

Name: \_\_\_\_\_ ID: \_\_\_\_\_



**ARCADIA HIGH SCHOOL**

180 Campus Drive, Arcadia, CA 91007

(626) 821-8370 FAX (626) 821-1712

[ahs.ausd.net](http://ahs.ausd.net)

**Important Phone Numbers**

Athletics Office	821-1733, FAX 445-8564
ASB Office	821-1749, FAX 821-1717
Attendance Office	821-1770, FAX 821-1721
Counseling Office	821-1795
Career Center	821-8370 x 1203
Curriculum Office	821-1778
Dean's Office	821-1759
Library & Textbooks	821-1787
Facilities	821-1791
Principal's Office	821-1711, FAX 821-1712
Teacher appointments	821-1754
Records & Registration	821-1744
ROP	821-1775, FAX 821-9508
Trading Post	821-1750, FAX 821-1748
Custodial Office	821-1758
Health Office	821-1752
ELD Office	821-8370 ext. 1143
Cafeteria	821-1730

**Bell Schedule:**

**REGULAR DAY**

8:00 – 8:54	Period 1	54 Minutes
8:54 – 9:01	Passing	7 Minutes
9:01 – 9:55	Period 2	54 Minutes
9:55 – 10:02	Passing	7 Minutes
10:02 – 10:56	Period 3	54 Minutes
10:56 – 11:03	Passing	7 Minutes
11:03 – 12:02	Period 4 (Homeroom)	59 Minutes
12:02 – 12:43	Lunch	41 Minutes
12:43 – 12:50	Passing	7 Minutes
12:50 – 1:44	Period 5	54 Minutes
1:44 – 1:51	Passing	7 Minutes
1:51 – 2:45	Period 6	54 Minutes

**COLLABORATION MINIMUM DAY SCHEDULE**

Period 1	8:00 AM	8:30 AM	0:30
Passing	8:30 AM	8:37 AM	0:07
Period 2	8:37 AM	9:07 AM	0:30
Passing	9:07 AM	9:14 AM	0:07
Period 3	9:14 AM	9:44 AM	0:30
Passing	9:44 AM	9:51 AM	0:07
Period 4	9:51 AM	10:26 AM	0:35
Passing	10:26 AM	10:33 AM	0:07
Period 5	10:33 AM	11:03 AM	0:30
Passing	11:03 AM	11:10 AM	0:07
Period 6	11:10 AM	11:40 AM	0:30

**FINALS SCHEDULE**

8:00 – 10:02	Exam	122 Minutes
10:02 – 10:20	Break	5 Minutes
10:20 – 10:27	Passing	7 Minutes
10:27 – 12:29	Exam	122 Minutes

**Bell Schedule is subject to change**

**PART 1-ACTIVITIES**

**ASSOCIATED STUDENT BODY (ASB) CARD**

All Arcadia High School (AHS) students are strongly encouraged to purchase an Associated Student Body (ASB) card and participate in student activities throughout their period at AHS. The benefits of high school are broader than only participating in an academic environment and the numerous school-sponsored activities offered to students develop numerous life-long skills. Possession of an ASB card also provides the holder free admission to many athletic events, reduced prices at many school activities, and opportunities to minimize wait times prior to many events.

**ASSOCIATED STUDENT BODY OFFICE**

Located adjacent to the lunch pavilion across from the North Gym, the ASB office is open prior to school, during lunch, and after school. The ASB office offers a wide range of student activity-related payment services including, but not limited to, payment for CSF and NHS dues, lab fees, AP placement tests, tickets for dances, and other activities. All transactions at the ASB Office require an AHS ID Card. Each student will be issued ONE (1) ID card free of charge. Replacement ID Cards cost \$10.

**DANCES**

All persons attending school dances are expected to follow school rules. Students, guests, and parents are required to sign a dance contract in order to purchase a ticket. Students bringing guests must have prior approval from the administration and are responsible for the conduct of their guest. All AHS students attending a dance must carry his/her AHS ID card. Guests must also have photo identification.

Arcadia High School believes that dances are celebrations that commemorate the bonds created among students. These events are organized to be respectful of all students through the selection of the venues, themes, music, and associated activities.

**FINES AND FEES OWED TO THE SCHOOL**

Diplomas may be withheld if students have damaged or willfully failed to return school property or have not paid school fines or fees. If outstanding fines and fees have not been cleared, students will not

receive their Yearbooks until fines and fees are paid and registration for the following school year will be delayed.

