</p> <p>4 credits Mathematics – Algebra I, II, Geometry, one credit in any authorized advanced math course</p> <p>4 credits Science – Biology, IPC or advanced science course plus two additional advanced courses</p> <p>3 credits Social Studies – U.S. History, U.S. Government (.5 credit), Economics (.5 credit), World History or World Geography</p> <p>2 credits Foreign Language</p> <p>1 credit Physical Education</p> <p>1 credit Fine Arts</p> <p>7 credits in electives</p> <p>Credit requirements specific to a least one endorsement</p>	<p>4 credits English – ELA I, II, III, one credit in any authorized advanced English course</p> <p>4 credits Mathematics – Algebra I, Geometry, two credits in any authorized advanced math course</p> <p>4 credits Science – Biology, IPC or advanced science course plus two additional advanced courses</p> <p>3 credits Social Studies – U.S. History, U.S. Government (.5 credit), Economics (.5 credit), World History or World Geography</p> <p>2 credits Foreign Language</p> <p>1 credit Physical Education</p> <p>1 credit Fine Arts</p> <p>7 credits in electives</p> <p>Credit requirements specific to at least one endorsement</p>	<p>4 credits English – ELA I, II, III, one credit in any authorized advanced English course</p> <p>3 credits Mathematics – Algebra I, Geometry, one credit in any authorized advanced math course</p> <p>3 credits Science – Biology plus either IPC, Chemistry or Physics, plus an advanced science course</p> <p>3 credits Social Studies – U.S. History, U.S. Government (.5 credit), Economics, World History or World Geography</p> <p>2 credits Foreign Language</p> <p>1 credit Physical Education</p> <p>1 credit Fine Arts</p> <p>5 credits in electives</p>
Endorsements	Distinguished Level of Achievement	Performance Acknowledgements
<p>A student may earn an endorsement by successfully completing curriculum requirements for endorsements adopted by the State Board of Education in the following areas:</p> <ul style="list-style-type: none"> STEM – science, technology, engineering and mathematics Business and Industry Public Services Arts and Humanities 	<p>Distinguished Level of Achievement is the Foundation/Endorsement Plan including Algebra 2. Students are eligible for top 10% automatic admission to state universities.</p>	<p>This acknowledgement may be earned for: (1) outstanding performance in the following areas: (A) in a dual credit course; (B) in bilingualism and biliteracy; (C) on a college advanced placement test or international baccalaureate examination; or (D) on the PSAT, the ACT-plan, the SAT, or the ACT; or (2) for earning a nationally or internationally recognized business or industry certification or license.</p>

**CURRENT STATE OF TEXAS AND AISD OPTIONS FOR HIGH SCHOOL GRADUATION
REQUIREMENTS LISTED ARE FOR STUDENTS WHO ENTERED 9TH GRADE IN 2010-2011 to 2013-2014**

Curriculum Area	AISD High School Program Required Number of Credits	Recommended High School Program (RHSP) Required Number of Credits	◆ Distinguished Achievement HS Program Required Number of Credits
English	4	4 (No substitutions)	4 (No substitutions)
Math (see notes below)	3 Including Algebra I and Geometry.	4 <input checked="" type="checkbox"/> Including Algebra I, Geometry and Algebra II	4 <input checked="" type="checkbox"/> Including: Algebra I, Geometry, and Algebra II
Science (see notes below)	3* (Biology and IPC)	4** (Bio., Chem., Physics)	4*** (Bio., Chem., Physics)
Social Studies	4 World Geog., World Hist., U.S. History, Gov./ Eco.	4 World Geog., World Hist., U.S. History, Gov./ Eco.	4 World Geog., World Hist., U.S. History, Gov./ Eco.
Health	0.5	0.5	0.5
Physical Education	1.5	1.5	1.5
Technology Applications (see notes below)	1~	1~	1~
Communication Applications	0.5	0.5	0.5
Fine Arts	1 (Beginning 9 th Gr. 2010-2011)	1	1
Languages Other than English	0	2 (Same language)	3 (Same language)
Electives (State approved list)	5.5#	3.5#	2.5#
Total Number of Credits	24	26	26 ◆

☒ **Math:** All the courses available for the 4th 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 Independent Study in Mathematics)	Algebra II and only RHSP) Precalculus	IB Mathematical Studies IB Mathematics Standard Level
AP Computer Science (only RHSP)	AP Calculus AB	IB Mathematics Higher Level
Concurrent enrollment in college math	AP Calculus BC AP Statistics	IB Adv. Mathematics Standard Level

* **Science:** May substitute Chemistry and Physics for Integrated Physics and Chemistry (IPC).

