

# SAM HOUSTON HIGH SCHOOL



2025-2026  
Student Handbook



Dear Sam Houston High School Families,

Welcome to the 2025–2026 school year! I hope you and your family had a restful and enjoyable summer. As we prepare to welcome our students back to campus, I would like to share some exciting updates and remind you of the outstanding work happening at Sam Houston High School.

This year, our focus is clear: **ensuring every student receives a remarkable education that prepares them for success in high school and beyond**. Whether heading to college, entering the workforce, or exploring other pathways, our students will be equipped with the tools they need to thrive.

We continue to strengthen our **Leader in Me** program, which empowers students to lead themselves, work well with others, and make positive, values-based decisions. Supporting our **ninth-grade students** remains a top priority. Through our redesigned Ninth Grade Center and intentional support systems, we are helping our freshmen transition successfully by focusing on grades, attendance, and personal growth.

We're also proud to offer our **P-TECH (Pathways in Mechatronics and Logistics)** program, which allows students to earn an associate degree, gain industry certifications, and complete valuable internships—all while in high school. This program opens doors to college and career success right here on our campus.

The safety of our students and staff remains a top priority. We have enhanced our safety protocols to ensure a secure and welcoming learning environment for all.

As I begin my **7th year** as principal of Sam Houston High School, I remain deeply committed to our shared mission. I firmly believe that **education is a partnership**, and I encourage you to stay involved by visiting our school, attending events, and communicating openly with our team. Together, we can help every student reach their full potential.

Thank you for your ongoing support. I look forward to another incredible year of learning, leadership, and student success.

With Texan pride,

**Juan Villarreal**

Principal, Sam Houston High School

Sincerely,  
Juan Villarreal, M. Ed  
Principal  
Sam Houston High School  
jvillarr@aisd.net  
682-867-8501

Sam Houston High School  
www.aisd.net  
2000 Sam Houston Dr Arlington, Texas 76014 682-867-8200

# STUDENT HANDBOOK – SAM HOUSTON HIGH SCHOOL

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**SAM HOUSTON HIGH SCHOOL**

2000 Sam Houston Dr  
Arlington, TX 76014  
682-867-8200

**PRINCIPAL**

Juan Villarreal

**ASSOCIATE PRINCIPAL**

Christopher Stroud

**DEANS OF INSTRUCTION**

Dr. Chauncey Reese

Juan Negrete

Dr. Kristy Miller

Rabah Hamad

<b>2025-2026 Assistant Principals</b>				
<b>Student Alpha</b>	<b>Administrator</b>	<b>Attendance Clerk</b>	<b>Phone</b>	<b>Office #</b>
<b>A – Car</b>	<b>Ms. Sarah Henley</b>	<b>Alma Recendez</b>	<b>682-867-9247</b>	<b>631</b>
<b>Cas-Gak</b>	<b>Ms. Lexayra Robles</b>	<b>Cynthia Gambrell</b>	<b>682-867-9243</b>	<b>910</b>
<b>Gal-Jil</b>	<b>Ms. Ashley Weeg</b>	<b>Ruby Villela</b>	<b>682-867-8517</b>	<b>9GC</b>
<b>Jim-Mhz</b>	<b>Mr. Mike Roberts</b>	<b>Cynthia Gambrell</b>	<b>682-867-</b>	<b>910</b>
<b>Mia-Per</b>	<b>Mr. Jason Collado</b>	<b>Dawn Adams</b>	<b>682-867-8515</b>	<b>510</b>
<b>Pes-Sa</b>	<b>Mr. Josh Vaughn</b>	<b>Ruby Villela</b>	<b>682-867-8508</b>	<b>9GC</b>
<b>Sb-Z</b>	<b>Mr. Cedric Boyd</b>	<b>Dawn Adams</b>	<b>682-867-8513</b>	<b>510</b>
<b>P-Tech</b>	<b>Ms. Christy Sullivan</b>	<b>Zonia Uriegas</b>	<b>682-867-8521</b>	<b>P-Tech</b>
<b>Attendance Office</b>	<b>Lupe Espino-Haro</b>	<b>Mayra Rico Torres</b>		<b>302</b>