**SCHOOL PUBLICATIONS-Guidelines**

The purpose of the guidelines is to provide a framework of both freedoms and restrictions, within which students shall engage in the writing and dissemination of school publications. Please check with the ASB office for those guidelines.

**EXTRA-CURRICULAR ACTIVITIES**

The fact that you are a member of the Arcadia High School Student Body makes you a representative of this school. People and students of this and other communities will judge your school by your actions. This is particularly true on the athletic field and in the cheering section. It is very important that you conduct yourself in a courteous manner at all times and cheer, not boo.

**CODE OF ETHICS for participation in Co-Curricular and Extra-curricular programs:**

All students who represent Arcadia High School in a co-curricular or extra-curricular program are required to co-sign an agreement with their parents/guardians that outlines their responsibility in maintaining the highest standards of behavior both at school and in the community. This includes agreeing to be substance free during the regular school day or at any school related activity while a member of one of these programs. For this purpose, school programs are defined as Athletics, Student Government, Academic Teams, Pep Squad, and all Performing Arts groups. This contract is to be signed at the beginning of the academic year or season of sport and is to be re-signed every year. Copies of the agreement will be on file in the Athletics Office. The substance-abuse provision stipulates that the student will not be in possession of or under the influence of: alcohol, tobacco, an illegal substance as listed in Chapter 2 of Division 10 of the health and safety code, or a controlled substance without a prescription. Violation of this agreement has consequences that may result in suspension or permanent removal from the program.

### **ELIGIBILITY REQUIREMENTS FOR ATHLETES**

Arcadia High School's eligibility requirements are based on CIF guidelines for our athletes.

1. Students must have above a 2.0 GPA.
2. Eligibility will be determined every 10 weeks.
3. There will be a 5 week probation period for students who receive below a 2.0 at the end of a grading period.
4. If a student is still below a 2.0 after 5 weeks, they are ineligible for the remainder of the grading period.
5. A student will be ineligible at the start of the grading period if they were ineligible at the end of the last grading period.

### **PART II- ATTENDANCE** **ATTENDANCE PROGRAM**

California compulsory attendance laws require all minors to be enrolled in and attend school on a regular basis, or be enrolled in a comparable educational program until they become adults. Students are accountable and responsible to attend school regularly and be on time for all classes. Students with ongoing attendance issues will be referred to the state mandated SART (School Attendance Review Team) and SARB (School Attendance Review Board) process. The Attendance Office is open from 7:30 am to 4:00 pm. Parents are legally obligated to make sure their student(s) attends school every day unless illness or family emergency occur. All absences must be confirmed by a parent/guardian or by the adult student. When a student is absent, parents are requested to call the school on the day of the absence.

**Please notify the Attendance Office (626) 821-1770 when your student cannot attend school, for whatever reason.** Attendance is taken by each teacher every period and reported to the Attendance Office. Appropriate action will be taken for unexcused absences, truancies, or tardies. Parents and students are encouraged not to make appointments or be involved in personal business during the school day. If you find it necessary to keep your child out of school for reasons other than illness, we encourage you to send your child to school for at least a part of the day so that your child will not be counted absent and also will not miss out on important school assignments.

### **VERIFIED ILLNESS**

Includes: Illness or Quarantine, Medical, dental or optometrist appointments - verification of appointment from medical office required with off-campus permits. Funeral service for member of student's family; parent, grandparent, brother, sister, or any relative living in the immediate household of the student. Students are allowed make up work. They are entitled to one day of make up time per single day of absence.

### **EXCUSED PERSONAL**

Make-up work and daily credit may be denied. Trips with or without family, Personal appointments, Job related business appointments, Appointments to obtain a learner's permit, driver's license, Exhaustion or fatigue (oversleeping), Armed services registration, shopping, daycare of siblings, errands, work, seeking employment, etc.

### **FAMILY TRIP/VACATION**

Make-up work and daily credit may be denied. If parents are planning a trip/vacation during the school year, please send your student(s) with a note of explanation to the Attendance office at least two weeks prior to the trip with the following information: Student's name, ID#, grade, dates of absence and reason for absence.

### **PARENT VACATIONS**

If parents are out of town during school sessions and are leaving their student with a caregiver, that caregiver must be at least 21 years of age. A caregiver and declaration of responsibility form must be completed prior to the parents' departure in the office of the Assistant Principal, Student and Parent Services. We strongly discourage family vacations during school days.