** **Science:** Must be Biology, Chemistry, Physics, and a 4th science credit. Students must choose credits from the following areas. Not more than one credit may be chosen from each of the areas to satisfy this requirement.

A - IPC Integrated Physics and Chemistry (IPC)	B- Chemistry Chemistry, PAP Chemistry, or IB Chemistry	C- Physics Physics, Principles of Technology, PAP Physics, or IB Physics
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IPC cannot be taken as the final or fourth year of science. IPC may count on the Recommended Plan if it is taken before Chemistry and Physics. The 4th science credit may be selected from the following:

AP Biology	AP Chemistry	AP Physics B
IB Biology	IB Chemistry	AP Physics C
Astronomy	Environmental Systems	IB Physics
Aquatic Science	AP Environmental Science	IB Environmental Systems
Earth and Space Science	Forensic Science	
Scientific Research and Design	Medical Microbiology	Pathophysiology
Anatomy and Physiology of Human Systems		
Principles of Technology I	Principles of Technology II	Engineering

Or Concurrent enrollment in college science courses.

*** **Science:** 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 **BOLDED** science courses above.

~ **Technology Applications:** Computer proficiency may include a variety of the following technology application courses (AISD courses are underlined.)

Tech Apps TEKS Courses: <u>Computer Science</u> Design and Media Production Webb Design Independent Study in Tech. App	Business Education TEKS Courses: <u>Computer Information Applications</u> <u>Advanced Computer Information App.</u> <u>Business Web Technologies</u>	Technology Education TEKS Courses: <u>Concepts of Engineering & Technology</u> <u>Computer Applications In Industry</u> <u>Photography</u> <u>Advanced Photography</u> <u>Animation</u> <u>Introduction to Engineering Design</u> <u>Audio Video Production</u>
Other Newspaper Yearbook	Information Technology in a Global Society	

Electives: 2.5 additional elective credits may be earned in P.E. (total of 4 credits in P.E.)

Additionally, 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 26 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 (Pre-AP Geom.) 3. Biology (Integrated Physics & Chemistry) 4. World Geography 5. P.E. 6. Foreign Language I 7. Technology Applications 8. Communication Applic./ Elective	1. English II 2. Geometry (Pre-AP Alg. II) 3. Chemistry or Biology (IPC) 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 (Pre-AP Precalculus) 3. Physics (Chemistry) 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)
 - ① ② 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
 - ① 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.
 - ① ② ③ ④ 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 9 (as determined by the district) (TEC §28.0212). A Personal Graduation Plan is developed for all secondary students in the Arlington ISD.

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 corrective actions. Throughout the code are statements that acknowledge the discretion which can be exercised by the campus administrator. Also, the lists of corrective actions indicate many choices. However, in some cases, the school administrator is bound by district policy, state law, and/or federal law regarding disciplinary corrective actions. Appropriate due process hearings are held when disciplinary corrective actions for serious offenses are contemplated.

Many campuses issue their own campus handbook as a supplement to address their particular needs. While these handbooks are not intended to be as complete or as detailed as the *Student Code of Conduct*, many attempt to reconcile any differences between the *Student Code of Conduct* and the campus handbook. In most cases, neither the *Student Code of Conduct* nor the campus handbooks are to be seen as totally prescriptive to the point of no reasonable discretion being able to be applied by the campus administrator. In short, parents are 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 (VOE) form. This form is required by the Department of Public Safety to receive a driver's license. VOE forms may be requested from the front office and may be picked up 24 hours after the request.

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 an 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. Written documentation is required for college days and medical appointments.

