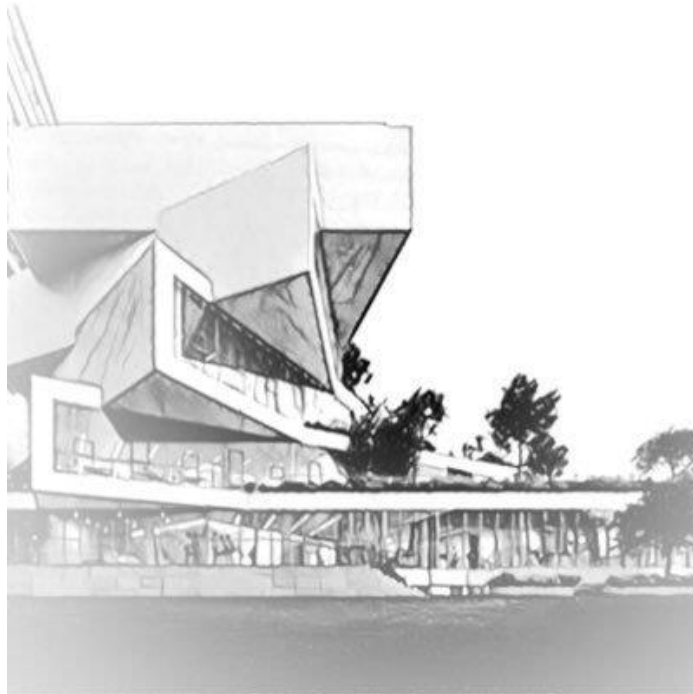


H-B WOODLAWN HANDBOOK

2019-2020

for Parents, Students and Staff



H-B Woodlawn Main Office: 703-228-6363

Fax Number: 703-558-0317

School Calendar: <https://hbwoodlawn.apsva.us/calendar>

Attendance: 6th-12th Grades 703-228-6363

Hbw.attendance@apsva.us

Every family receives an APS Handbook because it contains information on local, state or federal policies/laws. Parents sign an acknowledgement form to verify that they have received it and return the form to the school. The H-B Woodlawn Handbook supplements the APS Handbook while providing specific information pertaining to rules and expectations at H-B Woodlawn.

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H-B WOODLAWN CALENDAR 2019-2020

September	2	(M)	Labor Day Holiday
	3	(T)	First Day of School/ 1 st Quarter Marking Period Begins
	12	(Th)	Back to School Night-6:00-8:00PM
	19	(Th)	Early Release
October	3	(Th)	1 st Quarter Interims Available
	14	(M)	No School for Students; Staff Professional Learning Day
	15	(T)	Arlington College Fair at Thomas Jefferson Community Center (6-8PM)
	16	(W)	PSAT (at HBW for 10 th and 11 th graders)
	17	(Th)	Picture Day
	24	(Th)	Early Release for Staff Professional Learning
November	4	(M)	1 st Quarter Marking Period Ends
	5	(T)	No School (Grade Preparation Day)
	6	(W)	2 nd Quarter Marking Period Begins
	6	(W)	Senior Portraits
	11	(M)	Holiday (Veterans Day)
	15	(F)	1 st Quarter Report Cards Issued
	19	(T)	<i>Application to Town Meeting for New Courses or changes to Program of Studies</i>
	21	(Th)	Picture Make Up Day
	27-29	(W-F)	Thanksgiving Holiday
December	4	(W)	Senior Portrait Make Up Day
	19	(Th)	<i>Last day for Program of Studies Changes</i>
	12	(Th)	2 nd Quarter Interims Available
	23	(M)	First Day of Winter Break
January	6	(M)	School reopens after Winter Break
	20	(M)	Holiday (Martin Luther King, Jr. Day)
	24	(F)	<i>Program of Studies Published</i>
	30	(Th)	2 nd Quarter Marking Period Ends
	31	(F)	No School (Grade Preparation Day)
February	3	(M)	3 rd Quarter Marking Period Begins
	3	(M)	<i>TAs meet students to do course Selection for 2020-2021</i>
	10	(M)	2 nd Quarter Report Cards Issued
	17	(M)	Holiday (Presidents' Day)
March	4	(W)	3 rd Quarter Interims Available
	19	(Th)	Early Release for Staff Professional Learning
	19	(Th)	<i>Departments meet regarding Allocation Planning at 1:30</i>

H-B WOODLAWN CALENDAR 2019-2020 (continued)