<b>2025 – 2026 Counselors</b>			
<b>Mrs. Sanchez (clerk) 682-867-8206</b>			
<b>A - Bq</b>	<b>Ms. Carter</b>	<a href="mailto:ccarter4@aisd.net">ccarter4@aisd.net</a>	<b>682-867-0183</b>
<b>Br - Del</b>	<b>Dr. DeAnda</b>	<a href="mailto:rdeanda@aisd.net">rdeanda@aisd.net</a>	<b>682-867-8218</b>
<b>Dem – Gk</b>	<b>Mrs. Thigpen</b>	<a href="mailto:tthigpen@aisd.net">tthigpen@aisd.net</a>	<b>682-867-8208</b>
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<b>Je - Mar</b>	<b>Mrs. Alvarez</b>	<a href="mailto:salvarez@aisd.net">salvarez@aisd.net</a>	<b>682-867-8209</b>
<b>Mas - Oo</b>	<b>Mrs. Gaines</b>	<a href="mailto:mgaines@aisd.net">mgaines@aisd.net</a>	<b>682-867-9249</b>
<b>Op - Roa</b>	<b>Ms. Click</b>	<a href="mailto:bclick@aisd.net">bclick@aisd.net</a>	<b>682-867-8210</b>
<b>Rob - St</b>	<b>Mr. Hernandez</b>	<a href="mailto:mhera18@aisd.net">mhera18@aisd.net</a>	<b>682-867-0180</b>
<b>Su - Z</b>	<b>Mrs. Kunju</b>	<a href="mailto:bmadathi@aisd.net">bmadathi@aisd.net</a>	<b>682-867-8215</b>

## **AISD Vision, Mission, & Beliefs**

### **Our Vision**

The Arlington ISD Guidance and Counseling Department will empower all students to become socially and emotionally competent citizens who positively impact the world.

### **Our Mission**

The mission of the Arlington ISD 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**

Our success depends upon:

- A 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.

## **SHHS Vision, Mission, & Beliefs**

### **School Vision Statement**

“Learners today and leaders tomorrow.”

### **School Mission Statement**

“At SHHS, we will respect ourselves and others, embrace cultural differences, and maximize student potential to ensure that all students are prepared for the responsibilities of college, career, and/or the military.”

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#### LEGEND

- First/Last Day of School
- Student/Staff Holiday
- ◆ Student Holiday
- Student Holiday/Staff Professional Learning Day
- No School Elementary Only for Parent Conferences
- [ ] Semester Start/End
- { } Grading Period Start/End
- # Open House
- ▲ Early Release (Elementary)
- @ Exams/Early Release (Secondary)
- △ Teacher Prep Day
- ▲ Staff Professional Learning Day
- X Staff Exchange Day
- \* Inclement Weather Makeup

#### IMPORTANT DATES

- July 3-4 ..... Student/Staff Holiday
- August 4-12 ..... Teacher Prep/Professional Learning
- August 13 ..... First Day of School
- September 1 ..... Student/Staff Holiday
- September 19 ..... Student Holiday/Professional Learning
- September 22 ..... No School Elementary Only for Parent Conferences
- October 10 ..... Student Holiday/Professional Learning
- October 13 ..... Student/Staff Holiday
- November 3 ..... Student/Staff Holiday
- November 4 ..... Student Holiday/Professional Learning
- November 24-28 ..... Student/Staff Holiday
- December 18-19 ..... Exam Days - Secondary
- December 19 ..... End of First Semester
- December 22-January 2 ..... Student/Staff Holiday
- January 5-6 ..... Student Holiday/Teacher Prep/Professional Learning
- January 7 ..... Second Semester Begins
- January 19 ..... Student/Staff Holiday
- February 13 ..... Student Holiday/Professional Learning
- February 16 ..... Student/Staff Holiday
- March 2 ..... High School Open House
- March 3 ..... Junior High Open House
- March 5 ..... Elementary Open House
- March 16-20 ..... Student/Staff Holiday
- March 23 ..... Student Holiday/Teacher Prep
- April 3 ..... Student/Staff Holiday
- May 21-22 ..... Exam Days - Secondary
- May 22 ..... Last Day of School
- May 25 ..... Student/Staff Holiday
- May 26-27 ..... Teacher Prep Day
- June 19 ..... Student/Staff Holiday

#### SCHOOL HOURS

Elementary (Pre-K - 6) ..... 8:10 a.m. - 3:35 p.m.  
 Elementary (Pre-K3 A.M.) ..... 8:10 a.m. - 11:20 a.m.  
 Elementary (Pre-K3 P.M.) ..... 12:25 p.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

Elementary (Pre-K - 6) ..... 8:10 a.m. - 12:10 p.m.  
 Elementary (Pre-K3 A.M.) ..... 8:10 a.m. - 10:10 a.m.  
 Elementary (Pre-K3 P.M.) ..... 10:10 p.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 p.m.

