

ARLINGTON LOCAL SCHOOL DISTRICT

336 SOUTH MAIN STREET

ARLINGTON, OHIO 45814

Home of the RED DEVILS!

PHONE: 419-365-5122

FAX: 419-365-1282

Superintendent:	Mr. Kevin Haught
Principal:	Mr. Mark Verroco
Counselor:	Mrs. Wynn Thompson
High School Secretary:	Mrs. Katie Cheney
Athletic Director:	Mr. Aaron Cheney
School Colors:	Red and Black

Arlington High School Alma Mater:

Go Red and Black on to Victory

Carry the banner high

So all may plainly see.

Keep up the old school spirit ever faithfully.

As we progress through life

We'll remember thee.

ARLINGTON LOCAL SCHOOL DISTRICT

Mission: We will learn, educate and build character through dedicated partnerships.

Beliefs:

- A strong work ethic benefits society.
- A well-rounded education leads to civil and global responsibility.
- The uniqueness of each individual is to be valued and respected.
- Discipline and guidance are necessary for developing responsible behavior.
- The education of every student is a shared responsibility among the family, school and community.
- The higher the expectation, the greater the achievement.
- Learning is a life-long process of which everyone is capable.

Commitments:

- We will respect and keep the needs of students as our top priority.
- We will provide a safe and secure environment for all students.
- We will challenge ourselves and others to achieve greatness.

New Academic Content Standards Will Specify:

1. Innovation, critical thinking, problem solving, communication, and collaboration
2. Skills that promote information, media, and technological literacy
3. Skills that promote productivity, accountability, leadership, and responsibility and
4. interdisciplinary, real world learning opportunities.

CODE OF ETHICS

Education of students at Arlington High School is designed to prepare them for successful living by providing a well-rounded experience. It is the purpose of this code of ethics to assist students in meeting their responsibilities to their school, their community and themselves. The academic, social, and civic aspects of students will be developed.

A. Academic:

1. Students should strive for the scholastic excellence and realize the value of an education.
2. Students should respect the faculty of their school and recognize the benefits derived from their assistance.
3. Students should make a genuine effort to utilize the varied and extensive educational opportunities available at school.

B. Social:

1. Students should be willing to assume responsibility for and participate in the social activities sponsored by their school, their church, and their community.
2. Students should secure the confidence, respect and cooperation of their parents, teachers, and fellow students by responsible social conduct.
3. Students should demonstrate and prove their consideration for parents by respecting their wishes regarding social activities.

C. Civic:

1. Students should respect the residents, officials and property of their community.
2. Students should develop an understanding of local, state, and national government and prepare themselves to be informed voters and loyal American citizens.
3. Students should be responsive to the needs of their community.
4. Students should assist in the development of charitable and community projects whenever possible.

Please Note: It is the policy of the Arlington Local School District that education programs and activities are provided without regard to race, color, national origin, sex, or handicap.

ARLINGTON HIGH SCHOOL

2023-2024 TEACHING STAFF

Phone: 419-365-5122

Fax: 419-365-1282

Staff	Ext.	Subjects
Andrea Barger	350	English/Media Writing
Dylan Beck	345	Social Studies
TBD	332	Vocal Music
Emily Borkosky	346	French
Colleen Briggs	138	English
David Buckholdt	360	Instrumental Music
Katie Cheney	242	Secretary
Kim Cortez	335	Science
Clint Dillon	342	Technology Coordinator
TBD	358	Industrial Arts
Travis Gingerich	124	Intervention Specialist
Diana Inbody	224	English/ Computer Applications
Nick Inbody	343	Mathematics
Jane Inniger	336	Art
Josh McGrain	357	Social Studies
Tara Metzger	340	Mathematics
Amanda Miller	349	Science
Demiya Trimble	339	English
Jimmy Nicholson	351	Intervention Specialist
Molly Niese	127	Science
Danielle Reinhart	331	Health/Physical Education
Lori Russell	141	Intervention Specialist
Paige Thiel	359	Agricultural Science
Leah Thines	330	Social Studies
Wynn Thompson	250	School Counselor
Eric Valasek	337	English
Audrey Van Hoose	344	Mathematics
Mark Verroco	246	Principal

An e-mail address for any staff member is the last name followed by the first initial (in lower case letters) followed by [@arlingtonlocal.org](mailto:lastname@arlingtonlocal.org)

ARLINGTON 2023-2024 SCHOOL CALENDAR

August 23-25	Teacher Work Day/PD Day
August 28	Teacher Work Day/PD Day
September 5	First Day of School
October 9	Teacher Work Day/PD Day
November 3	End of 1st Nine Weeks
November 14	Parent/Teacher Conferences (Evening)
November 20	Parent/Teacher Conferences (Evening)
November 22-24	Thanksgiving Break
November 27	Classes Resume
December 22 – January 1	Winter Break
January 2	No School-- Teacher Work Day/PD Day
January 3	Classes Resume
TBD	First Semester Exams
January 12	End of 2nd Nine Weeks/1st Sem.
January 15	No School - Martin Luther King, Jr. Day
February 19	No School – President’s Day
March 15	End of 3rd Nine Weeks
March 29-April 1	Spring Break
April 2	Classes Resume
April 8	No School—Calamity Day
TBD	Second Semester Exams
May 24	Last Day of School
	End of 4th Nine Weeks/2nd Semester
May 26	Baccalaureate/Commencement
May 27	Offices Closed- Memorial Day
May 28	Teacher Work Day/PD Day
June 28-July 7	No Arlington Activities

BELL SCHEDULES

2023-2024

MONDAY/WEDNESDAY/FRIDAY

1ST PERIOD	8:00 - 8:46
2ND PERIOD	8:49 - 9:35
3RD PERIOD	9:38 - 10:24
4TH PERIOD	10:27 - 11:16 (ANNOUNCEMENTS)
5TH PERIOD	11:19 - 12:05
6TH PERIOD	LUNCH: 12:08-12:38 CLASS: 12:08-12:54
7TH PERIOD	CLASS: 12:41-1:27 LUNCH: 12:57-1:27
8TH PERIOD	1:30 - 2:16
9TH PERIOD	2:19 - 3:05

TUESDAY/THURSDAY/WIN

1ST PERIOD	8:00 - 8:42
2ND PERIOD	8:45 - 9:27
3RD PERIOD	9:30 - 10:12
4TH PERIOD	10:15 - 10:57
WIN	11:00 - 11:32 (ANNOUNCEMENTS)
5TH PERIOD	11:35 - 12:17
6TH PERIOD	LUNCH: 12:20-12:50 CLASS: 12:20-1:02
7TH PERIOD	CLASS: 12:53-1:35 LUNCH: 1:05-1:35
8TH PERIOD	1:38 - 2:20
9TH PERIOD	2:23 - 3:05

TWO-HOUR DELAY

1ST PERIOD	10:00 - 10:31
2ND PERIOD	10:34 - 11:05
3RD PERIOD	11:08 - 11:39
4TH PERIOD	11:42 - 12:15 (ANNOUNCEMENTS)
6TH PERIOD	12:18 - 12:49
7TH PERIOD	12:52 - 1:23
5TH PERIOD	1:26 - 1:57
8TH PERIOD	2:00 - 2:31
9TH PERIOD	2:34 - 3:05

COUNSELOR SERVICES

The school counselor helps every student improve academic achievement, personal and social development, and career planning. Ethical and professional standards are upheld to design, implement and manage a comprehensive, developmental, results-based school counseling program that promotes and enhances student success. Collaboration with students, parents, school staff and the community is emphasized to address the academic and developmental needs of all students in alignment with Arlington's mission and philosophies. The goal is to create an academic plan for students' education to prepare them for successful careers after graduation and help develop the necessary skills, such as organization, time-management, and study skills. Additionally, students can be helped to overcome obstacles that may form barriers to learning by helping students respond to issues, such as divorce or death in their family as well as developmental issues typical in adolescence.

Important Aspects of the Counseling Office:

1. Student Record Privacy – Student records shall remain confidential in accordance with the Family Rights and Privacy Act of 1974 which requires that:
 - a. Parents or guardians and students (who have attained the age of 18) have the right to review their records and to challenge any items they deem inaccurate.
 - b. Parents or guardians and students (who have attained the age of 18) shall give consent before records are made available to non-school agencies.
 - c. Such records are made available to parents or guardians or students over 18 no later than 30 days after the request for review has been made.
 - d. Such review is to be made on school property and in the presence of the principal or guidance counselor.
 - e. Any branch of the military may acquire the name and address of any student in grades 10-12 unless the parent or guardian denies this right in writing.
2. Schedule Changes – It is the responsibility of all students to make themselves fully aware of course content and course requirements prior to registering for a course. Students should confer with parents, teachers, counselor and others prior to filling out schedules. Once a schedule has been made, the student has the responsibility to live up to his/her commitments and complete all courses. Changes will only be made for the following reasons:
 - a. A student fails a requirement for graduation that must be made up.
 - b. A student fulfills a course requirement by going to summer school.
 - c. A student receives an incomplete or incorrect printed schedule.
 - d. Students withdrawing from a course shall receive a WD-F unless:
 1. The counselor may recommend to an administrator a withdrawal with no penalty after consulting with the student and parents and determining there are extenuating circumstances.
 2. A teacher may request a student be withdrawn.
The decision will be made by an administrator after conferring with the teacher, student, counselor, and parents. The final decision of whether or not the student receives WD-F will be made by the administrator.
 3. If a student is withdrawn from a class due to unusual circumstances, a grade of W/P or W/F will be given. W/P indicates the student was withdrawn passing and W/F withdrawn failing. Withdrawn passing will not count towards the class rank, while withdrawn failing counts as one semester F for class ranking purposes.