April	3	(F)	3 rd Quarter Marking Period Ends
	6-10	(M-F)	Spring Break
	13	(M)	No School (Grade Preparation Day)
	14	(T)	4 th Quarter Marking Period Begins
	21	(T)	3 rd Quarter Report Cards Issued
	30	(Th)	Early Release
	30	(Th)	Allocation Meeting at 1:30
May	4-15		AP Exams
	5	(T)	Town Meeting Allocation Vote
	15	(F)	4 th Quarter Interims Available
	18	(M)	Prom
	25	(M)	Holiday (Memorial Day)
	26-29		SOL Week
May-June	5/6-6/1		Master Schedule development
	5/18-6/8		Senior Projects
June	1-5		SOL Retakes
	4	(Th)	Arena Scheduling
	9	(T)	Senior Project Fair
	10-12		Senior Trip
	12-16		Junetime
	16	(T)	8 th grade Promotion
	17	(W)	Last Day of School-Early Release at 11:15 AM
	17	(W)	Senior Graduation and Potluck-5 PM
	19	(F)	Teacher Records Day
	26	(F)	Report Cards Mailed Home

Important Information

CHECK THE ON-LINE CALENDAR FOR UP-TO-DATE EVENT SCHEDULES:

<https://hbwoodlawn.apsva.us/calendar>

1. Early Release

The following Thursday afternoons have been designated as early release days:

September 19

October 24

March 19

April 30

June 17

Buses will pick up students at approximately 1:30 (11:15 on June 17) and take them home. The staff will use the afternoon for staff meetings.

2. Town Meeting

Our Town Meeting will meet on most Thursdays beginning at 10:15. The Town Meeting is a forum composed of students, staff, and parents. The group functions as the chief governing body for the H-B Woodlawn Program. All students and staff are encouraged to attend. Parents are welcome to participate at any time.

3. TA/I Block Time

TA time will be on Tuesday/Thursday at 2:00-2:25 and on Monday at 3:15. This time allows students to meet with their Teacher Advisors and their TA groups for a variety of activities. I Block will be held Monday, Wednesday, and Friday from 2:00-2:25 and Tuesday from 9:24-10:10.

4. PAC Meeting

Each month the Parent Advisory Committee, known as PAC, meets to discuss various topics related to the H-B Woodlawn Program. All parents are invited to attend the meetings. The meetings are held on the third Tuesday (generally) of the month at 7:30 PM.

5. Back-To-School Night

Back-to-School Night Open House will be held Thursday, September 12 from 6:00-8:00PM. This occasion gives parents the opportunity to learn more about the individual course offerings and teachers' expectations for their courses as well as general information about our program. Parents will receive a reminder about the date.

General Information

1. School and Class Attendance

Call (703)228-6363 or email: hbw.attendance@apsva.us

Attendance will be taken by the teachers. We request that parents call the office or email before 9:30 when their students will not be in school. Please report your student's absence. When arriving late to school or leaving early, all middle school students must be signed in/out by an adult.

High School: **NB: Absences and tardies are reported on student transcripts. Any college/university or employer receiving a transcript will see an annual tally of attendance. The recording of absences and tardies makes no distinction between excused or unexcused.** Students are accountable for their attendance in each class. Teachers report attendance for each class. Teachers have individual attendance policies. It is expected that the teachers will make known their policies to students, teacher advisors (TAs), and parents. Teachers are expected to inform TAs, parents and administrators of chronic attendance problems.

Students are expected to attend all scheduled classes. Should we fail to hear from the parent, office staff will call parents individually. The best time for a parent to report a student's absence is before school. Of course, you may also call during the school day. You may leave a message before 8:30 and after 4:30 at (703)228-6363 or email hbw.attendance@apsva.us. Once the parent has reported an absence to school staff, our attendance system is updated and teachers see this when they enter their class period attendance. Students may not excuse their own attendance. When a student calls themselves in, the office staff will call the parent/guardian to verify the absence.

When a student arrives late to school, they must sign in. Middle school students need to be signed in by an adult; high school students can sign themselves in. **Tardiness is not excused unless a parent/guardian calls or provides a note excusing the late arrival.** We cannot excuse tardiness for missing the bus, over sleeping, forgetting that class is being held, etc. For more information, please refer to the Arlington Public School's Parent Handbook for the attendance policy (<https://www.apsva.us/publications/>).