Foundation High School Program Distinguished Level of Achievement		Foundation With Endorsement		Foundation No Endorsement	
26 Credits		26 Credits		22 Credits	
English (4 Credits)	<ul style="list-style-type: none"> <li>English I</li> <li>English II</li> <li>English III</li> <li>English IV (recommended) or an authorized advanced English course.</li> </ul>	English (4 Credits)	<ul style="list-style-type: none"> <li>English I</li> <li>English II</li> <li>English III</li> <li>English IV (recommended) or an authorized advanced English course.</li> </ul>	English (4 Credits)	<ul style="list-style-type: none"> <li>English I</li> <li>English II</li> <li>English III</li> <li>English IV (recommended) or an authorized advanced English course.</li> </ul>
Mathematics (4 Credits)	<ul style="list-style-type: none"> <li>Algebra I</li> <li>Geometry</li> <li>Algebra II</li> <li>Additional credit in any authorized advanced math course.</li> </ul>	Mathematics (4 Credits)	<ul style="list-style-type: none"> <li>Algebra I</li> <li>Geometry</li> <li>Two authorized credits in an advanced math course.</li> </ul>	Mathematics (3 Credits)	<ul style="list-style-type: none"> <li>Algebra I</li> <li>Geometry</li> <li>One authorized credit in an advanced math course.</li> </ul>
Science (4 Credits)	<ul style="list-style-type: none"> <li>Biology</li> <li>IPC, Chemistry or Physics</li> <li>Two authorized credits in an advanced science course.</li> </ul>	Science (4 Credits)	<ul style="list-style-type: none"> <li>Biology</li> <li>IPC, Chemistry or Physics</li> <li>Two authorized credits in an advanced science course.</li> </ul>	Science (3 Credits)	<ul style="list-style-type: none"> <li>Biology</li> <li>IPC, Chemistry or Physics</li> <li>One authorized credit in an advanced science course.</li> </ul>
Social Studies (3 Credits)	<ul style="list-style-type: none"> <li>U.S. History</li> <li>Government (.5)</li> <li>Economics (.5)</li> <li>World History or World Geography</li> </ul>	Social Studies (3 Credits)	<ul style="list-style-type: none"> <li>U.S. History</li> <li>Government (.5)</li> <li>Economics (.5)</li> <li>World History or World Geography</li> </ul>	Social Studies (3 Credits)	<ul style="list-style-type: none"> <li>U.S. History</li> <li>Government (.5)</li> <li>Economics (.5)</li> <li>World History or World Geography</li> </ul>
Foreign Language (2 Credits) Two levels in the same language or Computer Science I & II.		Foreign Language (2 Credits) Two levels in the same language or Computer Science I & II.		Foreign Language (2 Credits) Two levels in the same language or Computer Science I & II.	
Physical Education (1 Credit)		Physical Education (1 Credit)		Physical Education (1 Credit)	
Fine Arts (1 Credit)		Fine Arts (1 Credit)		Fine Arts (1 Credit)	



### **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 Sam Houston 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 15 minutes tardy during the school day will be asked to go to their AP's office and be counted absent for that period. If the student refuses to report, they will be kindly asked to leave the building and parent(s) will be notified.

### **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
8. you arrive more than 15 minutes late to class

**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. **Communication from home will not be accepted after 3 consecutive Personal Excused Absences per semester. After that a doctor note will be required.**
2. **Absences not cleared within twenty-four hours may become an unexcused absence.** 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.

## **COLLEGE DAYS**

The AISD School Board has granted two college visitation days to seniors. Principals may grant days for college visitation to **juniors who have a counselor recommendation**.

Documented days of college visitation (**limited to two days for seniors**). Additional days for college visitation may be granted by the principal **for seniors** who have a counselor recommendation. Such absences shall be considered extracurricular activity absences and shall be subject to the same limitations as appropriate for those absences.

- **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 SEMESTER EXAM DAY**

With the exception of serious illness or emergency, an excused absence will not be given to a student who misses a 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. Students who are 15 minutes tardy during the school day will be escorted to their AP's office. If the student refuses to report, they will be kindly asked to leave the building and parent(s) will be notified.

## **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**.
  - A. Any student leaving the building without permission, will lose AISD transportation privileges home for that day.**
- 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 3:15 PM unless supervised by an adult.**

### **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

### SAM HOUSTON HIGH SCHOOL DISCIPLINE PLAN

#### STATEMENT OF PHILOSOPHY

The student body, faculty, and staff of Sam Houston 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. Sam Houston students are to be held **accountable for reading and following** the school policies as outlined in the:
  - [Sam Houston High School Student Handbook](#)
  - [AISD Student Code of Conduct](#)
  - [Sam Houston High School Discipline Plan](#)
2. Sam Houston students are required to follow directions from teachers and staff at all times on the Sam Houston 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. Sam Houston students are required to be in regular attendance, on time, and prepared to work.
5. Sam Houston 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 Sam Houston 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 i.e. requesting your name, schedule, where you are going, etc.
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. **Entering or allowing the entrance of others through unauthorized door**
16. **Unauthorized use of cell phones and/or other personal technology is strictly prohibited within all areas of the campus except in the Cafeteria.**
17. Any other conduct deemed inappropriate by the principal or administrative staff

## **FIGHTING**

Fighting on or near school property will result in a minimum of three days of suspension for all students actively involved.