GRADUATION REQUIREMENTS

Requirements for Arlington High School Graduation

- 4 Credits of English
- 4 Credits of Math—shall include one unit of Algebra II or Algebra II Concepts
- 3 Credits of Science—with inquiry-based laboratory experience that engages students in asking valid scientific questions and gathering and analyzing information, which shall include the following or their equivalent:
 - 1 Credit of a Physical Science
 - 1 Credit of Biology
 - 1 Advanced study in one or more of the following sciences—
Chemistry, Chemistry II, Physics, Science Tech, Biology II, Agricultural Plant & Animal Science
- 3 Credits of Social Studies
 - 1 Credit of American History
 - 1 Credit of World History
 - 1 Credit of American Government
- 0.5 Credit of Computer Applications I
- 0.5 Credit of Introduction to Speech & Communications
- 0.5 Credit of Physical Education (or successful completion of the PE waiver)
- 0.5 Credit of Health
- 5 Credits of Electives (which shall include 0.5 credit of Economics and Financial Literacy, and an additional 0.5 credit of electives if completing the PE waiver)
- 1 Credit of Fine Art

Permanent Graduation Requirements Class of 2023 and Beyond

State law created new, permanent requirements for graduation starting with the class of 2023. The permanent requirements are listed below:

1. **Demonstrate Competency:** Students must demonstrate competency in Math and English by passing the state's Algebra I and English II tests. Students who have taken required tests more than once without passing and have received remedial supports are able to show competency through one of the options below:
 - Earn credit for one Math and/or one English course through College Credit Plus;
 - Demonstrate career readiness and technical skill through foundational and supporting options;
 - Enter into a contract to enlist in the military upon graduation.
2. **Preparation for College or Careers:** Students must earn two diploma seals, one of which must be state defined, to demonstrate academic, technical and professional readiness for careers, college, the military or self-sustaining professions.

State System of Diploma Seals	
OhioMeansJobs Readiness Seal	Honors Diploma Seal
State Seal of Biliteracy	Technology Seal
Industry-Recognized Credential Seal	Citizenship Seal
College-Ready Seal	Fine and Performing Arts Seal (locally defined)
Military Enlistment Seal	Student Engagement Seal (locally defined)
Science Seal	Community Service Seal (locally defined)

Further information can be found at education.ohio.gov/Topics/Ohio-s-GraduationRequirements

ELIGIBILITY TO PARTICIPATE IN GRADUATION CEREMONIES

It shall be the policy of the Board of Education that only those students who have successfully completed all requirements for graduation will be permitted to participate in graduation exercises. Each graduate must meet all requirements for graduation as set forth by the Arlington Board of Education, the State Board of Education, and the State of Ohio.

HONORS DIPLOMA:

After Class of 2018 and Beyond & Eligibility

High school students can gain state recognition for exceeding Ohio's graduation requirements through an honors diploma. Students challenge themselves by taking and succeeding at high-level coursework and in real-world experiences.

Ohio students have the opportunity to choose to pursue one of six honors diplomas:

1. Academic Honors Diploma
2. Career Tech Honors Diploma
3. STEM Honors Diploma
4. Arts Honors Diploma*
5. Social Science and Civic Engagement Honors Diploma
6. International Baccalaureate Honors Diploma

**includes dance, drama/theatre, music and visual art.*

ACADEMIC HONORS DIPLOMA

High school students can gain state recognition for exceeding Ohio's graduation requirements through an Academic Honors Diploma. High-level coursework, college and career readiness tests and real-world experiences challenge students.

Students must meet **all but one** of the following criteria, Students must meet general graduation requirements to qualify for honors diplomas.

- 4 credits of Math
- 4 credits of Science, including 2 units of advanced Science
- 4 credits of Social Studies
- 3 credits of one World Language, or no less than 2 credits of each of two World Languages studied
- 1 credit of Fine Arts
- Cumulative GPA of 3.5 on a 4.0 scale
- Obtain a score of 27 or higher on the ACT or 1280 or higher on the SAT

CAREER TECH HONORS DIPLOMA

High school students can gain state recognition for exceeding Ohio's graduation requirements through a Career- Tech Honors Diploma. High-level coursework, college and career readiness tests, and real-world experiences challenge students.

Students must meet **all but one** of the following criteria. Students must meet general graduation requirements to qualify for honors diplomas.

- 4 credits of Math
- 4 credits of Science, including 2 units of advanced Science
- 4 credits of Social Studies
- 2 credits of one World Language
- 4 credits of career-technical courses
- Cumulative GPA of 3.5 on a 4.0 scale
- Obtain a score of 27 or higher on the ACT, 1280 or high on the SAT, WorkKeys- 6 or higher on

- Reading for information and 6 or higher on Applied Mathematics
- Complete a Field Experience and document the experience in a portfolio specific to the student's area of focus
- Develop a comprehensive portfolio of work based on the student's field experience or a topic that is related to the student's area of focus
- Earn an industry-recognized credential or achieve proficiency benchmark for appropriate Ohio Career- Technical Competency Assessment or equivalent

STEM HONORS DIPLOMA

High school students can gain state recognition for exceeding Ohio's graduation requirements through a STEM Honors Diploma. High-level coursework, college and career readiness tests, and real-world experiences challenge students.

Students must meet **all but one** of the following criteria. Students must meet general graduation requirements to qualify for honors diplomas.

- 5 credits of Math
- 5 credits of Science, including 2 units of advanced Science
- 3 credits of Social Studies
- 3 credits of one World Language, or no less than 2 credits of each of two World Languages studied
- 1 credit of Fine Arts
- 2 credits of Electives with a focus in STEM
- Cumulative GPA of 3.5 on a 4.0 scale
- Obtain a score of 27 or higher on the ACT or 1280 or higher on the SAT
- Complete a field experience and document the experience in a portfolio specific to the student's area of focus
- Develop a comprehensive portfolio of work based on the student's field experience or a topic that is related to the student's area of focus

ART HONORS DIPLOMA

High school students can gain state recognition for exceeding Ohio's graduation requirements through an Arts Honors Diploma. Dance, drama/theatre, music, and visual art are areas of study in which students can earn Arts Honors Diplomas. High-level coursework, college and career readiness tests, and real-world experiences challenge students.

Students must meet **all but one** of the following criteria. Students must meet general graduation requirements to qualify for honors diplomas.

- 4 credits of Math
- 3 credits of Science, including 1 credit of advanced Science
- 3 credits of Social Studies
- 3 credits of one World Language, or no less than 2 credits of each of the two world languages studied
- 4 credits of Fine Arts
- 2 credits of Electives with a focus in Fine Arts
- Cumulative GPA of 3.5 on a 4.0 scale
- Obtain a score of 27 or higher on the ACT or 1280 or higher on the SAT
- Complete a field experience and document the experience in a portfolio specific to the student's area of focus
- Develop a comprehensive portfolio of work based on the student's field experience or a topic that is related to the student's area of focus

SOCIAL SCIENCE AND CIVIC ENGAGEMENT HONORS DIPLOMA

High school students can gain state recognition for exceeding Ohio's graduation requirements through a Social Studies and Civic Engagement Honors Diploma. High-level coursework, college and career readiness tests, and real-world experiences challenge students.

Students must meet **all but one** of the following criteria. Students must meet general graduation requirements to qualify for honors diplomas.

- 4 credits of Math
- 3 credits of Science, including 1 credit of advanced Science
- 5 credits of Social Studies
- 3 units of one World Language, or no less than 2 credits of each of two World Languages studied
- 1 credit of Fine Arts
- 3 credits of Electives with a focus in Social Sciences and/or Civics
- Cumulative GPA of 3.5 on a 4.0 scale
- Obtain a score of 27 or higher on the ACT or 1280 or higher on the SAT
- Complete a field experience and document the experience in a portfolio specific to the student's area of focus
- Develop a comprehensive portfolio of work based on the student's field experience or a topic that is related to the student's area of focus

INTERNATIONAL BACCALAUREATE HONORS DIPLOMA

High school students can gain state recognition for exceeding Ohio's graduation requirements through an International Baccalaureate Honors Diploma. High-level coursework, college and career readiness tests, and real-world experiences challenge students.