Notes to individual teachers are not necessary, but up to you. You're welcome to provide a written excuse to the attendance staff. All attendance reporting is done centrally through the school attendance secretaries based on parent calls or notes.

When a student skips class, the teacher and student's TA work together with students to encourage them to assume responsibility for the consequences of their actions. Generally, the disciplinary consequence for repeated skipping is possible failure. Parents and students are reminded that under some circumstances a student may be denied credit in a course due to the excessive absences. Teachers will call parents when absences are excessive. There is a state law that requires a conference with a court official for excessive unexcused student absences.

We ask parents to refrain from requesting that students be excused from classes due to extended family trips.

Parents are reminded that office staff cannot call classrooms when class is in session and students cannot be paged. When planning to pick up a student early, please communicate when and where your student should meet their ride.

2. Teacher-Advisors

The chief work of the teacher-advisor is to supervise the academic program of the advisee. These duties include:

- a. helping students plan their schedules at the beginning of the year;
- b. reviewing course selection in order to determine whether students have the proper courses for their grade-level graduation requirements, and their individual interests and abilities;
- c. monitoring courses that students are taking in locations other than H-B Woodlawn (Career Center and local colleges);
- d. monitoring student course selections (in conjunction with our Registrar) in terms of adding and dropping courses, advising students when they are adding and dropping courses, and validating parent signatures on add/drop forms;
- e. assisting the Registrar in updating records;
- f. checking with the advisee's subject teacher regarding academic progress;
- g. coordinating meetings with parents and subject teachers regarding the advisee's progress;
- h. counseling students who are having academic difficulties;
- i. assisting students with the completion of college applications and preparing transcripts and recommendation for advisees;
- j. referring students to Student Services team staff and counselors when there are concerns of a counseling nature.

3. Use of Unscheduled Time (non-class time)

Students are expected to use their non-class time in a productive manner. Each student's schedule at H-B Woodlawn varies depending on the grade level courses taken and extracurricular activities. In all cases students have some unscheduled time, increasing from less than one hour a week for sixth and seventh graders to up to several hours on some days for juniors and seniors.

During the unscheduled time students may work in the library, seek assistance from a teacher, spend time in the gym or cafeteria or be present anywhere in the building or surrounding grounds. Rules governing when students may leave school grounds during non-class time are found below under section 14 k entitled "Leaving Campus During School Hours."

4. Grades

H-B Woodlawn adheres to the Arlington grading policy. Teachers will use a grade of + where appropriate. (87-89=B+, 77-79=C+, 67-69=D+). The senior class rank is determined by matching the student's GPA (Grade Point Average) with the identical GPA of the student's home high school senior class. The class rank we report is based on this parallel-ranking system. However, Yorktown High School does not prepare class ranks for seniors.

5. Grade Reporting to Parents

This link allows parents to see ParentVue <http://www.apsva.us/parentaccess>. ParentVue gives parents access to students progress reports and grades. Please call Vanessa Piccorossi at 703-228-6351 for assistance with ParentVue.

Report cards are sent home via students quarterly. *The dates for the report cards can be found on the calendar provided at the beginning of this handbook. If a parent does not receive a report card, or if there is a question regarding the report card, the parent may call the teacher advisor or the school administration.

In addition, many students will receive interim reports during the quarters, depending on their grade levels and their academic grades. See the interim report dates on the calendar provided at the beginning of this handbook. It is the responsibility of the students to show parents the interim reports. Parents or students may also request a progress report at any time by contacting the teacher advisor or looking on ParentVue. Teachers or teacher advisors may call parents in order to determine if they received the progress report, or to schedule parent conferences.

Middle School parent conferences will take the form of student-led conferences on a date in late February. Contact your child's TA to schedule individual conferences.

6. Textbooks/Library Books

We ask for student and parent cooperation in returning library materials and textbooks at the appropriate times during the year. Replacing textbooks is very costly. We ask that students either return their books when asked to do so, or pay the price to replace a lost book.

7. Lockers and Combinations

Teacher advisors are assigned lockers for the students in their advisory groups. When possible, these lockers are near the TA. We recommend that all students put combination locks on their lockers. This is primarily for their protection. Of particular concern to us at H-B Woodlawn is the security of such items such as cell phones, money and expensive clothes brought to school by our students. We discourage students from bringing valuable items to school, unless needed for instructional and learning purposes. If valuable items are brought to school we ask that they be kept secured in locked lockers, rather than left in backpacks outside of lockers or lying around the building.