**Note:** Assembly Bill 2616 amends Education Code Section 48260 – A valid excused includes, but is not limited to, excuses listed in the education code and include other reasons that are within the discretion of school administrators, and, based on the facts of the pupil's circumstances are deemed to constitute a valid excuse. (This became effective January 1, 2013).

### **UNEXCUSED ABSENCE (Truancy)**

No make-up work or daily credit allowed.

### **CLEARING ABSENCES**

Upon returning to school, students must have a note to clear their absences or those absences will be recorded as trancies. A note from home to the Attendance office must contain the following information:

Name, ID#; Grade; Date & Period(s) Absent; Reason for Absence(s), Signature w/  
Relationship to student.

*\*Students absent for FIVE (5) or more consecutive days are required to bring a note from the doctor as well.*

The attendance office Re-admit Window closes at 7:50 AM. Students arriving after this time will drop off their absence note, and be given a temporary re-admit to class which will not excuse their being tardy. After the first period of the day, students then can pick up their actual re-admit from the attendance office. It is important to arrive at school prior to 7:45 AM to be readmitted in order to avoid this unexcused tardy. Should a student fail to bring a valid absence note, Saturday school will be assigned by the attendance office or an administrator for each date of truancy. This assignment would be rescinded should the student clear the absence within 2 days of his/her return to school. If students miss school due to a school activity make-up work is allowed with full daily credit given.

### **LEAVING SCHOOL**

Arcadia High School is a closed campus. Students may not leave campus without prior **written** approval, and written verification. If a student becomes ill while at school they must report to their teacher and ask for a pass to go to the health office. The health aid will then contact the parent/guardian and provide an office campus pass to the student if it is determined the student should go home due to illness. If a student leaves campus during the school day without the proper notification of school officials he/she will be marked truant for the class periods missed."For all **other reasons**, students must go through the Attendance Office to receive an "off-campus permit". If the off-campus pass is for a medical appointment, have your off-campus pass stamped by the medical doctor's office with the doctor's name and address in the area that states "time of off-campus verified by". For other reasons have your parent/guardian sign your off-campus pass in the area that states "time of off-campus verified by". Return the signed/stamped off-campus pass to the attendance office and receive a readmit. Students who do not follow these procedures will be marked truant from the classes missed and are subject to disciplinary action.

### **'CLASS RELATED' OFF-CAMPUS PERMITS**

Students who have home excused, work experience, ROP, cross-age teaching or any other program, which excuses or requires them to be off-campus during the regular school hours, must acquire and carry an off-campus permit card before participating in the program. These cards may be obtained in the Attendance Office.

### **TRUANCY POLICY**

A student is truant when he or she is absent from class without the permission of the parent or guardian and the knowledge of the proper school authorities. Students who leave campus without the proper notification of school officials prior to leaving will be marked truant. Students who forge notes will be considered truants. Truancy may effect academic standing in the class and may be considered in determining eligibility for co-curricular or extra-curricular activities. Students with a record of trancies are subject to disciplinary action including, but not limited to the following: 1. The student will receive an "F" grade for the work missed, 2. The teacher will not accept make-up work, and the citizenship grade may be lowered, and 3. Saturday School for multiple period trancies.

### **TARDY POLICY**

Tardiness may effect academic and citizenship class standing and be considered in determining eligibility for student government, athletic teams, and other extra-curricular and co-curricular activities. Students with a record of unexcused tardiness to class are subject to disciplinary action which may include:

1. Teacher counsels the student
  - 1.1. Student may lose participation points
  - 1.2. Student may serve detention
2. Student signs AHS Tardy Contract.

- 2.1. Contract must be signed by parent and returned the next day to the teacher.
- 2.2. Teacher calls parents.
- 2.3. Loss of points / may serve detention
- 3. Contract sent to Dean's office and counselor
  - 3.1. Counselor may call in student
  - 3.2. Dean contacts parent and may hold parent/ student conference
  - 3.3. Behavior/attendance contract signed
- 4. Referral sent to Dean's Office

### PART III- DISCIPLINE

#### BEHAVIOR- STANDARDS and EXPECTATIONS

Students shall be responsible for learning and obeying rules and regulations of the school. Respect for law and the rights of others shall be expected of all students. Violations of these standards, expectations, rules and regulations are subject to consequences as noted on the Discipline Matrix.

#### IDENTIFICATION

Students must carry photo identification with them at all times while on campus, at school sponsored activities or off campus during the school day. This identification must be in the form of a school issued ASB or student identification card. Failure to be in possession of a valid ID card may result in the assignment of the offending student to disciplinary consequences.