Students pursuing this honors diploma must meet all the requirements of the International Baccalaureate Diploma Programme.

Students must meet **all but one** of the following criteria, unless it is a minimum graduation requirement. Students must meet general graduation requirements to qualify for honors diplomas.

- 4 credits of Math
- 4 credits of Science, including Biology, Chemistry, and at least 1 advanced Science
- 4 credits of Social Studies
- 4 credits of World Language, with at least 2 credits of each of two World Languages studied
- 1 credit of Fine Arts
- Cumulative GPA of 3.5 on a 4.0 scale
- Obtain a score of 27 or higher on the ACT or 1280 or higher on the SAT
- Complete a field experience and document the experience in a portfolio specific to the student's area of focus
- Develop a comprehensive portfolio of work based on the student's field experience or a topic that is related to the student's area of focus

MILLSTREAM

Students enrolled in the Millstream program must comply with the rules and regulations of Arlington High School. The mission of the Millstream Career & Technology Center is to prepare all students with the knowledge, skills, and attitudes needed to reach their fullest potential and to become productive citizens in the ever-changing world of work; this is accomplished through school-based, work-based, and connecting activities in partnership with parents, business, industry, post-secondary educators, and all other community stakeholders.

GRADING AND AWARDING OF CREDITS

GRADE CARDS:

Grade Cards will be issued to students at the end of the nine weeks period. Students will receive cards before leaving for the day, normally the Friday after the grading period is over. Grade cards will be withheld due to outstanding fees.

PROGRESS REPORTS:

PROGRESS REPORTS ARE NO LONGER ISSUED AT THE MID-TERM POINT OF EACH NINE-WEEK GRADING PERIOD. INSTEAD, PARENTS ARE ENCOURAGED TO REVIEW THEIR CHILD'S GRADES THROUGH PROGRESSBOOK.

INCOMPLETES:

All incompletes must be taken care of within one week after any given grading period except the fourth nine weeks. Any extension given for incompletes must be approved by the principal. If all work is not completed on time, the nine weeks' grade will be converted from an "I" to the current letter grade. Incompletes are only to be given if work is not completed due to sickness or extenuating circumstances approved by the principal.

FAILURE OF COURSES:

Second Semester Failure: A student who fails the second semester of a full year course may not be given credit for that course. If it is a required course, the student may be required to repeat the entire course.

Second Nine Weeks Failure in a Semester Course: A student who fails the second nine weeks of a one semester course may not be given credit for that course. If it is a required course, the student may be required to repeat the entire course.

Honor Roll: Those students who receive a 3.0 grade point average for all courses will be considered as honor students at Arlington High School.

IMPORTANT NOTES:

Plus and Minus Grades are part of the grading scale.

The percentage goes away after the letter grade has been awarded for the nine weeks.

Valedictorians and Salutatorians will be named during the second week in May.

Junior Class Marshalls for graduation ceremonies will be determined by the second week in May.

SCHOOL GRADING SCALE

A	95 - 100	4.00	3.83 - 4.00
A-	93 - 94	3.67	3.49 - 3.82
B+	91 - 92	3.33	3.16 - 3.48
B	87 - 90	3.00	2.82 - 3.15
B-	85 - 86	2.67	2.49 - 2.81
C+	83 - 84	2.33	2.16 - 2.48
C	77 - 82	2.00	1.82 - 2.15
C-	75 - 76	1.67	1.49 - 1.81
D+	73 - 74	1.33	1.16 - 1.48
D	67 - 72	1.00	0.82 - 1.15
D-	65 - 66	0.67	0.50 - 0.81
F	0 - 64	0.00	0.00

A. Averaging Grades:

Percentages will be used to figure the nine weeks, exam, and semester letter grades. After the grade has been figured, the percentage is dropped and the letter grade represents the class grade.

B. Nine Week Grades:

Nine weeks grades are based on one or more of the following considerations: quiz and test results, nine week test results, daily recitation and participation, effort and attitude, and homework and other assignments.

C. Semester Grades:

The formula for figuring the semester grade is to double the first nine week letter grade, double the second nine week letter grade, count the semester exam grade as one, and then divide the total by five. This will then compute into a letter grade for the semester.

D. Year-End Grades:

Year-End Grades are computed by adding the two semester letter grades together and dividing by two. This will then compute into the column of ranges for a particular letter grade for the year.

ACADEMIC HONESTY

The following procedures will be utilized by teachers in dealing with students caught cheating and/or involved in plagiarism:

- a. Student will receive a zero on the assignment.
- b. Parent will be notified.
- c. Report of incident will be given to principal for record keeping.
- d. The second offense in the same class will result in the failing of the class for the year and no credit given.
- e. A third offense will result in the refusal by any employee of Arlington High School to write any letters or recommendation for college purpose or employment.
- f. Repeat offenders will be referred to principal for placement on the Student Code of Conduct.

EXAMS

All students will be required to be in attendance during the exam for all scheduled classes. With parent and school permission, students Grades 9-12 may be excused from the building during scheduled study hall periods, lunch periods, or other periods for which students are not scheduled to be in an exam session. Students in Grades 7-8 taking courses for high school credit will be required to take that subject's high school exam.

ATHLETIC, EXTRA-CURRICULAR, AND STUDENT PARKING CODE OF CONDUCT

Arlington High School has implemented a code of conduct specific to athletics, extra-curricular activities/clubs, and student parking. Any student who wishes to participate in any of these activities and their parent/guardian are required to complete and sign an Informed Consent Agreement prior to participation in any activities.

ATTENDANCE

Because school attendance is important to the administration and community of Arlington, the following policy was written and is adhered to. School attendance is a characteristic that is viewed by employers, college placement officers and armed forces recruiters to evaluate students. Studies continually support the idea that those students with the best school attendance records make better employees, better college students and better recruits.

Careful and well-documented attendance is also key in the protection of our children. Efforts will be made to identify possible missing children and to notify the proper adults or agencies, as well as provide access of student records to law enforcement personnel conducting missing child investigations. The Board of Education recognizes that the primary responsibility for supervision of a student

rests with his/her parent(s) or guardian(s). The school district staff will provide the assistance it can to aid in this important task.

A student will be considered a "habitual truant" if they are unexcused from school for 30 consecutive hours, 42 hours in one month, or 72 hours in one school year. A student will be considered to have "excessive absences" if they miss 38 hours in one month with or without an excuse, or 65 hours in one school year with or without an excuse. In either case, the parents of a "habitual truant" or a student with "excessive absences" will be notified of the concern and students may face consequences as determined appropriate by the district. In addition, families may be connected with community resources, and in cases involving a "habitual truant," legal action may be taken by the district.

A. School Notification:

Parents, not students, must notify the school at 419-365-5122 by 9:00 am if their child will be absent from school. The school will try to contact the parent if no call is received. This policy conforms with the national "Missing Children's Act" and is a national law. Parents should ask for homework when the absence is called in.

B. Excused Absences:

Any excused absence must fit one of the following categories in order to be excused:

1. Personal illness
2. Severe illness in immediate family
3. Death of a family member
4. Religious observation
5. Professional appointments – appointments should be ½ day or less
6. Driver's license examinations: only ½ day will be excused
7. College visitations; see college visitations section for specifics
8. Vacations: see vacation section for specifics
9. Suspensions from school
10. Other legitimate reasons which receive prior approval by the principal

C. Unexcused Absences:

Unexcused absence and/or unexcused tardiness guidelines are as follows:

1. Car trouble or repairing a car, oversleeping, missing the bus or a ride
2. Staying out of school an unnecessary length of time due to appointments
3. Baby-sitting, running errands in non-emergency situations
4. Other absences as interpreted by the Principal
5. Inappropriately dressed and sent home

An unexcused absence means that missed work may not be made up. A zero may be given in the class for all work missed, at the discretion of the principal.

D. Illness during the School Day:

If a child becomes ill during the school day, he/she is to report to the office. A student is not to make a call home or leave the school premises without permission.

E. Sign-In/Sign-Out:

All students must sign out in the high school office before leaving early. Students must also sign-in when arriving after the 8:00 am bell.

F. Returning to School Following an Absence:

1. If a student is returning to school from an appointment, the student must sign in. A note from the doctor, dentist, or other medical entity must be brought to the high school office upon returning to school.

2. If a student is returning to school from other than an appointment, the student is **required** to bring a signed note from his/her parent or guardian giving the date and reason for the absence. The reason must be specific.
3. Students who are 18 years of age and living at home are also required to have a parental note.
4. Students are responsible to see teachers to get any missed work. Students are allowed one day to make up work for each day missed from school.
5. A phone call does not waive a note. Notes are still required for all absences.

G. Appointments:

All students must sign out in the office before leaving school early and sign in upon return. Students or parents are to inform the school in advance of any appointments.

H. Vacations:

Students will only be excused for vacations with the immediate family. Parents are to notify the office and students are to obtain a form from the office at least one week in advance. Students are expected to notify their teachers to determine what work can be completed prior to the absence. Please note vacations during the school time are not encouraged as they can jeopardize a student academically.