Students arriving after 7:35 a.m. should report to their attendance office. Any student who is tardy during the school day should also report to his/her 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 | 7. Gainful employment/Job interview |
| 2. Missing the school bus or ride | 8. Working on car (or car-related problems) |
| 3. Shopping | 9. Student-organized "skip day" |
| 4. Hunting, fishing, ski trips, and comparable activities | 10. Paying or defending traffic tickets |
| 5. Attendance at games elsewhere or on another campus | 11. Oversleeping |
| 6. Birthday or other celebrations | 12. Drivers test/permit |

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 (3) OR MORE DAYS WILL REQUIRE A DOCTOR'S STATEMENT.

A FRAUDULENT OR ALTERED DOCTOR'S STATEMENT WILL RESULT IN AN UNEXCUSED ABSENCE AND CORRECTIVE ACTIONS 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 3:30 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 prom and exam days, and it is recommended that students not take college days before a holiday.
- College day visits will consist of one A-day and one B-day.

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.

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**.
3. **Failure to sign out** at the proper office is judged as **an unexcused absence**.
4. 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. Students who violate this policy may receive disciplinary corrective actions.

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.

CORRECTIVE ACTIONS

Failure to comply with the above rules, either stated or implied, will be dealt with according to the Student Code of Conduct; the corrective actions 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 or e-cigarette in the building or on school property
8. Hazing, cyber bullying, 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 for all students actively involved.

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

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.

MHS Behavior Expectations



	Hallway	Cafeteria	Bathroom	Classroom
Ready	<p>Keep a direct route to destination.</p> <p>Walk on the right side of the hallway.</p> <p>ID is on and visible.</p>	<p>9th and 10th graders have closed campus.</p> <p>All students are in appropriate eating areas.</p> <p>ID is on and visible.</p>	<p>Use restroom closest to the classroom.</p> <p>Use restroom during passing period.</p>	<p>Be awake, alert, on time, and ready.</p> <p>Enter and exit classroom with ID on and visible.</p>
Respectful	<p>Keep hands, feet, and objects to yourself.</p> <p>Use appropriate language.</p> <p>Be alert to those around you.</p>	<p>Be polite, patient, and considerate.</p> <p>Wait your turn in line.</p> <p>Use appropriate language.</p>	<p>Respect privacy.</p> <p>Throw away trash in designated areas.</p> <p>Use appropriate language.</p>	<p>Treat others well.</p> <p>Comply with rules and expectations.</p> <p>Be polite, patient, and considerate.</p> <p>Use appropriate language.</p>
Responsible	<p>Be in assigned areas when bell rings.</p> <p>Follow and comply with dress code.</p>	<p>Pick up after yourself.</p> <p>Recycle.</p> <p>Follow and comply with dress code.</p>	<p>Conserve paper and water.</p>	<p>Take ownership of your actions and learning.</p> <p>Be prepared for class.</p> <p>Be on time, compliant, and attentive.</p>

TELECOMMUNICATION DEVICES AND OTHER DEVICES

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, netbooks, 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 purposes will be determined by campus leadership.

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.

Improper Use of Technology on and off Campus:

Use of the Internet and/or other technologies in a threatening manner, in a manner that creates or causes a material or substantial disruption of the educational environment, or reasonably forecasts a material or substantial disruption of the educational environment (to be evaluated on a case-by case basis) may be a basis for school disciplinary corrective actions even if the conduct did not occur on school property. The following list of prohibited acts is not exhaustive:

1. Attempting to access or circumvent passwords or other security-related information of the district, students or employees or to upload or create computer viruses.
2. Attempting to alter, destroy or disable district computer equipment, district data, the data of others or other networks connected to the district’s system.
3. Using the Internet or other electronic communications to threaten district students, employees or volunteers.

4. Cyberbullying – for example, sending or posting electronic messages that are abusive, threatening, harassing, and/or damaging to another’s reputation. For more information, see Cyber bullying in the Definitions section.
5. Using e-mail or websites at school to encourage illegal behavior or threaten school safety.
6. Sexting – for example, sending or posting electronic messages and/or pictures that are obscene, sexually oriented, and/or potentially illegal. For more information, see Sexting in the Definitions section.

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 or an e-cigarette in any form anywhere in the school building or on school grounds. Violators found using any form of tobacco or e-cigarette while on school property shall be subject to disciplinary action.

OUTSIDE BEVERAGES

Energy drinks are banned items.