#### CHEATING POLICY:

Cheating is defined as any deliberate attempt to circumvent the course evaluation process. Any student behavior that is inconsistent with the individual teacher's cheating policy may be interpreted as cheating. Examples of cheating include, but are not limited to: (a) copying someone else's work, (b) getting answers to exam question(s) from extraneous sources including other persons, (c) possession of "crib notes," and (d) plagiarism. Plagiarism is copying or accepting another person's work without acknowledging it, whether the work is published or unpublished, hard copy and or electronic transfer copy, professional or amateur. If you use another's words, ideas, opinion, study, and/or facts, you must document them in the form of a footnote or endnote. Whenever you are gathering information for the research paper, be sure to make clear on your note card whose material it is. Paraphrasing another's words is not enough to avoid plagiarism. Any material (ideas or words) taken from another person must be documented. Remember that it does not matter whether stealing another's words, ideas, or opinions was intentional; if you use even a small number of another's words, you are committing plagiarism. Incidents of cheating are cumulative over the course of a student's years at AHS.

**The Cheating Infraction Matrix is found attached to the Discipline Matrix at this end of this Student Planner.**

#### DRESS STANDARD FOR STUDENTS

A student's appearance may not detract from nor interfere with the learning environment or process, examples include but are not limited to clothing that is overly revealing and pajamas. Any clothing which has a disruptive influence is inappropriate. Head/hair accessories such as wave caps, hair rags, do-rags, hairnets, hair curlers and bandanas are not to be worn at any time on campus. In addition, any item of clothing, jewelry, etc. which is considered a danger to the student themselves or others will not be allowed whether on school grounds or at school activities both on and off the campus. The discretion of the school authority will prevail.

#### ELECTRONIC DEVICES

ALL electronic devices must be turned off and put away during class. Confiscated items will be turned over to the Dean's Office, and will need to be picked up by the owners' legal parent or guardian. **This includes having these items out during class. Electronic devices at school are the sole responsibility of the owner and are brought to school at the student's own risk. School resources will not be used to investigate stolen electronic devices. Students are encouraged to leave electronic devices at home.**

#### SUSPENSIONS AND IN-HOUSE SUSPENSIONS

Students who are suspended from school, including an In House Suspension, are not allowed to participate in extracurricular activities on the day of their suspension or in house suspension. If a student is on suspension they must not be on or near school grounds until they return from their suspension.

Students who are in house suspension must leave immediately after school , they cannot participate in extra curricular activity practice, competition or performance on the days of their in house suspension.

### EXPULSIONS

Action to expel may be taken only by the Board of Education. An expelled student may be reinstated at Arcadia High School only by action of the Board of Education on the recommendation of the Superintendent who shall require evidence of the reconstructed behavior of the student, pursuant to the provisions of the California Education Code Sections 48900.

### MONEY and VALUABLE ITEMS ON CAMPUS

Students are asked not to bring money or valuables on campus other than what is needed for their lunch or snack. Money and valuable items left in lockers or taken from a student during the school day is not covered by insurance.

### FREEDOM OF EXPRESSION ON CAMPUS

Individual students have the right to exercise freedom of expression and its correlative duty of the responsibility of that expression with due regard for the rights of others. Students of the district have the right to exercise free expression including, but not limited to, the use of bulletin boards, the distribution of printed materials or petitions, and the wearing of buttons, badges, and other insignia in accordance with Board policy. In the exercise of students' rights, no student shall distribute materials, wear buttons, badges, and other insignia, or post notices or other materials which:

- Are obscene to minors according to current legal definitions.
- Are libelous or slanderous of any person or group of persons and present danger of the imminent commission of unlawful acts on school premises or the violation of lawful school regulations or the substantial disruption of the orderly operation of the school.
- Express or advocate racial, ethnic or religious prejudice, or create a clear and present danger of the imminent commission of unlawful acts on school premises or the violation of lawful school regulations or the substantial disruption of the orderly operation of the school.
- Are distributed, displayed or circulated in violation of the time, place and manner requirements.

Violation of this policy by any student shall be sufficient cause for disciplinary action against such violator including suspension and expulsion. Violation hereof shall be sufficient cause to deny the circulation, distribution, posting, or wearing of such printed material.