I. College Visitations:

Juniors and Seniors only – Students are permitted two days for college visitations provided that they obtain permission one week in advance of the visit. The student must obtain a college visitation form from the counselor. The counselor and the high school secretary must sign the form prior to the visitation. Prior to obtaining this form, the student must meet with the counselor and an appointment must be confirmed. Upon the student's return to school, the form verifying the visit must be given to the counselor. College visitation days cannot be used after April 30th. However, if the college required the student be present at an orientation, this is excused. You may wish to have the counselor help you and your parents arrange for an informative and productive visit. This will be an unexcused absence if the procedure is not followed.

Note: The validity of any other questionable reasons for absence or tardiness not listed above will be determined by the administration according to the Ohio Attendance laws of the Ohio Revised Code.

BOOK BAGS

Students are not permitted to carry book bags into class. They must remain in the student's locker. However, students that have medical issues may be permitted to use a book bag *with special permission from the office.*

BUS REGULATIONS

The Arlington Local School District has an established code of conduct for students being transported on a school bus. These rules are necessary to maintain discipline and safety. The school staff and bus drivers will insure that all students understand these safety rules. The bus drivers are responsible for maintaining discipline on the buses.

The following procedure will be followed by the bus drivers and school staff in maintaining discipline on the buses:

- a. If a student is bringing more than one guest onto the bus, 48 hours written notification is required.
- b. Bus drivers will give verbal warnings to the student for minor infractions of the bus rules.
- c. Repetition of minor infractions or a major incident will result in the school disciplining the student appropriately.

- d. The bus driver will issue a written warning to the student and parents of violations of bus behavior and safety code.
- e. Suspension of bus privileges may be used to insure proper bus behavior for any student upon repetition of minor incidents.
- f. A bus suspension may also be appropriate for any single major safety violation or insubordination to a bus driver, with or without prior warning given to the student or parent.
- g. Students suspended from their bus transportation privileges are still required by state law to attend school. Absences during bus suspension may be unexcused and considered truant.

Note: The Student Code of Conduct will be utilized when necessary. The principal may issue a discipline notice and one or more of the following: warning, detention(s), Saturday school, suspension of student's bus riding privileges, require full restitution for damage to a bus.

Permission to ride another bus – A note from the parent is necessary if a student needs to ride a bus other than the one he/she normally rides. Arrangements must be made by both sets of parents involved and a note sent to school. The bus driver must have this note before the student is permitted to ride the bus. All notes are to be signed by a principal or secretary.

CAFETERIA AND LUNCH PROGRAM

Students may purchase their lunch in the school cafeteria or carry their lunch to school. Students must leave the table and surrounding area clean and orderly. No food is to be taken out of the cafeteria after lunch. Students who feel that they may qualify for free or reduced lunches may pick up forms from the office. The student is responsible for returning this form to the office. Students not meeting the deadline for turning in lunch forms must pay for their lunches. No students are to leave school property during lunch nor are non-students allowed to visit or bring food in for lunch. Special occasions will be considered but must be approved in advance *by the Principal*. The only exception to the closed lunch would be a written excuse from a medical doctor that limits the student to a restricted diet that can only be supplied at home.

CALENDAR OF EVENTS

All school activities are to be scheduled on the official calendar in the Superintendent's office. This is done by clearing the date of the activity through the Principal's office.

CARE OF THE SCHOOL

Arlington School is very proud of its neat and clean facilities. Students are to assist in keeping them this way.

CHANGE OF ADDRESS OR TELEPHONE

Inform the high school office if you change your address or telephone number.

CHEATING – SEE ACADEMIC HONESTY

CONFERENCES

Formal Parent/Teacher Conferences are normally scheduled throughout the school year outside of the regular school day. Conferences are also encouraged at other times of the year as needed. Please call the school for an appointment prior to your visit. Those dates will be announced and sign-up information will be shared once those dates are determined.

COPY MACHINES

No student is to use any school copy machine without prior approval from a staff member.

CRISIS LINE

Hancock County Toll-Free Crisis Hotline 1-888-936-7116 Information and referral call 211

Do you or someone you know need help, need to talk or feel stressed? Feel free to call the toll-free hotline, available 24 hours a day, 7 days a week.

DANCES

Dances must be scheduled by the sponsoring organization through the Principal's office. A school dance checklist must be completed at least 10 days prior to the dance. Once a student has paid his/her admission to a dance, it is expected that he or she has come to dance and will stay until time to go home. If a student leaves the building without the permission of the dance supervisor, he or she cannot re-enter. Students must dance facing each other. Arlington High School dances are only for the students of this school and their guests. Students planning on bringing a guest from other schools must first fill out a dance permission form. All guests must be in 9th grade or older, but must be under the age of 21. Organizations sponsoring dances are expected to leave the school in the condition it was found. Any school sponsored event requires a custodian to be on duty. The sponsoring group will pay all overtime expenses.

DETENTIONS

All Principal-assigned detentions are to be served. If a student misses an assigned detention, *additional consequences may be assigned.*

STUDENT REGULATIONS FOR DETENTIONS

- a. Students will receive a detention notification form to be signed by a parent and returned at the assigned detention time.
- b. Parents are responsible for providing transportation.
- c. Detention students must be seated in the room, ready to work at the specified time.
- d. Detention students must bring materials and use them properly during the detention period.
- e. Students receiving a teacher-assigned detention must serve the detention at the designated time given by the teacher. If students fail to serve teacher-assigned detentions, it may result in additional disciplinary consequences.

DISCIPLINE – STUDENT CONDUCT CODE

This Code of Conduct is established to maintain an appropriate educational atmosphere for all students. This Code of Conduct is the established rules and regulations of Arlington High School. A violation of any section or rule of this code may result in disciplinary action including suspension or expulsion.

This code of conduct is in effect while students are under the authority of school personnel or involved in any school activity. This includes but is not limited to school buses and property under the control of the school authorities, and while at interscholastic competitions, extra-curricular events, or other school activities or programs.

In addition, this Code of Conduct includes misconduct by a student that occurs off school district property but is connected to activities or incidents that have occurred on school district property; and misconduct by a student that, regardless of where it occurs, is directed at a district official or employee or the property of an official or employee.

Violation of the Code of Conduct may result in verbal or written warning or reprimand, referral to the school counselor, parental contact or conference, detention, Saturday School, community service, emergency removal, referral to law enforcement agencies, suspension or recommendation for expulsion.

A. Responsibility and Authority

The building principal, the classroom teachers, and all other professional staff members are responsible for setting guidelines and administering these guidelines in an effort to ensure student safety and discipline in the building, on school grounds, on field trips, at extra-curricular events, to and from school on Board owned vehicles, and during lunch, unless specifically stated otherwise.

Classified employees (secretaries, teacher aides, library aides, cooks, custodians, bus drivers, etc.) are responsible to the administrators for supporting the discipline code by referring problems to the administration. In the absence of the administrator, such problems are to be referred to the school counselor or other designated staff members. School buses are extensions of the school. Discipline problems on school buses shall be referred to the principal after driver procedures have been followed. Teachers are to keep accurate records concerning the behavior of pupils in the classes. The Principal will maintain records concerning discipline problems reported to them. General misconduct on school property or other overt behavior not described in this handbook will be handled at the discretion of the Principal.

Read and understand these rules. Ignorance is no excuse.

B. Procedures:

When a pupil allegedly violates any school rule and is referred to the Principal, the Principal may:

1. Discuss the discipline notice with the pupil and/or others involved.
2. Check the pupil's disciplinary records to determine their current status.
3. Apply the appropriate disciplinary consequence, including but not limited to:
 - a. Detention(s)
 - b. Saturday School(s)
 - c. In-School Assignment (ISA)
 - d. Out-of-School Suspension (OSS)
 - e. Alternative School Assignment (AOC)
 - f. Community Service
 - g. Referred to law enforcement, counseling, or other appropriate agency
 - h. Recommendation for expulsion

*****All disciplinary consequences are assigned at the discretion of the Principal.**

CLASS A

1. Disruptive Behavior – A student shall not cause disruption or obstruction of the educational process or extra-curricular program.
2. Loitering – When any pupil leaves a classroom or a study hall, the teacher shall provide a pass. Any pupil found in the hallways, restrooms, or on school grounds without a pass shall be escorted to the principal's office by an employee.
3. Profanity When Directed at Another Student/General Profanity – A student shall not use profane or obscene language, gesture, or written material on school property, school vehicles, or at any school related function.
4. Trespassing – A student shall not refuse to leave school or school property when asked to do so.
5. Operation of Motor Vehicle and Parking – A student shall obey all Ohio Traffic Laws when entering, leaving, and while on school property. Students driving to school are to park in the lot north of the football field.
6. Public Display of Affection – Students shall not engage in kissing or suggestive positions on school property.