Banned beverages such as energy drinks must be disposed of in trash receptacles at the school entrances prior to entering the school building.

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.

Cyber bullying or inappropriate use of social media during the school day will not be tolerated and could result in severe discipline at the discretion of the principal or assistant principal.

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, courtyards, or gyms unless supervised by an adult. Students should also refrain from sitting 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, gyms, courtyards, 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 electronics
- Possession or use of inflatable device

Male students are required to wear dress shirts with neckties and slacks, and female students are to wear dresses or skirts and blouses that are in compliance with the AISD dress code. Female students may not wear pants. 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 CODE

All students are expected to adhere to common practices of modesty, cleanliness and neatness; to dress in a respectful manner within the acceptable standards of the community and in such a manner as to contribute to the academic atmosphere, not detract from it.

Administrators, teachers, and other school personnel share responsibility for enforcing the student dress code and shall follow campus procedures for discipline referrals regarding dress code violations. However, students and their parents have primary responsibility for ensuring that students adhere to the dress code. Considerations other than those specifically discussed in this dress code will be determined by school administrators. The school administration shall have the right to consider any current fashion to determine its acceptability for school wear. Clarification regarding apparel should be obtained prior to wearing it to school; this can be obtained from school administration.

Students in violation of this policy may be subject to corrective action, including suspension, as determined by the school's administration. Some campuses have implemented a uniform requirement pursuant to AISD Board policy FNCA (Local). Parents and students should check with the campus to confirm whether uniforms are required. You may obtain a copy of the AISD Board policy FNCA (Local) from a campus administrator or review it on the internet at www.aisd.net/board and click on Board Policy.

Expectations for Student Dress

1. Obscene or Offensive Apparel:

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.

2. **Shirts and Blouses top:** must touch the waist of pants/skirts, as measured when the student is standing.

3. **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.

4. **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.

5. **Sagging Pants:** Students shall wear their trousers or overalls properly at the waist. No sagging.

6. **Accessories:**

A. Students must wear shoes at all times; house shoes and slippers are prohibited. Students participating in physical education class shall wear athletic footwear that is closed at the toe and heel and must be laced and/or velcroed to participate. Sliders are prohibited.

B. Hair should be kept neat, clean and reasonably styled.

C. Head coverings may not be worn without prior approval of campus administration.

D. Students may request accommodations to the dress code for religious or medical reasons from campus administration.

E. Proper undergarments should be worn but not visible.

F. Heavy chains or spiked jewelry are unacceptable.

G. Campus administration will determine the appropriateness of all piercings, gauging, and mouth "grillz."

7. **Identification Badges:** All high school and junior high school students shall wear their AISD-issued student identification badges or temporary badges at all times while on a school campus or attending a school-related extracurricular activity. 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.

Any AISD campus that desires to implement a variance from the above listed ID policy must seek written approval by submitting a written request to the Office of Student Behavioral Support Systems.

DISCIPLINARY CORRECTIVE ACTIONS

DETENTION HALL

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

If a student becomes ill before detention hall, he/she must report to detention hall and ask for a pass to the clinic. Failure to report to detention hall first will be considered skipping.

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 Detention School. Repeated disciplinary offenses could result in assignment to the Wednesday 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. **All cell phones and other electronics must be turned in to the teacher at the beginning of the school day and will be returned at the end of the school day. 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. 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. Assignments will be provided as soon as possible and are to be completed prior to the student's return to the regular classroom. **All cell phones and other electronics must be turned in to the teacher at the beginning of the school day and will be returned at the end of the school day. These students are prohibited from attending or participating in extra-curricular activities during their Choices assignment.**

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.

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. This includes, but is not limited to electronic devices, such as: cell phones, iPads, tablets, etc.
- 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 tardiness, 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

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 corrective actions. Please understand that it would be impossible to include every possible situation and decision in a document such as this. The corrective actions 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 corrective actions 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 available online.

TARDIES (per semester)

TARDY POLICY CHANGES - FIRST 15 MINUTES

Tardy up to 15 minutes:

- 1 and 2 tardy = teacher issues a warning
- 3rd tardy and above in multiples of 3 (3rd, 6th, 9th) = 3 days of detention each referral (If over 15 min., send to office and do not count as one of the "teacher" tardies. **DO NOT** Record this tardy. The attendance clerks will record.)