### LUNCH POLICY

The cooperation of every student is needed during the daily lunch period. Students are NOT ALLOWED in the following areas at lunch:

1. Classroom without a teacher being present
2. All areas east of the swimming pool (basketball courts are ok)
3. Campus Drive, Duarte Road and El Monte Ave
4. Student and staff parking lots

Seniors only who would like to participate in the "Lunch by Permit" program must have their parent's permission **regardless of age**. Those students wishing to participate in the "Lunch by Permit" program will be issued a special student body card, which must be shown to the proctors each day before leaving campus. **This is a privilege, not a right, and can be revoked.**

### SEXUAL HARASSMENT

Sexual harassment conduct must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile or offensive educational environment (Education Code 48900.2 and 48900.5).

### Confidentiality

All district staff involved in the receipt of, or investigation of, allegations of sexual harassment are to hold such information in confidence in such a way as to ensure the privacy of the individuals involved.

### **EXAMPLES OF UNLAWFUL HARASSMENT**

Unlawful harassment because of sex, race, ancestry, physical or mental disability, age or any other protected basis includes, but is not limited to the following:

- Verbal conduct such as epithets, derogatory comments, slurs or unwanted sexual advances, invitations or comments.
- Visual conduct such as derogatory posters, photography, cartoons, drawings or gestures.
- Physical conduct such as assault, unwanted touching, blocking normal movement or interfering with academic performance or progress.
- Threats or demands to submit to sexual requests in order to receive a good grade or other benefit or to avoid some other loss, and offers of good grades or other benefit in return for sexual favors.
- Retaliation for having reported or threatened to report harassment.

### **REPORTING SEXUAL HARASSMENT**

Any student of the Arcadia Unified School District who believes that he or she has been the victim of sexual harassment is urged to bring the matter to the immediate attention of the proper school authorities so that appropriate action may be taken to resolve the problem.

Such reports should ordinarily be brought to the attention of the certificated administrators of the school (Principal, Assistant Principals, or Dean) because they are responsible for maintaining a suitable learning environment on the school campus, are trained to investigate misconduct, and are authorized to impose appropriate disciplinary action.

However, the school district recognizes that, due to the possible embarrassing nature of sexual harassment conduct, individual students may instead choose to make such a report to another trusted adult such as a counselor, teacher, or nurse. All incidents of sexual harassment shall be reported to the principal by the employee who learns of the harassment of the student.

### **CONSEQUENCES OF SEXUAL HARASSMENT**

(Education Code 48900.2 and 48900.5)

Any student who has committed sexual harassment may be suspended for such actions and a recommendation to expel by the Principal to the Governing Board will be made for a severe, repeated, or prolonged violation of this policy (AUSD Board Policy 635).

### **THEFT OF OR DAMAGE TO PERSONAL PROPERTY**

Every effort will be made to hold individual(s) responsible for the theft or damage to personal property on school grounds accountable for restitution. However, the school cannot be responsible for reimbursement due to theft or damage. You may appeal this policy by submitting a claim form to the Governing Board of the Arcadia Unified School District. The form is available in the Business Services Office of the District Office. There is a minimum dollar amount to the loss that must be substantiated by receipts prior to submission of this claim. Please call (626) 821-6631 for more information.

### **VISITORS ON CAMPUS**

Arcadia High School is a closed campus. Visitors are not allowed without expressed permission of the Principal or designee. Requests must be made to the Principal or the Assistant Principal in charge of Student & Family Support Services prior to an approved visit, **not** the day of the visit. Any person who comes into any school building or upon any school grounds, or street, sidewalk, or public way adjacent thereto, without lawful business thereon, and whose presence and acts interfere with the peaceful conduct of the activities of such school or its students or school activities, and who remains there, or who reenters after being asked to leave by the chief administrative official of that school or any designated agent of the chief administrative official who possesses a standard supervision or a standard administration credential or who carries out the same functions as a person who possesses such a credential or, in the absence of the chief administrative official, the person acting as the chief administrative official, is guilty of a misdemeanor. P.C.626.8

### **AHS DISCIPLINE MATRIX**

All Discipline Matrices for AUSD are posted on the website ONLY.

Please visit: <http://info.ausd.net/discipline>



## **PART IV-ACADEMICS**

### **INTERNET**

Before a student can gain access to school computers and Internet resources, he/she must review the District's Acceptable Use Policy, understand his/her responsibilities as a user, sign the Acceptable Use Policy, and have the policy signed by parent or guardian and by a teacher. Signed Acceptable Use Policies are kept on file at each site/school. There are disciplinary consequences for violation of the Acceptable Use Policy. Information involving any violation of the Acceptable Use Policy will also be kept at each site/school.

### **PE EXCUSES & LOCKS**

Students should take notes directly to the PE teachers. Students must purchase a lock for PE lockers. A good quality lock is recommended.