**Students who impede the intervention of school personnel will receive disciplinary corrective actions. Students recording and promoting any incidents are subject to disciplinary action deemed appropriate.**

## **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. Sam Houston staff is not responsible for lost or stolen items.



# TEXANS' BEHAVIOR EXPECTATIONS

	HALLWAYS	CAFETERIA	RESTROOMS	BUS	COURTYARD	AUDITORIUM- LITTLE THEATER	PARKING LOT	AFTER SCHOOL
READY	Follow AISD dress code (ID visible) Arrive to class before the tardy bell rings	Follow AISD dress code (ID visible) Enter/exit in an orderly manner <b>During lunch remain in the lunchroom</b>	Follow AISD dress code (ID visible) Use designated restroom Have a restroom pass visible	Follow AISD dress code (ID visible) Enter/exit in an orderly manner Go directly to bus upon dismissal Take seat immediately	Follow AISD dress code (ID visible) Take a direct route to destination	Follow AISD dress code (ID visible) Enter/exit in an orderly manner <b>Take seat immediately</b>	Follow AISD dress code (ID visible) Display valid SHHS parking sticker Move vehicle out of parking lot by 3:10 pm	Follow AISD dress code (ID visible) Tell parents pick-up locations <b>Exit the building upon dismissal</b>
RESPECTFUL	Use appropriate language, tone, and volume Keep hands, feet, and objects to yourself <b>Acknowledge and comply with campus staff requests</b>	Use appropriate language, tone, and volume Be patient and wait your turn in line and stay 6 feet apart.	Use appropriate language, tone, and volume Respect privacy Keep restroom free of vandalism and graffiti	Use appropriate language, tone, and volume Keep hands, feet, and objects to yourself <b>Be polite to driver and other passengers</b>	Use appropriate language, tone, and volume Keep hands, feet, and objects to yourself	Use appropriate language, tone, and volume <b>Drivers yield to pedestrians</b> Respect others vehicle/property	Use appropriate language, tone, and volume Respect others vehicle/property	Use appropriate language, tone, and volume
RESPONSIBLE	Walk on the RIGHT side of the hall Take a direct route to destination	Clean up after yourself Eat in designated areas only Recycle No food delivery allowed	Wash your hands thoroughly Throw away trash in designated areas <b>Use the restroom quickly and return to class immediately</b>	Throw away trash in designated areas Stay seated at all times Listen to bus driver directions and follow transportation rules	Throw away trash in designated areas <b>Remain in classroom during class time</b>	Go directly to class when released Keep entrance/exits free of crowding	Follow all motor vehicle laws (insurance and license must be on file) Park only in designated spaces Use sidewalks and crosswalks	Exit the building immediately
KINDNESS	Moving to the right when you see traffic. Offering to hold the door for others. Smile at a stranger.	Allowing someone to get in front of you. Picking up trash left behind.	Respect the privacy of others. Cleaning up paper products. Notify school personnel if you notice inappropriate behavior.	Follow all AISD Bus policies. Sharing your seat with someone in need.	Using appropriate tone, volume, and language. Offer someone directions to class.	Actively listening to those presenting. Please assist in cleaning up the area around you.	Following all traffic laws on school grounds.	Helping someone out of the building. Assisting with after school programming.

## CELL PHONES AND OTHER PERSONAL ELECTRONIC DEVICES

### Personal Communication Device Guidelines:

In Texas, "personal communication device" means a telephone, cell phone such as a smartphone or flip phone, tablet, smartwatch, radio device, paging device, or any other electronic capable of telecommunication or digital communication.

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 or in the Cafeteria..
2. Mobile technology devices include, but are not limited to, laptops, netbooks, tablets, iPads, smartphones, airpods, 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:**

A new law requires school boards to adopt a policy prohibiting students from using cellphones or other personal communication devices during the school day. The policy can prohibit students from bringing devices to school or designate a method of storing them.

In Texas, "personal communication device" means a telephone, cell phone such as a smartphone or flip phone, tablet, smartwatch, radio device, paging device, or any other electronic capable of telecommunication or digital communication.

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, and PDAs ("telecommunications devices"), as well as cameras (digital, video, etc.), Music 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 or the student is in a designated area (cafeteria and hallway during passing period). 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.
7. Recording, sharing, and/or uploading altercations to social media.