8. Clothing, Name Tags, Lost and Found

Name tags are very helpful in returning lost clothes. Each year we have more than two dozen coats, jackets, and other items of apparel which cannot be identified. If your student has lost clothing, please have the student look in the lost and found boxes. Twice during the school year, unidentified items are taken to a local charity.

9. Student Directory

A student directory is published each year by the Parent Advisory Committee (PAC) with the names, addresses, and phone numbers of students. It also contains a list of parents whose surnames differ from their students. You must OPT-IN to be included. You may do so via the APS Annual Online Verification Process or make updates in ParentVue.

10. Cafeteria Service

Our cafeteria will be open for students to purchase snacks at approximately 9:00 a.m. The cost of breakfast will be \$1.75 for students and \$2.75 for adults; lunches will be \$3.10 for students and \$3.75 for adults. An individual purchase of milk is \$0.75. You may apply for free/reduced breakfast/lunch in the APS Annual Online Verification Process.

11. Communication with Students

Please communicate your plans with your students before school starts. Should you need to get in touch with your student during school hours, please remember that office staff cannot call classrooms when class is in session and students cannot be paged.

Parents are asked not to text their students during class time. This has become more disruptive as more students have cell phones. We ask that students silence their phones when class is in session.

12. Certificate for Enrollment for Learner's Driving Permit

Students need a Certificate of Enrollment in order to obtain a learner's permit. Certificates of Enrollment may be obtained from our Registrar. Please give her a day's notice before picking up the permit. (Driver's Education is not offered at H-B Woodlawn.)

13. Transportation

a. Bus Schedules

At the end of August each student will receive a letter indicating bus routes. Each student is assigned by the Transportation Office to a specific bus route and stops. Parents may call the Transportation Call Center, 703-228-8670, 6:30 am-9:00pm. When school opens, the office staff will be able to assist students who are having difficulties determining their bus routes. Buses arrive at the school at approximately 9:15am and pick up students after school at approximately 4:10pm. If there is an ongoing problem with your student's bus, please call the main office or the transportation call center. Note that buses often run a little late the first week or so of school.

b. Career Center Bus and "Sports" Bus

A shuttle bus operates between H-B Woodlawn and the Career Center. In addition, there is a shuttle bus that departs H-B Woodlawn at approximately 3:15pm and takes students to their home high schools if they play interscholastic sports. Check with the office for schedules.

c. Late Activity Buses

On Mondays, Tuesdays and Wednesdays (starting 9/17) there are late "activity" buses for students who stay after school in supervised activities. In order for a student to stay after school, they must be involved in a supervised activity like frisbee, theater or a club. There are two late buses. Each has stops at either elementary or middle schools. The late bus schedule is included in the bus schedule found online at the H-B webpage or on the schedule sent to parents in the first day packet.

14. Parking at H-B Woodlawn for students and staff members

There is no reserved parking for students at The Heights building; all students are encouraged to take the school bus or pursue a public transit option. The safest place for parents to drop off/pick up their student at school is in designated short-term parking spots on both Quinn Street and Wilson Boulevard. Likewise, parents coming to school to drop off something for their student are able to use these same short-term spots.

Parents who are coming to the building for a longer meeting (an hour or more) are able to park in the garage located at 1530 Wilson Boulevard. Upon arriving at H-B Woodlawn, parents should stop by the main office to speak with a staff member regarding parking validation procedures.

15. A Few Safety Precautions

a. Substance Abuse

The Arlington School Board prohibits substance abuse, which is the use, possession, sale, dispensing or being under the influence of illegal drugs or alcohol on school property, including school buses, and at school-sponsored or school-supervised activities. Substance abuse also includes any misuse of legal drugs, look-alike drugs, other legal substances and the possession of drug paraphernalia including e-cigarettes and other devices. Violation of the rule on drugs requires an immediate disciplinary action and a recommendation by the principal for expulsion from school. Violation of the rule on alcohol results in disciplinary action, reports to the police and referrals to substance abuse counselors. Criminal proceedings may well be the outcome of a violation of this regulation.

b. Weapons

State law prohibits weapons (including any kind of knife) on school grounds. Possession of a weapon on school grounds requires immediate out-of-school suspension, referral to the police and a possible recommendation for expulsion. Possession of simulated weapons will result in disciplinary action.

c. Bullying

Arlington Public Schools is committed to creating a safe, caring, respectful learning environment for all students. Bullying or harassment of students, including bullying based on an actual or perceived characteristic, such as race; color; religion; ancestry; national origin; gender; sexual orientation; gender identity and expression; or mental, physical or sensory disability is strictly prohibited and will not be tolerated. Students who engage in bullying or harassing behavior will be subject to disciplinary action.