### **LOCKERS**

Students assigned a PE locker assume responsibility for locking all personal items and books each day. Tall lockers are to be used during the class period only. Students may not use tall lockers as a "school locker" to store textbooks and personal items on a permanent basis. Locks will be cut and personal items removed on tall lockers that have locks on them other than during the PE class periods. The school cannot be responsible for reimbursement of personal items, locks, and textbooks due to thefts unless a specific person can be proven to be responsible for the theft. Every effort will be made to seek restitution to the victim from this person. All locks and personal items must be removed from all lockers at the conclusion of the school year or the locks will be cut and the contents removed.

**CHANGING OR DROPPING CLASSES**

<p><b>The last day to request a drop from Honors and AP courses is July 5, 2017. No drops from Honors and AP courses will be accepted during Apache Days.</b></p>
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During the first four weeks of a semester, students **may request a change in their schedule according to the guidelines in the table below**. Changes require a petition form which is available at the Counselor of the Day desk. Due to limitations in the master schedule, changes are not guaranteed. Therefore, the Counseling Department encourages students to select their coursework very carefully. If problems arise, parents and students are advised to speak with the classroom teacher to identify strategies for success before seeking assistance from the counselor. A list of teacher e-mail addresses and phone numbers is available on the Arcadia High School website at [ahs.ausd.net](http://ahs.ausd.net).

**Please note that requests for teacher changes will NOT be honored**

<b>1<sup>st</sup> SEM. COURSE DROP PROCEDURES ARE AS FOLLOWS:</b>	<b>9<sup>th</sup> grade</b>	<b>10<sup>th</sup> grade</b>	<b>11<sup>th</sup> grade</b>	<b>12<sup>th</sup> grade</b>
<ul style="list-style-type: none"> <li>• Petitions required for all drops*</li> <li>• Drop deadline is 4 weeks from start of semester</li> <li>• Limit of 1 TA per semester</li> </ul>				
<b>***DROPS</b> from AP or Honors - Not allowed first semester.	No	No	No	No
Drop a year-long non-honors/AP academic course for 5.0 credit Teacher Aide (TA) <i>both</i> semesters (IF TA position is available)	No	No	Yes	Yes
Drop a semester elective for a 5.0 credit TA (IF TA position is available)	No	No	No	Yes

<b>2<sup>nd</sup> SEM. COURSE DROP PROCEDURES ARE AS FOLLOWS:</b>	<b>9<sup>th</sup> grade</b>	<b>10<sup>th</sup> grade</b>	<b>11<sup>th</sup> grade</b>	<b>12<sup>th</sup> grade</b>
<ul style="list-style-type: none"> <li>• Petitions required for all drops</li> <li>• Drop deadline is 4 weeks from start of semester</li> <li>• Limit 1 TA per semester</li> </ul>				
Drop AP or Honors course for a level change to a college prep course	Yes	Yes	Yes	Yes
Drop year-long academic course for a 5.0 credit TA (IF TA position is available)	Yes	Yes	Yes	Yes
Drop a semester elective for a 5.0 credit TA (IF TA position is available)	No	No	No	Yes

**\*Petitions require a signature from a parent/guardian indicating their approval. Petitions are available at the Counselor of the Day desk (COD).**

**\*\*Please note: New policy starting 2014-2015**

## **LIBRARY**

The Arcadia High School Library is a resource center for individual and class study. Current school ID cards are required to check out library materials, textbooks and library chromebooks. The Library is open before and after school and during the entire school day when school is in session. Library hours, holdings, policies, homework links, and a list of textbooks used at Arcadia High School may be found on the library website at: [ahs.ausd.net](http://ahs.ausd.net).

### **Library Lending Policy:**

Up to 4 library books may be lent for 2 weeks and renewed if another student has not requested the book.

### **Fines and Fees:**

Fines for overdue library books are \$.10 per school day up to a maximum overdue fine of \$3.00. Fines for repair or replacement of library or textbook materials are assessed when materials are lost or abused during the time the student was responsible for the materials. Students need to report any books that are damaged to the library staff within one week of checking out materials. Please consult the Library Policies page on the AHS Library website for examples of damages and fines.

### **Textbook Lending Policy:**

Textbooks, workbooks, and other instructional materials are issued at the beginning of the school year and throughout semesters as requested by teachers.

Only students with a current, valid AHS ID card will be issued books. Students will be issued textbooks only for those classes in which they are enrolled. Students are required to return all textbooks at the conclusion of the class, at the direction of the teacher or the Library staff, or if the student leaves AHS.