## **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. A student may also be subject to arrest for violations of the law.

## **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.**

## **CAMPUS ENTRY POINTS**

Cafeteria, Commons A, Commons B, and the Visitor Center (Freshman Center) are authorized entry points.

## **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 or leaves the campus before dismissal with an unexcused absence.**

## **CAFETERIA BEHAVIOR**

Students are encouraged to exhibit good behavior in the Sam Houston 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.

Students may eat lunch anywhere on campus with a written pass from a teacher or an administrator, **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.

## **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. Appropriate action will be taken following the AISD Code of Conduct.

## **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. Students with unexcused absences or disciplinary placements may not attend school-sponsored activities. Students will be required to show their student IDs at all activities.

Air horns are not permitted at any Sam Houston 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 inflatable device

Students should dress in business casual attire. Gentlemen: Dark dress pants, button up shirt (tie optional), no jeans, no gym shoes. Ladies: School appropriate dresses or dress pants & blouses. Ladies, make sure you wear comfortable shoes.

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](http://www.aisd.net/board) and click on Board Policy.

# SAM HOUSTON HIGH

## DRESS CODE

**WHY**

SHHS should have a dress code that is reasonable and takes into consideration current fashion trends, while allowing for an environment conducive for learning.

**Sam Houston issued ID badges worn around neck at all times**

Scan for AISD student code of conduct



**Hoodies and hats are not allowed**

Undergarments cannot be exposed or substituted as clothing.



**Shirts/tops touch the waist of pants while standing**

Pants worn properly at the waist

**Dresses, skirts, shorts, rips/holes in pants must not reveal private parts or undergarments**

**OUT OF DRESS CODE?**

1. verbal warning
2. alternative clothing
3. call home
4. referral

If violation is egregious, skip to step two.

**No house shoes or slippers**

## 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. Torn, 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. **Hats and Hoodies:** Head Coverings may not be worn without prior approval from the administrator.

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

6. **Accessories:**

A. Students must wear shoes at all times.

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

C. Proper undergarments should be worn but not visible.

D. Heavy chains or spiked jewelry are unacceptable.

E. Campus administration will determine the appropriateness of all piercings and gauging.

F. Masks other than those designed and intended for health and safety purposes are prohibited.

7. **Identification Badges:** All high school and junior high school students shall have their AISD-issued student identification badges or temporary badges at all times while on a school campus or attending a school-related extracurricular activity. Failure to present student ID may result in disciplinary action. If a student loses an identification badge, they are responsible for obtaining a replacement from the Librarian for a \$5 dollar fee.



## **DISCIPLINARY CORRECTIVE ACTIONS**

### **DETENTION**

Detention will be maintained for the purpose of deterring inappropriate behavior. The student must serve his/her assignment after school. Failure to report to detention will result in a more severe corrective action.

If a student becomes ill before going to detention, he/she must report to the person who assigned detention and reschedule. Failure to report to detention 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 after school 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 Sam Houston 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 and occurs within the OCS room. Any students not wanting a school issued lunch must bring their own. **All cell phones and other electronics must be turned in to the teacher upon entering the OCS room 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 Sam Houston 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 Sam Houston 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 Sam Houston 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 Sam Houston, 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.

*Sam Houston 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 or unapproved AI generated 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. Submitting any work that is not your own, including work produced by Artificial Intelligence (AI), is considered plagiarism.

*Sam Houston 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.

*Sam Houston 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 present 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.

# **SAM HOUSTON 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 SAM HOUSTON 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 Sam Houston students are expected to follow the guidelines included in the AISD Student Code of Conduct and Sam Houston Student Handbook. Both are available online.

## **TARDIES (per semester)**

- o 15 minutes after the tardy bell rings students will be escorted to their AP office and marked unexcused for that period. Students who refuse to report to their AP office will be escorted off campus and assigned appropriate disciplinary action.
- o 5th tardy = Parent(s) will be notified that their child will serve Wednesday School in room 934 for 30 minutes and not allowed to attend/participate in any school activity. Students who fail to attend detention or arrive after 3:15 will receive 1 day of OCS the following school day.
- o Excessive tardies (20+) = Parent(s) will be notified that their child will Wednesday and Saturday Detention. Failure to attend any assigned detention will receive OCS placement per missed day.

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, does not arrive to class on time in dress code, and/or found in the hallway without an approved pass.