7. Lighter/Matches – A student shall not have lighters and/or matches at school or school-sponsored events.
8. Instigating and/or Encouraging a Fight – A student shall not urge, promote, or in any way encourage a fight to occur or continue.
9. Missing Assigned Teacher Detentions – A student shall not miss a teacher assigned detention. If missed, the detention may be doubled. If that detention is missed, the student may be referred to the principal for additional penalty.
10. Receiving more than Five Teacher Detentions in a Nine Week Period
11. Altered or Forged Passes – A student shall not alter, forge, or use a fraudulent pass/excuse.
12. The possession or distribution by a student, on school premises or at school-sponsored events, of catalogues or other publications devoted exclusively or primarily to promoting the sale of products that cannot lawfully be purchased by school-age persons (such as alcoholic beverages, tobacco products, and firearms) is prohibited and inconsistent with the educational mission of the District.
13. Violation of the electronic equipment policy.

CLASS B

1. Extortion – A student shall not use force or threats to coerce for personal gain over another student or school employee.
2. Vandalism – a student shall not cause or attempt to damage school or private property. Pupils and/or parents shall be responsible for complete and full restitution for damages including the costs of a repair or replacement, labor, supplies and any other costs involved in returning all damaged property to its original condition.
3. Possession and/or Distribution of Pornographic Materials – A student shall not possess or distribute obscene or suggestive material.
4. Insubordination/Disrespect – A student shall not fail to comply with reasonable directions of teachers, teacher aides, principal or other authorized school personnel during any period of time when the student is properly under the authority of school personnel.

A student shall not show disrespect in any manner towards any staff member, fellow student or *guest* of the Arlington School, including but not limited to inappropriate, disparaging, or derogatory comments.

5. Skipping Class.

CLASS C

1. Smoking/vaping/e-cigarettes – Smoking and/or possession of tobacco or nicotine-related products is not permitted in school buildings or anywhere on school property, including but not limited to cigarettes, cigars, e-cigarettes, vaping devices, or other similar devices.
2. False Alarms – No student shall intentionally tamper with or ring either fire or tornado alarms or sirens.
3. Stealing – A student shall not take or attempt to take into possession the public property or equipment of the school or other personal property of another person while under jurisdiction of the school. Full restitution is required.
4. Unauthorized Touching/Fighting – A student shall not engage in physical violence with another student or adult on school property or at any school related function. This will apply in cases when punches are thrown by two or more parties.
5. Threatening/Harassing/Swearing at Teacher
6. Threatening to Another Student – verbally threatening harm to another; challenging or taunting another; creating a risk of physical harm to a person or property.
7. Indecency – Any student in violation of the public indecency section of the Ohio Revised Code

is subject to suspension should the incident take place on school grounds or at any school related function.

8. Menacing – No student shall knowingly cause another to believe that the offender will cause harm to the person or property of such other person.
9. Inappropriate use of Computer/Technology – Computer use is encouraged and made available to students for educational purposes. Inappropriate use of or writings performed with may result in disciplinary consequences.
10. Harassment – A student shall not harass another student or any staff member by means of: unwelcome verbal or written comments, physical gestures, unwelcome physical contact or any other action or speech that creates a hostile, discriminatory, intimidating, or offensive learning environment. This includes sexual harassment. With the first offense, it may be brought to the attention of and defined to the student in question.
11. Cyber-Bullying – Cyber-bullying can be defined as:

The use of modern communication technologies to embarrass, humiliate, threaten, or harm a victim(s). Cyber-bullying is the use of electronic devices and information, such as email, instant messages, text messages, mobile phone, pagers, and websites to send or post cruel and harmful messages or images about an individual or a group. Cyber-bullying is abusive behavior including, but not limited to, taunting, threatening, stalking, intimidation, and/or coercing by one or more individuals against other students or staff, perpetrated with computers, cellular phones, internet websites, and/or electronic devices.

CLASS D

1. Physical Assault – No student shall physically attack, injure or cause harm to any school employee, student or other person. This will apply in cases when punches, kicking, etc. are thrown by one or more parties.
2. Unauthorized Fire – No student shall burn or attempt to burn any school property or equipment or personal property of others while under the jurisdiction of the school.
3. A student shall not possess, *use, or distribute* any drug, look-alike drug, or alcoholic beverage, non-alcoholic beer, or drug paraphernalia, including but not limited to vaping devices or other similar devices that could be used to consume, inhale, or otherwise ingest drug-related products. A student shall not exhibit residual effects of such use.
4. Bomb Scare – No student shall intentionally threaten a bomb scare or incite panic.
5. Possession of Dangerous Weapons (other than firearms) – A student shall not possess, handle, transmit or conceal any object that is or could be used as a weapon or that could cause physical injury to persons or property.

CLASS E

1. Any weapon (including a starter's gun) which will or is designed to, or may readily be converted to expel a projectile by the action of an explosive; including the frame or receiver of any such weapon and any firearm muffler or silencer or any destruction device. – This includes look-alikes.
2. The term "destructive device" means any explosive, incendiary, or poison gas:
 - a. bomb
 - b. grenade
 - c. rocket
 - d. missile
 - e. mine
 - f. or similar device
3. The definition of a knife includes, but is not limited to, a cutting instrument consisting of a sharp blade fastened to a handle.

Penalties for Class E:

Up to a 10-day Out-of-School Suspension and a recommendation for expulsion from school. The superintendent may expel a student from school for a period of one calendar year. Any such expulsion shall extend, as necessary, into the school year following the school year in which the incident occurred. The Superintendent may reduce this requirement on a case-by-case basis in accordance with State Law.

Note: Students who possess or use other dangerous weapons, which are defined but not limited to, metal knuckles, straight razors, explosives, noxious irritation or poisonous gases, poisons, drugs or other items possessed with the intent to use, sell, harm, threaten or harass students, staff members, parents, or community members may be subject to expulsion.

SUSPENSION, SATURDAY SCHOOL AND ALTERNATIVE/IN-SCHOOL ASSIGNMENT

1. Saturday School assignments are made by the principal. Students do not lose any credit and are not counted absent. If a student misses a Saturday School without a legitimate excuse, the student may be given additional consequences, including but not limited to additional Saturday School assignments, In-School or Alternative School Assignment, or Out-of-School Suspension.
2. An In-School or Alternative School assignment may be given in lieu of suspension. These disciplinary assignments will provide an educational setting enabling students to complete current assignments as well as work previously not completed – credit recovery.
3. An Out-Of-School Suspension prohibits the student from being on school property or attending school or any school function during the suspension.
4. Class assignments missed during an out-of-school suspension may be completed for full, partial, or no credit, at the discretion of the principal. Students may be required to successfully complete community service in order to receive credit for the assignments. Each day of an out-of-school suspension will be recorded as an excused absence.
5. If a student is suspended for 10 days or more in one school year, an expulsion recommendation may be made.

DUE PROCESS – 3313.66 OHIO REVISED CODE

Procedural Rules and Regulations: For Students of Arlington High School:

The Constitutional rights of individuals assure the protection of due process of the law. Therefore, this system of constitutionally and legally sound procedures are developed with regard to the administration of discipline at

Arlington High School:

1. The hallmark of the exercise of disciplinary authority shall be fairness.
2. Every effort shall be made by the administrators and faculty members to resolve problems through effective utilization of school district resources in cooperation with the student and his/her parent or guardian.
3. In regards to a suspension, a student will be given an opportunity for a hearing. Prior to the hearing, the student will be given written notice of the intent to suspend and the student will be asked to sign this notice. The signature of the student serves the purpose of the student having full knowledge of this intent to suspend.
4. An informal hearing may be held immediately following the presentation of the letter of intent. Procedures for the expulsion of a student will be as in Ohio Revised Code 3313.66.
5. Any appeal must be filed in writing or person to the superintendent within 72 hours of the suspension or expulsion. A hearing shall be held to allow the student and his/her parent or guardian to accept or contest the appropriateness of the sanction imposed by a disciplinary authority,

or if the student and his/her parent or guardian allege prejudice or unfairness on the part of the school district official responsible for the discipline.

ELECTRONIC EQUIPMENT

Cellular phones, pagers, and any other communication devices may not be used in class unless with the permission of the classroom teacher. Students who wish to call home during the day must request permission from the office. Parents who wish to contact their student during the day are asked to call the office. Unauthorized use of communication devices during the school day may result in confiscation of the item and appropriate disciplinary action. By bringing communication devices on school grounds, the student consents that school officials may confiscate the electronic device if a student does not abide by the policy. When an electronic device is confiscated, the student must surrender the entire device to the school official. Any attempt to disassemble or lock the device, including removing the battery, will be considered insubordination, in violation of school policy. Confiscated electronic devices, including cell phones, are subject to search by the administration if the administration has reasonable grounds for suspecting the search will turn up evidence that the student has violated or is violating either the law or the rules of the school.

By bringing communication devices on school grounds, the student agrees that a school administrator may intercept electronic communications contained in the device, if reasonable grounds to do so are found.