### **Library Chromebook and Printing Policy:**

Students may check out a Chromebook equipped with WiFi access for use in the AHS library. A current, valid AHS ID card is required. Students will be responsible for any loss or abuse of library Chromebooks while they are checked out.

Black and white printing is available in the AHS library and requires a Chromebook checkout. Students must provide their own plain white printer paper. Printing is limited to 10 pages at a time.

## **TRANSCRIPTS**

Transcripts are necessary when a student is applying to college.

The Records Office will provide current students with two (2) official transcripts free of charge. Thereafter, the student can order online through Parchment.com

Graduating seniors are responsible for ordering their *final transcripts* in June through Parchment.com. If transcripts are to be mailed out of the country, please see the Records Office.

## **SCHOLARSHIPS**

Scholarship Bulletins are published weekly on Fridays and are posted on the AUSD website and in Senior English classrooms. Additional information is available in the Career Center during lunch only. A Financial Aid workshop is held in December and FAFSA forms are available at the workshop. All students are encouraged to visit the Career Center during lunch.

## **WORK PERMITS**

California State Law requires all minors, ages 12-17, to have a work permit on file with the employer during the term of employment. Work Permits are issued in the Career Center and are valid only for the current year and job. Students must maintain a 2.0 GPA and have satisfactory citizenship and work habits. Students who obtain work without the required permit are in violation of state law. In addition to this violation, these students have **NO protection** or compensation in the event of injury suffered on the job. Students with unsatisfactory attendance and/or grades may have the Work Permit revoked with possible loss of employment.

## **PART V-OTHER INFORMATION**

### **ACCIDENTS**

A report is required of all accidents regardless of how slight the injury may be. The teacher in charge of the class at the time of the accident shall write the report. All accidents must be reported immediately to the teacher in charge of the class or activity, the nurse or health aide, supervisor or an administrator. Students should state the nature and cause of the accident.

### APACHE TRADING POST (821-1750)

The Apache Trading Post operates as a service to the students. At the store you may buy items such as paper, pens, pencils, notebooks, PE clothes, snacks, spirit clothing and many other items. The store is located northwest of the snack bar and southwest of the Little Theater. **It will be open before school, during lunch, and after school; or if times change, they will be posted. AUSD Food Service operates the Trading Post.**

### BICYCLES/SKATEBOARDS

All bicycles must be parked and locked in the bike compound on the north side of C-13. Bicyclists are expected to walk their bikes both on and off the campus. All bicycles must be registered with a permit. These permits may be purchased in the ASB office during hours. Students must carry skateboards with them daily or use the locking racks provided in selected areas of the campus. Skateboards may not be ridden on the campus.

### BULLETIN

The Student Bulletin is the primary means used to communicate with the student body. The bulletin is published on Monday, Wednesday and Friday and is read or posted in all fourth period classes, and online. Even though the student is absent from school, or does not hear the bulletin, he/she is responsible for knowing the contents. It also enables students to make announcements pertaining to club meetings, etc. **Any student who misses the reading of the bulletin in class should ask his/her fourth period teacher for a copy or read the posted bulletin outside the ASB Office or outside the Attendance Office in the Administration Building. In addition, the student bulletin is available to watch on channel 6 – the Apache news channel. Student Bulletins can also be downloaded from AHS website.**

### INSURANCE

Accident insurance is not provided by the School District for students. An inexpensive private plan is available to students who desire to purchase accident insurance. Students participating in interscholastic sports must be covered by accident insurance. Full details will be given concerning this coverage at the first of the school year. Students must provide proof of coverage through their parent/guardian medical insurance or must purchase a tackle football insurance policy. If you need to purchase insurance, please see the Athletic Secretary or call (626) 821-8370 ext. 1075.

### LOST AND FOUND

Students should be very careful of their backpacks, books, purses, jackets, etc., for even a few moments. Large sums of money are not be brought to school. Lost clothes, shoes, and bags should be brought to the ASB Office. Lost phones, wallets, watches, and other valuables should be brought to the Dean's Office. Lost eyeglasses or other medical items should be brought to the Health Office.

### FRONT DESK – NO ITEMS CAN BE LEFT FOR STUDENTS

No Food items will be accepted by any of the offices. If non-food items need to be brought to a student, the student must make arrangements to receive these items from their parent. This cannot be done during class; it must be arranged during passing period or lunch. An example would be the following: parent will meet their daughter/son in the main office at the beginning of lunch to drop off their athletic uniform.