## **TRUANCY**

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

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

## **MISBEHAVIOR IN ON-CAMPUS SUSPENSION may result in immediate suspension**

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

## **LEAVING OCS/ CHOICES WITHOUT PERMISSION**

- o Out of School Suspension 1 day and additional time added to discipline assignment

## **TRANSPORTATION ABSENCES**

- o The 1st hour of a student's schedule may be excused with parent verification of transportation problems (**can be used only one time per semester**).
- o There will be no excused tardies after lunch for transportation problems.
- o 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**

<b>E-Cigarettes</b>	<ul style="list-style-type: none"><li>• 1st Offense: 5 Day Choices</li><li>• 2nd Offense: 5 Day Choices</li><li>• 3rd Offense: 10 Day Choices</li><li>• 4th Offense: Choices/<i>Contact SBSS</i></li></ul>
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## **PROFANITY AND ABUSIVE LANGUAGE AND/OR BEHAVIOR**

- o Used in conversation with another student, faculty, or staff member = 1 Wednesday school up to 2 consecutive school days
- o Remarks (including slang and street terms), actions and/or gestures directed at a student, which are sexually or racially discriminatory and/or offensive = 1 Wednesday schools up to 2 consecutive school days
- o 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.

- o First offense = minimum of 3 school day Suspension up to an informal conference for a possible Turning Point assignment depending on the level of campus disruption.
- o Second offense = Assignment to Choices pending a hearing for a possible Turning Point assignment depending on severity
- o Impeding/prohibiting the intervention of school personnel = minimum 4 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.

- o Possession only = 5 days of Choices
- o Use on campus = assignment to Choices pending an informal conference for possible Turning Point assignment

## **GANG-RELATED ATTIRE/SIGNS**

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

- o First offense = 2 consecutive school days suspension followed by a parent conference with MHS administrator and Arlington Police/SRO prior to campus return
- o 2nd Offense = Assignment to Choices + conference upon return to MHS
- o 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

- o First offense = 5 days Choices
- o Second offense = 10 days Choices up to informal conference for possible Turning Point placement
- o Physical Abuse = On-campus Suspension up to informal conference for possible assignment to Turning Point based on severity

## **GAMBLING**

**(Involving a transaction of money)**

- o First offense = 2 consecutive school days of On Campus Suspension
- o Second offense = 4 consecutive school days of On Campus Suspension
- o Third offense = assignment to the Choices program

Any confiscated money will be donated to the Crime Stopper Program.

## **FRAUDULENT CRIMESTOPPER TIP**

- o First offense = 2 consecutive school days of On Campus Suspension
- o Second offense = 4 consecutive school days of On Campus Suspension
- o Third offense = Choices assignment

## **STEALING**

- o First Offense = minimum 4 consecutive school days On-Campus Suspension + restitution
- o Second Offense = Choices assignment and restitution
- o 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**

- o First Offense = Warning
- o Second Offense = Up to 5 days of detention
- o 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.

- o First ticketed violation = warning
- o Second ticketed violation = minimum of 5 days detention
- o Third ticketed violation = minimum of 1 Wednesday school
- o Fourth ticketed violation = vehicle will be towed
- o Fifth ticketed violation = vehicle will be towed, parking sticker voided, suspension of parking and driving privileges for six weeks
- o 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 Sam Houston 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**

- o 1<sup>st</sup>/2<sup>nd</sup> Ticket
- o 3<sup>rd</sup> Ticket = Orange Sticker
- o 4<sup>th</sup> Ticket = Vehicle towed

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

**Identified Driver**

- o 1<sup>st</sup> Ticket = Warning
- o 2<sup>nd</sup> Ticket = 5 days detention; parent call
- o 3<sup>rd</sup> Ticket = 1 Wednesday school
- o 4<sup>th</sup> Ticket = Vehicle towed

**DRESS CODE**

- o First offense = Unexcused tardy/absence(s) for time missed while changing clothes
- o Second offense = 3 Detentions with unexcused tardy/absence(s) for time missed while changing clothes
- o Third offense = 1 Wednesday school
- o Fourth offense = Parent hearing with Sam Houston administrator, consequences to be determined at hearing

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 can not present their school issued ID upon request will be sent to their attendance office to purchase an ID.

**STUDENTS LEAVING THE BUILDING DURING LUNCH PERIOD**

- o First offense = 4 Detentions
- o Second offense = 1 Wednesday School
- o 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)**

- o The period the student leaves without permission will be UNEXCUSED.
- o Leaving class without the teacher's permission = 4 Detentions
- o With a parent call = 4 Detentions and the remaining periods excused
- o 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. THC possession (regardless of use) is grounds for expulsion pending a hearing.