This policy applies to school buildings' school grounds; school-sponsored social events such as trips and sporting events; and to buses and bus stops. Bullying which occurs off of school premises, including misuse or inappropriate use of technology, is also prohibited and subject to school discipline when the order, safety or welfare of the school or its students is affected as a result of such out-of-school actions. Students who experience bullying should tell an adult so that the matter is addressed immediately.

Students who believe that they have been the victim of bullying have the right to file a complaint by talking to school staff. School staff will investigate the matter immediately by collecting information such as the date of the incident, place, witness names and other information about the incident. Parents/guardians of the victims of bullying and the alleged bully will be notified within two days of the incident. The confidentiality of the parties will be protected to the extent possible. Students who are victims of bullying/harassment will be offered counseling services, as appropriate. In addition to disciplinary actions, school staff will offer assistance to students who bully/harass others, including, as appropriate, behavior intervention plans, referrals to multidisciplinary assistance teams, or referrals to counseling services.

d. Cell Phones

If students have cell phones in school, we ask that they remain silent during classes. Students are expected to use good judgement and not text or respond to texts during class time, and should never use their phones for non-school-related tasks.

e. No Smoking Rule

In compliance with School Board policy, H-B Woodlawn does not permit smoking (including e-cigarettes) on the school premises. Students who smoke will face disciplinary action. In addition, Arlington County police officers issue citations (fines) to students possessing tobacco products.

f. Skateboards and Scooters

While skateboards, rollerblades and scooters may be used as transportation to or from school, they may not be used in the school.

g. Ban on Water Guns and Balloons (possession and use)

Due to potential danger of injury to staff or students, water guns and water balloons are not permitted on the H-B Woodlawn property. Students in possession of either of the above will be suspended from school.

h. Dogs and Pets on School Property

Due to the potential of harm or injury, we ask that all members of the HBW community keep their dogs at home. The School Board policy states that dogs and other pets are not permitted on school property.

i. Restricted Areas—Student Access

The Auditorium and Black Box is to be restricted to those students who are in drama class, using the stage for rehearsals or attending a production.

j. Leaving Campus During School Hours

Students in Grades 6 and 7 have a scheduled lunch time, and are permitted to leave the school building so long as they remain immediately adjacent to the building. They are not permitted to cross any streets or go east of the H-B Woodlawn building. Students in Grades 8 through 12 are required to have a parent permission form, completed by their parents and filed in the main office, before they may leave school grounds for lunch or at any other time during the school day. These forms are included in the first day packets. Students will be given permission slips for specific field trips to be completed by parents and returned to school.

We view lunchtime as another opportunity for students to learn to make decisions and abide by the consequences of their actions. Thus, if students leave campus with parental permission during the school day, whether at lunchtime or any other time, we expect them to behave properly and return promptly; students should return to campus in time for their next scheduled class.

16. Special Middle School Guidelines

a. Home school sports for sixth, seventh, and eighth grade students

At H-B Woodlawn high school students can have a full program by 3:10 thus enabling them to play on home high school teams. *This is not the case with the middle school students.* Sixth, seventh and eighth graders' schedules do not allow for students to participate in the sports programs at their home schools. We encourage students in the middle school at H-B Woodlawn who wish to participate in sports to join community teams.

b. Before and after school time for sixth, seventh, and eighth grade students

Middle school students should not come to school early (before 9:00 am) or stay late (after 4:06 pm) unless they are involved in a school activity such as a play, music event, TA activity, or other adult-supervised activity, or unless they have been asked by a teacher to be there for help. HBW does not have an extended day program.

c. Phone Calls

Students may use the telephone in the main office for short calls or emergency calls home. Students should not use their cell phones during class (this includes texting).

17. Additional Rules and Regulations

Parents should also review the Arlington Public Schools 2019-2020 Handbook (<https://www.apsva.us/publications/>) for additional APS rules and regulations, including attendance policies.

18. Program of Studies

Each January students receive online access to the H-B Woodlawn Program of Studies as part of planning their course selections for the next school year. The POS includes course descriptions and graduation requirements.