**EMERGENCY PROCEDURES**

General rule in case of an emergency of any kind - follow the instructions of the teacher at all times.

**Fire Drills**

Horn Signal - **4 short rings repeated in cycles – strobe light**

Fire drills will be held twice per school year. Your teacher will tell you where to go. When the warning is sounded proceed quietly, orderly, but as rapidly as possible, according to instructions given by your teacher. Do not run or push at any time.

**Campus Crisis**

Bell Rings - **One long continuous ring- 60 seconds or all call**

Lockdown of all classrooms and buildings. Students will remain inside under staff supervision until either an all call is made or someone comes to get you. Ignore all bells including fire bells once in a lockdown situation. Students who are off campus or locked out of a classroom during a campus crisis event should report to **Holly Avenue or First Avenue Middle School** and check in at the school office.

**EMERGENCY ASSEMBLY AREAS**

**The emergency evacuation areas may change based upon construction. Please refer to evacuation maps posted in classrooms for the most recent assembly areas.**

**\*\*In the event an evacuation is necessary, and students are not in a particular class (before school begins, on any passing period, or at lunch), students are asked to report to the grade level areas:**

<b><u>9<sup>th</sup> Grade</u></b>	<b><u>10<sup>th</sup> Grade</u></b>	<b><u>11<sup>th</sup> Grade</u></b>	<b><u>12<sup>th</sup> Grade</u></b>
Basketball Courts	Volleyball Courts & Adjacent Grass	Northeast Softball Field	Northwest Softball Field

**HOT LINES**

**SAFETY/ SECURITY HOT LINE 24 Hours (626) 821-4682**

A safe place is everybody's business. If you know of weapons or other activities which threaten the safety or security of Arcadia High School students, staff or campus, call the Arcadia High *anonymous* Hot Line.

**SMOKE-FREE ENVIRONMENT**

The Arcadia Board of Education has adopted a "Smoke-Free Environment" policy (532.1). The policy was established to provide a positive role model for students and to ensure a smoke-free environment that is conducive to the health and safety of students, employees, parents, and the general public. The Board of Education believes it is in the best interests of students, employees and the general public to prohibit the use of tobacco products anywhere or anytime on District property.

**ALMA MATER**

Hail, Alma Mater,  
The Cardinal and the Gold;  
We sing of Thee Arcadia,  
Thy spirit strong and bold,  
Far 'cross the land,  
Our voices raised on high,  
All hail APACHE Sons and Daughters  
All Hail, All Hail !!!

**FIGHT SONG**

Fight on Arcadia  
Fight to Victory  
Win for Arcadia  
We all hail to thee, Rah! Rah! Rah!  
To loyal sons, Apache braves  
The Cardinal and the Gold we wave,  
Fight! Fight! Fight! For fame and glory,  
ARCADIA

**Where do I go if...**

I need or lost my ASB card or ID card	ASB Office
I need to pay a fee (lab, CSF, NHS, AP, etc)	ASB Office
I want to start a club on campus	ASB Office
I would like to join a club	ASB Office
I would like to purchase a dance ticket	ASB Office
I want information on student insurance	Athletics Office
I want to tryout for sports	Athletics Office
I missed school yesterday	Attendance Office
I need a re-admit to class	Attendance Office
I need to leave campus for an appointment	Attendance Office
I lost money in a vending machine	Cafeteria
I would like information on colleges	Career Center
I would like information on the SAT/ACT	Career Center
I need to discuss my class schedule	Counselor of the Day Desk
I need to obtain approval to attend a dance at another school	Curriculum Office
I need to report a change of address/phone	Curriculum Office
I need to get something out of a classroom	Dean's Office
I feel threatened	Dean's Office
I have had something stolen	Dean's Office
I have lost my cell phone/keys	Dean's Office
I feel sick	Health Office
I have lost a clothing item	ASB Office
I need to access a computer for school related purposes	Library
I need to check out a book	Library
I need to get a textbook	Library
I need a work permit	ROP Office
I want to enroll in a ROP Class	ROP Office
I am withdrawing from school?	Records Office
I need a transcript	Records Office
I need car insurance discount form signed?	Records Office
I need to change my name?	Records Office
I need PE clothes or school supplies	Trading Post
My parents need an appointment with a teacher	Front Office - Lobby

**FOR ALL OTHER INFORMATION, GO ON-LINE:**

**[AHS.AUSD.NET](http://AHS.AUSD.NET)**