Referrals for tardies less than 15 minutes:

- 3rd, 6th, 9th referral = 3 days of detention assigned immediately by the assistant principal
- 12th tardy (4th referral) = Wednesday School assignment
- 15th (5th referral) = 2 Wednesday School assignments
- 18th (6th referral) = OCS

TARDY POLICY – AFTER 15 MINUTES

• Tardy after 15 minutes:

- 1st - 3rd tardy = 3 days detention each tardy
- 4th - 6th tardy = 1 Wednesday school each tardy
- 7th - 9th tardy = 2 Wednesday schools each tardy
- 10th - 12th tardy = 1 day OCS each tardy
- 13th - 15th = 2 days OCS for each tardy
- 16 + = Administrator discretion

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. A student will also be considered tardy if he/she does not arrive to class on time with an ID and in dress code.

TRUANCY

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

(If Wednesday 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

- One additional day for each day missed

SKIPPING WEDNESDAY SCHOOL

- Skipping one time = 1 day Wednesday School added to the original number
- Skipping two times = parent conference and a possible additional corrective action

MISBEHAVIOR IN ON-CAMPUS SUSPENSION may result in immediate suspension

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

LEAVING OCS WITHOUT PERMISSION

- First offense = additional day(s) added to OCS assignment
- Second offense = 6 days Choices assignment

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 AND E-CIGARETTES ON SCHOOL CAMPUS OR SCHOOL ACTIVITY

Possession only

- First time = 7 Detentions
- Additional Offenses = minimum of 2 consecutive days On-Campus Suspension

Use on Grounds

- 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

Use in Building

- 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 or an e-cigarette at any school event, depending on individual circumstances, will result in at least 2 consecutive school days of On-Campus Suspension.

PROFANITY AND 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 Wednesday schools up to 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

FIGHTING

Fighting has a direct effect on the safety of our students and staff and will not be tolerated.

- First offense = minimum of 2 school day Suspension up to an informal conference for a possible Turning Point assignment depending on the level of campus disruption.
- Second offense = Assignment to Choices pending an informal conference for a possible Turning Point assignment
- Impeding/prohibiting the intervention of school personnel = minimum 3 consecutive days On-Campus Suspension up to an informal conference for a possible 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 possible Turning Point 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 an informal conference for a possible assignment to Turning Point depending on severity.

GANG-RELATED ATTIRE/SIGNS

This includes engaging in or identifying with gangs and gang activity.

- 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 = Informal Conference for possible assignment to Turning Point High School (alternative education school) for at least one semester.

HAZING/BULLYING - This includes cyber bullying or inappropriate uses of social media during the school day.

Verbal threats or abuse

- First offense = 6 days Choices
- Second offense = 10 days Choices up to informal conference for possible Turning Point placement

- Physical Abuse = On-campus Suspension up to informal conference for possible 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 Crime Stopper 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
- Third Offense = Assignment to Choices pending an informal conference for a possible Turning Point assignment

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

BUS PROBLEMS

- First Offense = Warning
- Second Offense = Up to 5 days of detention
- Third Offense = Removal of bus privileges for 1 week up to the remainder of the year

Administrators will use discretion based on the offense.

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 of 1 Wednesday school
- Fourth ticketed violation = vehicle will be towed
- Fifth ticketed violation = vehicle will be towed, parking sticker voided, suspension of parking and driving privileges for six weeks
- 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 = 1 Wednesday school
- 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 = 1 Wednesday school
- 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 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 who do not have their school issued ID will be sent to the office to purchase a 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 School
- Third offense = 2 Wednesday 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 class time unless the teacher has given students permission to utilize the BYOT policy.