19. College Application Resources

Parents of high school students are encouraged to review the "College Corner" on the HBW website. Look under "site shortcuts" on the left margin. Contact Fatima Posada-Bellaz, Guidance Secretary, for more information: (703)228-6352 or Fatima.posadabellaz@apsva.us

20. Homework

Students are given homework in classes in conformance with the APS "Homework Policy." Copies are available in the main office or on the APS website.

21. Independent Trips

From time to time, students may receive offers to travel to a foreign country or to have other unique experiences (ski trips, etc.) as part of a trip sponsored by some entity other than Arlington Public Schools. Teachers are sometimes asked by tour companies, outside of their school responsibilities, to assist with or lead these trips. Please be aware, that these trips are independently organized. Many families choose to take these opportunities for their students, but unless you receive an Arlington Public School field trip permission form, it is not an APS field trip and the school system does not warrant, sponsor, review or approve any offers or representations made concerning these trips.

22. Clinic (traduccion en español al siguiente)

The clinic is open during school hours and is staffed by a clinic aide and nurse from Arlington County Department of Human Services. Students who are ill or injured should come directly to the clinic. Clinic staff will provide first aide/emergency care and will call a parent if the student needs to go home or needs medical care. Please be sure the clinic is kept up to date with changes in contact information for parents and other emergency contacts (including e-mail addresses).

Whenever possible, medications should be administered at home. When a student starts on-a new medication, the first dose should be given at home to assess the student's reaction to the medication. Students who need to take **any** medications (prescription or over the counter) during the school day must have an authorization form signed by both the parent and physician on file in the clinic for the current school year. Medications are kept in the clinic. Some students may carry emergency medication if authorized by the physician and parent. Medications and forms should be brought to the clinic by the parent. Medications must be in the original containers, clearly labeled with the student's name, dosage, time of administration, and must match the authorization form.

Parents should notify the clinic of any health issues concerning their child, including health conditions requiring special care or supervision. The clinic should also be notified if a student is diagnosed with a communicable disease (including influenza, strep throat, and chickenpox).

Hearing and vision screenings are done for each 3rd, 7th, and 10th-grade student as well as all new students. Parents who are concerned about a student's hearing or vision should contact the clinic for a screening.

Students/parents in need of assistance with a physical exam or other medical or dental care should speak with the nurse. Clinic staff can also provide assistance with referrals to other community resources, including application for Medicaid and other insurance programs, mental health services, immunizations, and vision care.

23. La Clínica Escolar

La clínica es atendida durante el horario escolar por una asistente de enfermería y una enfermera del Departamento de Servicio Sociales del Condado de Arlington. Cualquier alumno enfermo o accidentado puede ir a la clínica. El personal de la clínica darán primeros auxilios y cualquier atención de emergencia necesaria. Se llamará a los padres si es necesario que el alumno regrese a su casa o reciba atención médica. Por favor asegúrense que la clínica esté informada sobre cualquier cambio

que haya en las direcciones o teléfonos de los padres y personas de contacto para casos de emergencia (incluyendo su dirección de correo electrónico).

Si es posible, cada alumno debe tomar sus remedios en la casa. Cuando un alumno comienza a tomar un medicamento Nuevo se prefiere que tome la primera dosis en su casa para poder saber cómo reacciona. Los alumnos que tienen que tomar cualquier clase de medicamentos (recetados o de venta libre) durante el horario escolar deben presentar anualmente a la clínica un formulario de autorización firmado por uno de los padres y por el médico del alumno. Los medicamentos serán guardados en la clínica. Si tienen la autorización de los padres y de su médico, los alumnos pueden tener consigo medicamentos de emergencia. Los padres deben presentar en su envase original y tener una etiqueta que indique claramente el nombre del alumno, la dosis y el horario de administración. La información de la etiqueta debe ser exactamente igual al formulario de autorización.

Los padres deben informar a la clínica sobre cualquier tema relacionado con la salud de sus niños, especialmente sobre cualquier situación que requiera atención especial o supervisión. Además, se debe informar a la clínica si un alumno ha sido diagnosticado con alguna enfermedad contagiosa (*influenza [gripe]*, amigdalitis estreptocócica [*strep throat*] y varicela [*chicken pox*]).

Se harán exámenes de vista y oído para todos los alumnos de 3°, 7°, y 10° grado y para todos los alumnos nuevos. Los padres que tengan preocupaciones por la vista o el oído de sus niños deben comunicarse con la clínica para que se les haga un examen.