If this policy is violated, offenders may be required to surrender their electronic device to the principal and are subject to additional disciplinary consequences, including but not limited to detention and Saturday School.

SEXTING TECHNOLOGY

The possessing, taking, disseminating, transferring or sharing of nude, obscene, pornographic, lewd or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (communicating called texting, emailing, or sexting, etc.) may constitute a crime under state and/or federal law. Any person possessing, taking, disseminating or sharing nude, obscene, pornographic, lewd or otherwise illegal images or photographs may be punished under this code of conduct and may be reported to the appropriate law enforcement agencies.

Under our School Code of Conduct, this action may receive an out-of-school suspension and a reporting to the proper authorities at minimum.

EXTRA-CURRICULAR ELIGIBILITY

The Arlington School Board of Education recognizes that there is a need for academic prerequisites for participation in co-curricular activities. It is the student's responsibility to take the required number of credits each nine weeks to maintain eligibility. Special care should be taken with physical education, which awards $\frac{1}{4}$ credit for 1 semester class period. Before student-athletes change their schedules, they should confirm with their coach, the athletic director, and the high school counselor that changing their schedule does not jeopardize their eligibility.

High School Eligibility – In order to be eligible in grades 9-12, a student must be currently enrolled and must have been enrolled in school the immediately preceding grading period. During the preceding grading period, the student must have received passing grades in a minimum of five one-credit courses or the equivalent, which count toward graduation. He/she must have also achieved a 1.0 GPA the previous grading period. The eligibility of a student continues until the start of the seventh calendar day following the end of the preceding grading period, at which time the grades from the immediately preceding grading period become in effect.

Junior High Eligibility – A student enrolled in the first grading period after advancement from the eighth grade must have passed at least five of those subjects carried the preceding grading period in which the student was enrolled. He / She must have also achieved a 1.0 GPA the previous grading period.

A student enrolling in the seventh grade for the first time will be eligible for the first grading period regardless of previous academic achievement. Thereafter, in order to be eligible, a student in grade 7 or 8 must be currently enrolled and must have been enrolled in school the immediately preceding grading period and received passing grades during that grading period in at least five of those subjects carried the preceding grading period.

Students must have also achieved a 1.0 GPA the previous grading period.

FEES

Students are charged a fee for certain courses and for consumable workbooks. Each year, the Arlington Board of Education adopts a schedule of fees. Fees are to be paid in the high school office.

FIRE AND EVACUATION DRILLS

Fire and evacuation drills will be held regularly during the school year. Proper escape route directions are located in each room so that all concerned may leave the building safely and efficiently. Students should walk quietly when leaving the building and should remain quiet while outside. NO TALKING OR RUNNING.

FUND RAISERS

Must be approved by the advisor and principal.

GRADE POINT AVERAGE (GPA)

A student's grade point average is calculated according to the cumulative grades in all subjects taken in his/her 9th, 10th, 11th, and 12th grade years. High School courses taken as an 8th grader will also be counted towards the student's GPA. Credit will also be awarded.

HARASSMENT

The Board of Education recognizes that a student has the right to learn in an environment untainted by sexual or other forms of harassment or discrimination. Prohibited harassment is offensive conduct which has the purpose or effect of unreasonably interfering with learning performance or creating an intimidating, hostile, discriminatory, or offensive learning environment on the basis of gender, religion, race, color, national origin or ancestry, age, disability, marital status and/or any other legally protected characteristic. Harassment is action that is unwanted, unwarranted, and un-asked-for attention. Cyber-bullying is definitely a form of harassment. Cyber-bullying is the use of modern communication technologies to embarrass, humiliate, threaten, or harm a victim(s). Cyber-bullying is the use of electronic devices and information, such as email, instant messages, text messages, mobile phone, pagers, and websites to send or post cruel and harmful messages or images about an individual or a group. Cyber-bullying is abusive behavior including, but not limited to, taunting, threatening, stalking, intimidation, and/or coercing by one or more individuals against other students or staff, perpetrated with computers, cellular phones, internet websites, and/or electronic device.*See Electronic Equipment*

HAZING, BULLYING, AND DATING VIOLENCE

Hazing, bullying behavior and/or dating violence by any student / school personnel in the District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. Hazing, bullying, and/or dating violence means any intentional written, verbal, graphic or physical acts, including electronically transmitted acts, either overt or covert, by a student or group of students towards other students / school personnel with the intent to haze, harass, intimidate, injure, threaten, ridicule or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, in any District publication, through the use of any District-owned or operated communication tools, including but not limited to District e-

mail accounts and/or computers, on school-provided transportation or at any official school bus stop. Hazing, bullying, and/or dating violence can include many different behaviors. Examples include repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other web-based/ online sites - also known as "cyber-bullying". Such examples include the following:

- a. Posting slurs on web sites, social networking sites, blogs or personal online journals.
- b. Sending abusive or threatening emails, web site posting or comments and instant messages.
- c. Using camera phones to take embarrassing photographs or videos of students and/or distributing or posting the photos or videos online and
- d. Using web sites, social networking sites, blogs or personal online journals, emails, or instant messages to circulate gossip and rumors to other students.

Key to a school setting is "The effects of which..." or the "connection of any of the above incidents and the ability to maintain the safe environment of a school setting for all students". The above will be investigated and punished accordingly. Students who fear harassment or retaliation after a report of bullying is made should contact the principal or school counselor. Students may report incidents of bullying to any school employee.

Hazing is connected to an activity that may cause mental or physical harm. Anyone involved may be subject to both school and legal punishment.

HONOR ROLL / ACADEMIC REWARDS

Students are honored for academic achievement in four different categories:

- a. All A's
- b. All A's and B's
- c. Honor Roll – 3.00 current GPA – no grade below a C. Junior High students do not have a GPA and therefore are not eligible for the Honor Roll.

LATE (TARDY) TO CLASS

Punctuality is of the utmost importance. Every time you are late to class, the teacher will record it. Teachers reserve the right to enforce their own penalty for lateness to class.

If excessive lateness occurs, discipline may be assigned by the principal.

LETTERS OF RECOMMENDATION

When asking someone to write a letter of recommendation for you, always supply this person with:

- a. Detailed information on the scholarship or award.
- b. An updated resume.
- c. A stamped, addressed envelope.
- d. At least two weeks notice until the letter is due.
- e. A thank-you note after the letter is completed.

LIBRARY

The library is designated to help students find material needed for class assignments and to provide books for recreational reading. The library must remain quiet, so students and teachers may work without interruption. Therefore, no talking is the general rule.

1. After taking attendance, study hall teachers will have students sign out to go to the library. Students may then quietly report to the library.
2. Students are limited to the number of seats available or the number set by the librarian.

3. Other more specific rules will be made by librarian. Students abusing library privileges will lose their right to go to the library.
4. Catalogs involving weapons of any kind are not to be brought to school.

LOCK DOWN PROCEDURES

- Green - Know where students are, be alert. Think ahead, mentally prepare for the "what next".
- Yellow - Lock room, keep students in the room, and continue to teach.
- Red - Lock room, turn off lights, barricade the door from the inside, get out of view, and prepare to evacuate if possible or act if attacked.

LOCKERS

Lockers supplied by the school and used by the students are the property of the Board of Education. Therefore, student lockers and the contents of the lockers are subject to random search at any time without regard to whether there is a reasonable suspicion that any locker or its contents contain evidence or violation of a school rule or criminal statute. Random searches of lockers may include the assistance of dogs trained to detect the presence of drugs.

Each student will be assigned a locker. Lockers may be locked with student-supplied locks. Lockers are the property of Arlington Local School. They are provided to students for the storage of items and the school retains the right to search any locker at any time. Locker damage may be charged to the student.

MEDICATIONS

Students may be permitted to use prescribed medication and over-the-counter medication during school hours when the building administrator has received the following:

1. All medication – prescription and over-the-counter - MUST be stored in the office.
2. Written permission from the parent or guardian.
3. A physician's verification of the necessity for prescription medication to be taken during school hours and identification of the medication, dosage and time of interval it is to be taken.
4. A statement releasing and holding the Board of Education and school personnel harmless from any and all liability for damages or injury resulting directly or indirectly from the presence of the medication in the school or its use by the student.

No student should possess or use any prescribed medicine during school hours unless they have met the requirements above.

STUDENT PARKING/DRIVING REGULATIONS

- 1). During school hours and between 7:00 AM and 4:00 PM on school days, students who drive motorized vehicles to school shall only be permitted to park those vehicles in the lots inside the football field fence. Special "Senior Only" Parking spots may be made available on a limited basis and at the discretion and assignment of the principal.
- 2). Students who wish to park on campus will be required to purchase a parking permit annually for \$10.00. If you lose your pass, you will be required to purchase another one. All past due fees must be paid in full before a student will be able to purchase an Arlington High School parking permit. Students unable to pay past due fees because of financial difficulties must meet with the principal to discuss a payment plan in order to purchase a parking permit.
- 3). The number of parking permits issued may be limited, depending on the availability of appropriate parking spaces. If this occurs, preference will be given to seniors first, then juniors, then sophomores and freshmen.