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 or gives permission for the student to retrieve the device from the school and
- **Second Offense - Group I Misbehavior**
 - confiscation of the device until a parent retrieves or gives permission for the student to retrieve the device from the school and
 - a \$15.00 return fee/fine is paid for the telecommunication device.
- **Third Offense - Group I Misbehavior**
 - confiscation of the device until a parent retrieves or gives permission for the student to retrieve the device from the school and
 - a \$15.00 return fee/fine is paid for the telecommunication device.
- **Fourth Offense - Group II Misbehavior**
 - Two (2) days OCS,
 - confiscation of the device until a parent retrieves or gives permission for the student to retrieve the device from the school and
 - a \$15.00 return fee/fine is paid for the telecommunication device.
- **Fifth Offense - Group III Misbehavior**
 - Corrective Action to be determined by Assistant Principal
 - confiscation of the device until a parent retrieves or gives permission for the student to retrieve the device from the school and
 - a \$15.00 return fee/fine is paid for the telecommunication device.

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 corrective actions to be determined based on the student's individual progressive discipline history. In both cases, the \$15 fee/fine will still be charged.

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.

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.)

- First Offense = 2 consecutive school days of On-Campus Suspension
- Second Offense = 4 consecutive school days of 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 = conference with Administrator up to 5 Detentions
- 2nd referral by the same teacher = minimum 5 Detentions and conference
- 3rd referral by the same teacher = Wednesday school up to On-campus Suspension
- 4th referral by the same teacher = On-Campus Suspension and a possible conference with MHS Administrator/parent/teacher/student to determine consequences and placement options

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.

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

FreshmanAny 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

Equivalent Numerical Values	Regular Level	Honors Level	Identification Codes on Report Cards
97-100	12	15	R – Regular
93-96	11	14	H – Honors
90-92	10	13	S – Spec Ed/Resource
87-89	9	12	INC – Incomplete
83-86	8	11	NC – No Credit
80-82	7	10	P/F – Pass/Fail
77-79	6	9	WD – Withdrawn
73-76	5	8	ABS – Credit Lost Attendance Policy
70-72	4	7	AUD
Below 70	0	0	

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:

$\{(1\text{st six weeks} \times 2) + (2\text{nd six weeks} \times 2) + (3\text{rd six weeks} \times 2) + \text{semester exam grade}\}$ 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 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 in which the waiver is requested. This includes illness or hospitalization. School-related absences are not included.
- An unexcused absence will negate the request for a waiver.
- 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, only if the examination grade improves the final average.
- All students must be in attendance on the designated exam day(s) and must follow all school rules and teacher instructions.
- Any student who fails to attend 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.

REPORT CARDS

Report cards will not be mailed home (1st-5th six weeks). 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.

Approximate distribution dates for Report cards are:

September 27, 2019

December 19, 2019

April 9, 2020

November 1, 2019

February 14, 2020

May 28, 2020 (mailed)

PARENT - TEACHER CONFERENCES

If you have a problem or concern regarding your student, please contact the teacher first. He/she may be reached by email or by leaving a message at the Martin High School main switchboard (682-867-8600).

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 Mrs. Swinney's office.
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 vehicle that will be driven.) 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 driver side of the front windshield.

4. Fraudulent use of parking stickers will result in disciplinary corrective actions for all parties involved.

Temporary parking permits may be issued based on extenuating circumstances. Students will request these permits through Mrs. Swinney's office.

If a new vehicle is purchased, the student is required to purchase a replacement sticker. Replacement stickers may be purchased for \$2. The student will need to peel off the old sticker and present it to Mrs. Harper when purchasing the replacement. 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 Reserved, Visitors, Handicapped, or with any other specific label.
3. Students should park between the painted 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 after 3pm during band season.

RESTRICTIONS 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 without school approval until leaving for lunch or at the end of the school day.
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 at a time 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 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 front office receptionist. 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 3:00 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 3:05 p.m. each school day.

Students arriving after 7:50 a.m. should report to their attendance office.

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.

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
- **Tdap/Td booster**- 1 dose within the last 10 years
- **Polio** - 3 doses, one since age 4, through age 17
- **Measles** – 2 doses of measles-containing vaccine after age 1, at least 30 days apart
- **Mumps/Rubella** - 1 dose each after age 1
- **Hepatitis A** – 2 doses required grades K-9; K-10th in 2019, K-11th in 2020 & K-12th in 2021
- **Hepatitis B** - 3 doses over no less than a 4-month period
- **Varicella** – 2 doses after age 1 **OR** history of chicken pox illness
- **Meningococcal** – 1 dose recommended after age 16. Test of immunity is acceptable in lieu of vaccine for measles, mumps, rubella, hepatitis B or varicella.