## **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.

## **CELL PHONES AND OTHER DEVICES** (Please refer to page 17 for additional information.)

Phones or other electronic devices must be powered off (deactivated) and not visible during class time. Failure to comply with the district/campus policy for telecommunications and other devices will result in the following:

### **o 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 meets with an administrator.

### **o 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 meets with an administrator.
- a \$15.00 return fee/fine is paid for the telecommunication device.

### **o 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 meets with an administrator.
- a \$15.00 return fee/fine is paid for the telecommunication device.

### **o 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 meets with an administrator.
- a \$15.00 return fee/fine is paid for the telecommunication device.

### **o 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 meets with an administrator.
- 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 forth 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 **PayK12**.

*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.)

- o First Offense = 2 consecutive school days of On-Campus Suspension
- o 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 RESTORATIVE PRACTICE STRATEGIES TO MANAGE STUDENT BEHAVIORS AND MUST CONTACT THE PARENT(S) OF THE STUDENT.

- o 1st referral = Detention, Wednesday or Saturday school
- o 2nd referral by the same teacher = minimum 5 Detentions and/or parent conference
- o 3rd referral by the same teacher = Wednesday school up to On-campus Suspension
- o 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 complete the form 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, thereby ensuring planned conferences, and by familiarizing themselves with school policies and procedures.

#### **GRADING POLICY**

Each student and teacher should adhere to the guidelines found in the [SHHS Grading Policy](#). Please read the Grading Policy in its entirety from the above hyperlink.

The Sam Houston Grade Policy ensures that all students have an equal opportunity to show their mastery of content in each subject. Our faculty's judgment and hard work will maintain the integrity of class rank, honor roll, IEPs, and transcripts. The thoughtful and constructive feedback given to students' work is valued through this grading policy. This grading policy will allow students, parents, and teachers to know the basic expectations for each class while leaving room for each Department to manage the grading policy to fit their needs. The goals of the grading policy are as follows:

- To engage parents and the community in the educational process
- To ensure all students meet college and/or career readiness standards in four years or less

In keeping with the above goals, the following procedures have been established:

- Grading must reflect a student's relative mastery of an assignment.
- A sufficient number of grades must be taken to support the grade average assigned.
- Teacher guidelines for grading must be communicated to students and parents so they can self-advocate and initiate the district parameters.
- The Campus Grading Policy must be followed to ensure we are providing equitable grading practices.
- Students and parents will be informed of the Campus Grading Policy so they can self-advocate and initiate the district parameters.
- A student could be permitted an opportunity to receive academic support as needed and redo an assignment or retake a test for which the student received a failing grade.

- If the teacher fails to notify the parent of the grade drop below 70 in the third week, as required, the student shall be allowed to bring the grade up to passing.
- Teachers, Counselors, Administrators, and Support Staff will prioritize conferencing with “habitual” Off-Track students.

## **CLASSIFICATION OF STUDENTS**

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

## **GRADING SYSTEM for Upperclassmen**

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 emailed home each six weeks.

Semester grades will be computed as follows:

Each six week 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 Sam Houston High School after the school year begins should report with a parent to the registrar. The residence will be checked, immunizations will be checked, 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 school's 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 parents.

### **REPORT CARDS**

Report cards will not be mailed home (1<sup>st</sup>-5<sup>th</sup> 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:**

1SW 08/13/25 – 09/18/25

4SW 01/07/26 - 02/12/26

2SW 09/22/25 – 10/31/25

5SW 02/17/26 - 04/02/26

3SW 11/05/25 – 12/19/25

6SW 04/06/26 - 05/22/26

### **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 Sam Houston High School main switchboard (682-867-8200).

## **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**

***Sam Houston High School is not responsible for damages that may occur as a result of parking or driving on campus. SHHS is not responsible for any damages that occur as a result of parking there.***

1. All motorized vehicles driven to school must have a Sam Houston High School parking sticker. Parking stickers may be obtained in Office 510.
2. **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 Office 510.

If a new vehicle is purchased, the student is required to purchase a replacement sticker. Replacement stickers may be purchased for \$10. The student will need to peel off the old sticker and present it to Office 510 when purchasing the replacement. Proof of insurance for the new vehicle is required.

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

### **PARKING LOTS**

***Sam Houston High School is not responsible for damages that may occur as a result of parking or driving on campus. All student parking is in the East student parking lot. SHHS 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. 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.
6. The band practice grid (area marked in blue) is off-limits after 3pm during band season. May result in the vehicle being towed.
7. Reckless driving will result in towing, corrective action, and loss of parking privileges.

### **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 at the parking lot, students are to park vehicles correctly and not move them without school approval until leaving 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. 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.
5. 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 90% of the time and have passed all classes during the semester prior to their application. The form needed from the school to verify this attendance is available with your attendance clerk. 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**

Visit [aisd.net](http://aisd.net) and on the right hand side click on 'How Do I?' and then click on 'Find My School' to verify your homeschool based on the assigned attendance zone.