- 4). *To purchase a permit*, students must have a valid driver’s license, a signed informed consent agreement for random drug testing, and a parking contract signed by the student and the parent to purchase a permit. Permits will be available for purchase on a first come first serve basis and sold only to those holding a valid driver’s license. The permit shall be displayed from the rear view mirror of the vehicle.
- 5). Parking fees and fines listed below will be utilized for maintenance of the student parking lot. Violations of any parking or driving regulations on school property could result in a fine, disciplinary action by the Principal, loss of parking or driving privileges on school property or such other action as may be permitted by law.
 - a. Parking in unauthorized areas\$5.00
 - b. Improper parking.....\$5.00
 - c. Failure to purchase a permit.....\$10.00
 - d. Failure to properly display the permit.....\$10.00
- 6). Reckless and/or irresponsible operation of a vehicle is cause for suspension and/or revocation of parking privileges, including but not limited to stop sign violation, failure to yield in crosswalks or to busses, spinning of tires and speeding.
- 7). The school is not responsible for lost, stolen, or damaged vehicles while they are on school property. Student vehicles may be searched and students questioned when there are reasonable grounds for school authorities to suspect that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school. Any searches of a vehicle will be made with the student present, if possible. If evidence is uncovered indicating that a student may have violated the law, law enforcement officials may be notified.
- 8). Students are to enter the building immediately after parking their vehicles, and are not to loiter in the parking lot.

Physical Education Waiver

A student may be excused from the high school physical education requirement of two high school quarter-credit physical education courses by participating in interscholastic athletics, marching band, or cheerleading for at least two full seasons. Proof of satisfactory participation in and completion of the seasons may be required. A student completing the physical education waiver will be required to complete one-half unit, consisting of at least 60 hours of instruction, in another course of study.

PROGRESS BOOK

Progress Book is a wonderful, interactive system that allows students and parents to check on both academic progress and assignments in each classroom. This system allows students to know where they stand at all times.

PUBLIC DISPLAY OF AFFECTION – PDA

Respect each other and at all times, be appropriate. Holding hands is permissible. However, behavior deemed inappropriate by the principal may result in both parties receiving disciplinary consequences.

REPORT CARDS AND ACADEMIC PROGRESS REPORTS

Report cards are issued at the end of each nine-week grading period and are distributed during the school day. Every student will receive a report card unless financial or other obligations are owed to the school. Letter grades are used on the report card to designate a student's progress in every course being taken, with the exception of College Credit Plus classes, which only receive a final letter grade at the end of the course. Student academic progress reports are no longer provided at the mid-term of each grading period. Instead, parents are encouraged to check grades in Progress Book.

SCHOOL CLOSING, DELAYS AND CANCELLATIONS

In case of inclement weather that would make it dangerous to operate the school buses, school may be closed or delayed. Announcements regarding Arlington School may be made over Findlay Radio Stations WFIN-1330 AM, WKXA-100.5 FM, WBVI-96.7 FM, WBUK-106.3 FM, WPFX-107.7 FM, and WCKY-103.7 FM, or on the Toledo television stations. Millstream students should follow their home school schedule. Please do not call the school during these times as the phones are needed for emergency calls. Students and parents can also subscribe to text alerts through text messaging groups that may be available.

SCHOOL SERVICE GUIDELINES

1. School Service is an assigned class period. Students must remain in their assigned class for the entire period unless sent on an errand by the teacher. Struggling in any course will require the student to go back to study hall until the grade(s) has been brought up.
2. If you know that you will be missing your school service period for a field trip, doctor's appointment or other activity, please inform your teacher a day in advance if possible.
3. Students in the elementary really look up to the high school students who work in their classrooms. Please be aware of your actions and appearance so that you set a good example for the younger students.
4. School service workers are evaluated at the end of the nine weeks by their teachers. An unsatisfactory evaluation could result in a study hall assignment.

SEARCHES

The Board or its designee reserves the right to search lockers, desks, person and personal belongings of a student on school grounds or at any school activity when it is reasonably necessary for the maintenance of order, discipline and safety and in the supervision and education of students. If possible, the student's consent prior to the search will be obtained. At the beginning of the school year, students will be advised that their lockers, desks, persons and personal belongings are subject to search. Searches will be made only upon reasonable suspicion. In determining whether there is a reasonable suspicion, the following factors will be taken into account: the age, history record of the student; the prevalence and seriousness of the problem; the need to avoid delay; and the probative value and reliability of the information on which suspicion is based.

SECURITY

The school district has installed a single entrance door policy, key fobs for staff entry, phones in each classroom and security cameras throughout the building. We have made huge strides in the safety and security of our students and staff. Although the focus of the cameras is for safety, if a violation to a school policy was captured on a camera, the student may be given the proper consequences for such action.

STUDENT APPEALS

Students have the right to question grades, tests, and other matters relating to their classes. This should be done in a proper and polite manner by meeting with the teacher first. If they are still dissatisfied, they should contact the principal, who will listen to the complaint, talk to the teacher, and meet again with the student. If the problem is still unresolved, all three parties may meet to address the problem.

STUDENT DRESS CODE

The Arlington High School dress code has been established to promote the furtherance of the educational purpose, including the teaching of discipline, grooming, and etiquette. Arlington High School students use mature judgment in dress and grooming. Dress will reflect community standards. In general, the personal appearance of each student shall be such that it is conducive to and does not disrupt the educational process and the educational environment of the school or the individual classroom. It should also ensure the safety of the individual while attending or working in the school. Students should come to school neat, clean and dressed with decency and modesty. Their appearance should reflect respect for themselves and for their school. Violators of any part of the student dress code may be sent home to change.

The following list may help with certain questionable areas:

1. No bare midriff.
2. Students are not to wear hats, head coverings, bandanas or sunglasses.
3. No visible undergarments, boxers, or pajama pants are permitted.
4. No bare feet.
5. No see-through shirts without a regular shirt underneath.
6. Jeans with holes or distressed marks above mid-thigh are not permitted, unless another article of clothing is worn underneath them that covers the leg above mid-thigh.
7. Tops must be appropriate and not display any cleavage. Tank tops must be at least credit-card width and razor back tops are not permitted.
8. Students are to be clean-shaven. No clothing that is too short or too tight is allowed. Shoulders are to be covered for gentlemen and tops must be at least credit card width for ladies. Boys are not permitted to wear undershirts or cut-off shirts. Skirts and shorts should be mid-thigh or longer (fingertip length when the arms are hanging to the side of the body).
10. Chains, jewelry or other items that could be used as a weapon or could be a safety hazard or distraction shall not be worn.
11. No jewelry is to be worn in any shop class or physical education class or in other classes or activities in which it might create a potential health or safety risk.
12. Any garment or tattoo with words, designs, or patches that are obscene, offensive, disrespectful, suggestive, that refer to or advertise sex, alcohol, tobacco, drugs, cult/slang promotions or other type activity are not to be worn or displayed.
13. Bulky coats may not be worn during school hours.
14. Any other clothing deemed inappropriate by the building principal.

Violations of the student dress code may result in the student being sent home for a change in dress and/or disciplinary action. Absences regarding inappropriate dress may be considered unexcused.

STUDENT RECORDS AND DIRECTORY INFORMATION NOTICE

In order to provide services, it is necessary for the District to maintain extensive educational and personal information. It is essential that pertinent information in these records be readily available to appropriate school personnel, be accessible to the student's parent(s) or the student in compliance with the law, and yet be guarded as confidential information.

The School Counselor is responsible for the proper administration of student records in keeping with Ohio law and Federal requirements and the procedures of the collection of necessary information about individual students throughout the District.

Upon request, all records and files included in the student's cumulative file are available to parent(s) or the student (if he/she is over eighteen years of age). This request must be in writing and is granted within seven calendar days. No records are to be removed from the school; a principal, teacher or other qualified school personnel must be present to explain any of the tests or other material. All rights and protections given to parents under the law and this policy transfer to the student when he/she reaches age eighteen or enrolls in a post-secondary school. The student then becomes an "eligible student".

The following rights exist:

1. The right of a parent(s) or eligible student to inspect and review the student's education records;
2. The intent of the District to limit the disclosure of information contained in a student's education records, except:
 - a. By the prior written consent of the student's parent(s) or the eligible student
 - b. As directory information
 - c. Under certain limited circumstances, as permitted by law:
3. The right of a student's parent(s) or an eligible student to seek to correct parts of the student's education records which he/she believes to be inaccurate, misleading or in violation of student rights; this right includes a hearing to present evidence that the records should be changed if the District decides not to alter them according to the parent(s) or eligible student's request;
4. The right of any person to file a complaint with the Department of Education if the District violates the Family Educational Rights and Privacy Act (FERPA); and
5. The procedure that a student's parent(s) or an eligible student should follow to obtain copies of this policy and the locations where copies may be obtained.