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. Students will receive lockers upon request.
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 issues regarding lockers should be reported to the appropriate attendance 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.

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 in the library or in Ms. Jacob's office. 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 minute passing period		6 minute passing period	
Period 2	9:11 – 10:51	Period 6	9:11 – 10:51
6 minute passing period		6 minute passing period	
Period 3	10:57-12:30	Period 7	10:57-12:30
Lunch 12:30 – 1:21		Lunch 12:30 – 1:21	
6 minute passing period		6 minute passing period	
Period 4	1:27 – 3:00	Period 8	1:27 – 3:00

CLUB/ORGANIZATION SPONSORS

Academic Decathlon	Caitlin West, Jay Atman
Academic Quiz League [Whiz Quiz]	Jay Atman
Academic UIL	Libi Kruta
Ace of Clubs	Donevera Evans

American Sign Language	Kathy Tempeny, Daniel Andrews, Barry Darrell
AVID Club	Tricia Regalado
Badminton Club	Chyrel Zavros
Band	Brad McCann, Travis Whaley, Katrina Benecasa, Moises Carmona- Morales
Bass Fishing Club	Rachel Peterson
Cheerleaders	Varsity Kristen Session-Brown
	Junior Varsity Lindsey Oseguerra
	Freshman Cindy Howland
Choir	Kay Owens, Betsy Howerton, Dylan Corder
Computer Science Club	James Hovey
Computer Science Honor Society	Chyrel Zavros
Criminal Justice Club	Patrick McCray, Jorge Espinoza
FBLA	Griffin Goldstein
French Club	Ndioba Fall
French National Honor Society	Ndioba Fall
Future Business Leaders of America	Griffin Goldstein
FFA	Kristin Clark
German Club and German National Honor	Andrea Bonner
Hispanic Students Association	TBD
HOPE Club	Taylor Yates
Junior World Affairs Council-JWAC	Sarah Spurrier

Key Club	Briana Lavelle, Jennifer McNarin
Knights Chess Club	Roy Miller
Latin Club and Latin National Honor	Marsha'I Westfall Haessig
Mock Trial Club	Griffin Goldstein
Multicultural Awareness Club	Kristen Session-Brown
Literary Club	Adam Powell
Martin Book Club	Suzanne Severns
Mu Alpha Theta	Linda Somerhalder
National Honor Society	Tonji Lewis, Pam Tracy
Oral Interpretation and Debate	Seth Newton
Orchestra	Jamie Ovalle, Samuel Branch, Caitlin Ravkind, Holly Burton
Phoenix [Yearbook]	Nina Glass
Physics Club	Jay Atman
Psychology Club	Rachel Peterson
Public Speaking Club	Michelle Fratto
Quidditch Club	Nicholas Bell
Ready-Set-Teach	Linda Feters
Rho Kappa	Sarah Spurrier
RoboBoat	James Hovey
SEAL	Kelly McCullough, Paul Laux
Rugby	Ian McVea, Kathy Meyer
Revive	Rynthia Clements, Ramona Sombrio
Science National Honor Society	Brian Crawford

SOAR	Donevera Evans
Spanish Club	Sharlaine Sierra
Spanish National Honor Society	Deb Conant
Student Council	Courtney Briggs
Sundancers [Drill Team]	Adriana Yarbrough
Technology Students Association	Josh Ogg, Lauren Henson
Texas Association of Future Educators	Jennifer Rothwell
Theater/Martin Players	Kelly Groves, Jordan Chambers
The Coup [Literary Magazine]	Nina Glass
UIL Current Events	Sarah Spurrier
UIL Ready Writing	Jennifer Rothwell
UIL Social Studies	Sarah Spurrier
Vietnamese Student Association	Lydia Berry, Jennifer Rothwell
Visual Arts Club	Debra Allison, Dan Darr, Anne Nagim
Warrior Post [Newspaper]	Tricia Regalado
Warrior Women in Technology (WWIT)	RJ Williams
World Geography Club	TBD
Young Americans for Political Awareness	Jeff Beck, Trey Benedict



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2nd Floor

NO SCALE