Los padres y alumnos que necesiten asistencia para un examen médico o cualquier otra clase de atención médica o dental, deben comunicarse con la enfermera. Los empleados de la clínica también pueden darle asistencia a los recursos comunitarios, por ejemplo: solicitudes para *Medicaid* y otros programas de seguro médico, servicios de salud mental, inmunizaciones y cuidado de la visión.

Class of 2019-2021 Graduation Requirements

(Beginning with the Class of 2013-14 school year, students entering Grade 9 are required by the Code of Virginia to successfully complete one virtual course to earn a Standard Diploma or an Advanced Studies Diploma. The course may be a credit or non-credit-bearing course, including make-up or strengthening courses.)

(for graduation purposes, student groups are defined by their first year in grade nine)

Discipline Area	Standard Diploma		Advanced Studies Diploma		Modified Standard Diploma for students with disabilities*****
	Credits	# of Verified	Credits	# of Verified	Credits
English	4	2	4	2	4
Mathematics	3 ¹	1	4 ¹	2	3
Laboratory Science	3*	1	4**	2	2
History and Social Sciences	3***	1	4****	2	2*****
Foreign Language, Fine Arts or Career and Technical Education	2 ²		4 ³		1 ⁴
Health and Physical Education	2		2		2
Economics and Personal Finance	1 ⁷		1 ⁷		
Electives	4 ⁵		3		6 ⁵
Additional Verified Credit in Mathematics, Laboratory Science, or History and Social Sciences		1 ⁶		1 ⁶	0
Virtual Course*****	1		1		
TOTALS	22	6	26	9	20^a

* Courses completed must include offerings from at least two different science disciplines:

Earth Space, Biology, Chemistry, or Physics.

** Courses completed must include offerings from at least three different science disciplines:

Earth Space, Biology, Chemistry, or Physics.

*** High School courses completed must include U.S. and Virginia History, U.S. and Virginia Government and one World History/ Geography course.

**** Courses completed must include U.S. and Virginia History, U.S. and Virginia Government and two of these courses: World Geography, World History / Geography Part I, World History / Geography Part II, or Advanced Placement European History.

***** US and Virginia History & US and Virginia Government for Modified Standard Diploma

***** For the classes of 2014, 2015, 2016

Beginning with the class of 2017, the modified diploma will no longer be an option. Eligible students will pursue a standard diploma with credit accommodations to be determined by the State Board of Education.

***** Students shall successfully complete one virtual course, which may be a non-credit bearing course or a required or elective credit-bearing course that is offered online. APS Policy **20.3.200 Alternative Delivery of Instruction** requires that any course taken by a student by a provider other than Arlington Public Schools must be pre-approved for credit by the Registrar prior to a student taking a course for high school credit. High School credit will not be awarded towards graduation requirements without preapproval.

3¹, 4¹ Courses must be at or above the level of Algebra I

2² Credits earned must include one credit in fine or performing arts or career and technical education

4³ Credits earned must include one credit in fine or performing arts or career and technical education. Foreign language courses must be 3 years of one language or 2 years each of two languages.

1⁴ Course must be in Fine Arts or Career and Technical Education

1⁷ Beginning class 2015

4⁵, 6⁵ Courses must include at least two sequential electives

1⁶ Course is student selected

20^a Students must pass the 8th grade SOL Examinations in English and Mathematics or a specified substitute

When students below the 9th grade successfully complete courses offered for credit in grades 9 - 12, credit shall be counted toward meeting the standard units required for graduation provided the courses meet SOL requirements or are equivalent in content and academic rigor to those courses offered at the secondary level, or verified units provided students achieve a passing score on end of course SOL tests. Verified credits signify that the student has passed the end - of - course Standards of Learning test administered for the required course. Standards of Learning end - of - course tests are given for Algebra I, Geometry, Algebra II, Earth Space Science, Biology, Chemistry, World History/Geography Part I, World History/Geography Part II, World Geography, and United States and Virginia History.

Class of 2022 and beyond Graduation Requirements

Requirements for a Standard Diploma

Beginning with *the ninth-grade class of 2018-19 and beyond*, students shall earn the required standard and verified units of credit.

To graduate with a Standard Diploma, a student must earn at least 22 standard units of credit by passing required courses and electives, and earn at least five verified credits by passing end-of-course SOL tests or other assessments approved by the Board of Education.