The District proposes to designate the following personally identifiable information contained in a student's education records as "directory information":

1. The student's name;
2. The student's address;
3. The student's telephone number(s);
4. The student's date and place of birth;
5. Participation in officially recognized activities and sports;
6. The student's achievement awards or honors;
7. The student's weight and height, if a member of an athletic team;
8. Major field of study;
9. Dates of attendance ("from and to" dates of enrollment); and
10. Date of Graduation.

The above information is disclosed without prior written consent, except that directory information is not released for a profit-making plan or activity. However, parents or eligible students have two

weeks from receipt of this notice in which to advise the District in writing (a letter to the school Superintendent's office) of any or all of the items which they refuse to permit the District to designate as directory information about that student. To carry out their responsibilities, school officials have access to student education records for legitimate educational purposes. The District uses the criteria set forth in board policy JO-R to determine who are "school officials" and what constitutes a "legitimate educational interest".

Other than requests as described above, the District releases information from, or permits access to, a student's education records only with a parent's or an eligible student's prior written consent, except that the school Superintendent or a person designated in writing by the Superintendent may permit disclosure in certain limited circumstances outlined in board policy JO-R (e.g., transfers to another school district or to comply with judicial order or subpoena, or where warranted in a health or safety emergency, etc.).

The District maintains an accurate record of all requests for it to disclose information from, or to permit access to, a student's education records and of information it discloses and access it permits, with some exceptions outlined in board policy JO-R. This record is kept with, but is not a part of, each student's cumulative school records. It is available only to the record custodian, the eligible student, the parent(s) of the student or to Federal, State or local officials for the purpose of auditing or enforcing federally supported educational programs.

TARDINESS TO SCHOOL

Upon entering the building tardy (anytime during the day), you must report to the high school office and sign in. (If you are a student who arrives on a late bus, you will not be considered tardy but you should report directly to your class). Students who are tardy to school are subject to disciplinary consequences, including but not limited to: Warning, Detention and Saturday School.

TEXTBOOKS

Textbooks are the property of the Arlington Board of Education. They are loaned to each student and become the student's personal responsibility. Damage to or loss of the books will result in a charge to the student. In the event that financial obligations are not met for lost books, fees, etc., the school reserves the right to withhold all grade cards, transcripts, diplomas, and other pertinent information until said obligations are met. Textbooks assigned to students through College Credit Plus courses are also subject to the fines and consequences listed above, **and must be returned at the end of classes.**

TRUANCY

Arlington High School endeavors to reduce truancy through cooperation with parents, diligence in investigating the causes of absence, and the use of strict guidelines in regard to tardiness and unexcused absence. A "habitual" truant is any child of compulsory school age who is absent without legitimate excuse for 30 or more consecutive hours, 42 or more hours in one month, or 72 or more hours in a school year. Upon notification by the school or the attendance officer, the parent is required to have the child attend school immediately. If the parent fails to get the child to attend school, the school or the attendance officer may send notice to the parent to attend a parental education program. Any student whose absences surpass the threshold for a habitual truant may be assigned to an absence intervention team, which will develop a plan to reduce or eliminate future absences. If a child refuses to participate or fails to make satisfactory progress with the intervention plan, the school may file a complaint in juvenile court.

STUDENT ASSISTANCE SECTION

PLAGIARISM – ACADEMIC HONESTY

Many people think of plagiarism as copying another's work, or borrowing someone else's original ideas. But terms like "copying" and "borrowing" can disguise the seriousness of the offense:

According to the *Merriam-Webster On Line Dictionary*, to "plagiarize" means:

1. To steal and pass off (the ideas or words of another) as one's own
2. To use (another's production) without crediting the source
3. To commit literary theft
4. To present as new and original an idea or product from an existing source

In other words, plagiarism is an act of fraud. It involves both stealing someone else's work and lying about it afterward.

Simply put, plagiarism is the use of another's original words or ideas as though they were your own.

All of the following are considered plagiarism:

- turning in someone else's work as your own
- copying words or ideas from someone else without giving credit
- failing to put a quote in quotation marks
- giving incorrect information about the source of a quotation
- changing words but copying the sentence structure of a source without giving credit
- copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not

Attention! **Changing the words of an original source is *not* sufficient to prevent plagiarism.** If you have retained the essential idea of an original source, and have not cited it, then no matter how drastically you may have altered its context or presentation, you have still plagiarized.

If just one section/sentence is plagiarized, the entire assignment is considered plagiarized resulting in a zero.

* What interests teachers the most is seeing how YOU understand the assigned topic, and how YOU develop your own style and voice.

Do I Have to Cite Sources for Every Fact I Use?

No. You do not have to cite sources for facts that are not the result of unique individual research. Facts that are readily available from numerous sources and generally known to the public are considered "common knowledge," and are not protected by copyright laws. You can use these facts liberally in your paper without citing authors. If you are unsure whether or not a fact is common knowledge, you should probably cite your source just to be safe.

What is a Citation?

A "citation" is the way you tell your readers that certain material in your work came from another source. It also gives your readers the information necessary to find that source again, including:

- Information about the author
- The title of the work
- the name and location of the company that published your copy of the source
- the date your copy was published
- the page numbers of the material you are borrowing

When Do I Need to Cite?

Whenever you borrow words or ideas, you need to acknowledge their source. The following situations almost always require citation:

- Whenever you paraphrase
- Whenever you use quotes
- Whenever you use an idea that someone else has already expressed
- Whenever you make specific reference to the work of another
- Whenever someone else's work has been critical in developing your own ideas

What are Some Hints to Help Avoid Plagiarism?

A. Plan Your Paper.

Planning your paper well is the first and most important step you can take toward preventing plagiarism. If you know you are going to use other sources of information, you need to plan how you are going to include them in your paper. This means working out a balance between the ideas you have taken from other sources and your own, original ideas. Writing an outline or coming up with a thesis statement in which you clearly formulate an argument about the information you find, will help establish the boundaries between your ideas and those of your sources.

B. Take Effective Notes.

One of the best ways to prepare for a research paper is by taking thorough notes from all of your sources, so that you have much of the information organized before you begin writing. On the other hand, poor note-taking can lead to many problems – including improper citations and misquotations, both of which are forms of plagiarism! To avoid confusion about your sources, try using different colored fonts, pens, or pencils for each one, and make sure you clearly distinguish your own ideas from those you found elsewhere. Using the note-card method is highly effective as well. It is vital to keep careful track of references during the note-taking stage. Also, get in the habit of marking page numbers, and make sure that you record bibliographic information or web addresses for every source right away – finding them again later when you are trying to finish your paper can be a nightmare!

C. When in Doubt, Cite Sources.

Of course you want to get credit for your own ideas. And you don't want your teacher to think that you got all of your information from somewhere else. But if it is unclear whether an idea in your paper really came from you, or whether you got it from somewhere else and just changed it a little, you should always cite your source. Instead of weakening your paper and making it seem like you have fewer original ideas, this will actually strengthen your paper by: 1) showing that you are not just copying other ideas but are processing and adding to them, 2) lending outside support to the ideas that are completely yours, and 3) highlighting the originality of your ideas by making clear distinctions between them and ideas you have gotten elsewhere.

D. Make it Clear Who Said What.

Make sure when you mix your own ideas with those of your sources that you always clearly distinguish them. If you are discussing the ideas of more than one person, watch out for confusing pronouns. Always make sure to distinguish who said what, and give credit to the right person.

E. Know How to Paraphrase.

A paraphrase is a restatement in your own words of someone else's ideas. Changing a few words of the original sentences does NOT make your writing a legitimate paraphrase. You must change both the words and the sentence structure of the original, without changing the content. Also, you should keep in mind that paraphrased passages still require citation because the ideas came from another source, even though you are putting them in your own words.

The purpose of paraphrasing is not to make it seem like you are drawing less directly from other sources or to reduce the number of quotations in your paper. It is a common misconception among students that you need to hide the fact that you rely on other sources. Actually it is advantageous to highlight the fact that other sources support your own ideas. Using quality

sources to support your ideas makes them seem stronger and more valid. Good paraphrasing makes the ideas of the original source fit smoothly into your paper, emphasizing the most relevant points and leaving out unrelated information.

F. Evaluate Your Sources.

Not all sources on the web are worth citing – in fact, many of them are just plain wrong. So how do you tell the good ones apart? For starters, make sure you know the author(s) of the page, where they got their information (do they have a bibliography listed), and when they wrote it (getting this information is also an important step in avoiding plagiarism!). Then you should determine how credible you feel the source is: How well they support their ideas, the quality of the writing, the accuracy of the information provided, etc.

WITHDRAW/TRANSFERRING

Withdraw and Transferring- A student withdrawing from school must first report to the **high school secretary**. He/she will then take a withdrawal form to each of his/her teachers and turn in his/her textbooks and pay any outstanding fines. When the withdrawal form has been filled out by all the respective teachers, librarian, cafeteria manager, and the school secretary, it is to be returned to the office. Students' records will be withheld until all financial obligations have been met.