### **BUSES**

Each student who resides outside a two-mile radius is entitled to bus service. Routes are posted on the AISD website. Transfer students are not eligible for bus service. Visit [aisd.net](http://aisd.net) and on the right hand side click on 'How Do I?' and then click on 'Find My Bus' to verify your bus route.

## **CAFETERIA**

Sam Houston High School is a free and reduced lunch campus. However, snacks 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 through the AISD website. 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 7:25 a.m. to 3:00 p.m.** Class periods are approximately ninety minutes in length with seven 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 7:35 a.m. should report to their attendance office. Refer to the tardy policy on page 13.

## **CLINIC**

A student becoming ill during the school day should obtain permission from his/her teacher and the teacher complete a Google form before they 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**

Sam Houston 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](http://www.469tips.com).

## **NEW CLUB FORMATION GUIDELINES**

Any teacher, student, or group of students wishing to organize a new club at Sam Houston 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. See Ms. Sullivan for the appropriate forms. 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.

## **IMMUNIZATION REQUIREMENTS**

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

## **LIBRARY**

Books are checked out for two weeks and may be renewed.

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.

## **LUNCH PERIOD**

Sam Houston High School is a closed campus. Students will not be permitted to leave campus during lunches. Refer to Attendance guidelines on page 9.

## **PINK PASSES**

All students are required to have a pink pass to travel anywhere in the building. If you allow a student to leave your room for any reason (water, restroom, clinic, office, etc.) you must fill out a pink pass completely. Completed pass includes:

- Student Name (First & Last)
- Location coming from
- Time leaving
- Location student is going to
- Reason for pass
- Projected time they should return
- Date
- Legible teacher signature

## **RESTROOM PRIVILEGES**

Teachers will completely fill out pink passes (provided by campus administration) for restroom use. No inanimate objects can be used as a restroom pass, PINK PASSES ONLY. The first 15 minutes and the last 15 minutes of class are no restroom/no pass use times. Students are required to leave their cell phone in class to use the restroom. Teachers are encouraged to use a restroom log and track students' restroom use.

## **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 with approved documentation.

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**

Non-instructional items or personal belongings are utilized at your own risk. **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 72<sup>nd</sup> 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 Sam Houston High School must have a student identification card and be able to present it upon request 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. **While initial ID cards are free, there will be a \$5.00 replacement fee for lost or stolen id 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. Calls from a parent or approved contact, which have been cleared through an assistant principal, will be delivered to the student. Students are not to use teachers' telephones, or the office telephones except 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. Requests 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. Parents should note that the current average price of a state-adopted textbook is \$55.00.

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

## **VISITORS**

Adult visitors to any high school should report directly to the Visitor's Center with their State Issued ID. Upon entry into the building, the visitor badge must be visible at all times. 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**

Standard Schedule		Pep Rally Schedule	
1st/7th periods Intervention/Enrichment	7:35 - 9:08 (93 mins) 7:35 - 8:15 (40 mins)	1st/7th period	7:35 - 9:04 (89 mins)
2nd/8th period I/E	9:15 - 10:47 (92mins) 9:15 - 9:55 (40 mins)	2nd/8th period	9:11 - 10:36 (85 min)
All Students to 3rd/9th	10:54 - 11:04		
A Lunch	11:04 - 11:34 (30 mins)	A Lunch	10:36 - 11:11 (35 mins)
3rd/9th I/E	11:41 - 1:14 (93 mins) 11:34 - 12:14 (40 mins)	3rd/9th	11:18 - 12:43 (94 mins)
3rd/9th periods I/E	11:02 - 11:50 (48 mins) 11:02 - 11:42 (40 mins)	3rd/9th periods	10:43 - 11:22 (39 mins)
B Lunch	11:50 - 12:20 (30 mins)	B Lunch	11:22 - 11:57 (35 mins)
Resume 3rd/9th	12:27 - 1:14 (47 mins)	Resume 3rd/9th	12:04 - 12:43 (39 mins)
3rd/9th periods I/E	11:02 - 12:44 (102 mins) 11:02 - 11:42 (40 mins)	3rd/9th periods	10:43 - 12:08 (85 mins)
C Lunch	12:44 - 1:14 (30 mins)	C Lunch	12:08 - 12:43 (35 mins)
4th/10th periods I/E	1:21 - 3:00 (99 mins) 1:21 - 2:01 (40 mins)	4th/10th periods	12:50 - 2:15 (80 mins)
		Pep Rally	2:15 - 3:00 (45 mins)

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