Discipline Area	Standard Unit of Credit Required	Verified Credits Required
English (reading and writing)	4	2
Mathematics	3	1
Science	3	1
History & Social Studies	3	1
Health & Physical Education	2	
World Languages, Fine Arts, or Career & Technical Education	2	
Economics & Personal Finance	1	
Electives	4	
Total	22	5

Requirements for an Advanced Studies Diploma

Beginning with *the ninth-grade class of 2018-19 and beyond*, students shall earn the required standard and verified unit of credit.

To graduate with an Advanced Studies Diploma, a student must earn at least 26 standard units of credit by passing required courses and electives, and at least five verified credits by passing end-of-course SOL tests or other assessments approved by the Board of Education.

Discipline Area	Standard Unit of Credit Required	Verified Credits Required
English (reading and writing)	4	2
Mathematics	4	1
Science	4	1
History & Social Studies	4	1
Health & Physical Education	3	
World Languages	2	
Fine Arts or Career & Technical Education	1	
Economics & Personal Finance	1	
Electives	3	
Total	26	5

Grades 6-12 Interim and Report Card Schedule for 2019-2020

First Grading Period: September 3-November 4, 2019

Interims Available	Thursday, October 3
Report Cards to students	Friday, November 15

Second Grading Period: November 6-January 30, 2020

Interims Available	Thursday, December 12
Report Cards to students	Monday, February 10

Third Grading Period: February 3-April 3, 2020

Interims Available	Wednesday, March 4
Report Cards to students	Tuesday, April 21

Fourth Grading Period: April 14-June 17, 2020

Interims Available	Friday, May 15
Report Cards mailed home	Friday, June 26

SAT 2019-2020 TESTING SCHEDULE

SAT DATE	TEST	REGISTRATION DEADLINE
August 24, 2019	SAT and SUBJECT Tests	July 26, 2019
October 5, 2019	SAT and SUBJECT Tests	September 6, 2019
November 2, 2019	SAT and SUBJECT Tests	October 3, 2019
December 7, 2019	SAT and SUBJECT Tests	November 8, 2019
March 14, 2020	SAT only	February 14, 2020
May 2, 2020	SAT and SUBJECT Tests	April 3, 2020
June 6, 2020	SAT and SUBJECT Tests	May 8, 2020

ACT 2019-2020 TESTING SCHEDULE

ACT DATE	REGISTRATION DEADLINE	LATE FEE REQUIRED
September 14, 2019	August 16, 2019	August 17-30, 2019
October 26, 2019	September 20, 2019	Sept 21-Oct 4, 2019
December 14, 2019	November 8, 2019	November 9-22, 2019
February 8, 2020	January 10, 2020	January 11-17, 2020
April 4, 2020	February 28, 2020	Feb 29-March 13, 2020
June 13, 2020	May 8, 2020	May 9-22, 2020
July 18, 2020	June 19, 2020	June 20-26, 2020

AP EXAM SCHEDULE 2020

WEEK ONE	MORNING SESSION	AFTERNOON SESSION
Monday, May 4	AP United States Government and Politics	AP Physics C: Mechanics
Tuesday, May 5	AP Calculus AB AP Calculus BC	AP German Language and Culture AP Human Geography
Wednesday, May 6	AP English Literature and Composition	AP European History AP Physics 2: Algebra-Based
Thursday, May 7	AP Chemistry AP Spanish Literature and Culture	AP Japanese Language and Culture AP Physics 1: Algebra-Based
Friday, May 8	AP United States History	AP Art History AP Computer Science A
<p>AP Art and Design (2-D Art and Design, 3-D Art and Design, and Drawing): May 8, 8 p.m. ET is the last day for your school to submit digital portfolios and to gather 2-D Art and Design and Drawing students for the physical portfolio assembly. Students should have forwarded their completed digital portfolios to their teachers well before this date.</p>		
WEEK TWO	MORNING SESSION	AFTERNOON SESSION
Monday, May 11	AP Biology	AP Chinese Language and Culture AP Environmental Science
Tuesday, May 12	AP Seminar AP Spanish Language and Culture	AP Latin AP Psychology
Wednesday, May 13	AP English Language and Composition	AP Microeconomics AP Music Theory
Thursday, May 14	AP Comparative Government and Politics AP World History: Modern	AP Italian Language and Culture AP Macroeconomics
Friday, May 15	AP Computer Science Principles AP French Language and Culture	AP Statistics