

# **H-B WOODLAWN HANDBOOK 2018 – 2019 for Parents, Students, and Staff**



**H-B Woodlawn Main Office:**  
**Fax Number:**

**(703)228-6363**  
**(703)558-0317**

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

**Attendance: 6<sup>th</sup> - 12<sup>th</sup> Grades (703)228-6363**  
**[hbw.attendance@apsva.us](mailto:hbw.attendance@apsva.us)**

“Every family receives an APS Handbook because it contains information on local, state or federal policies/law. 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 2018-2019    Calendar and Schedule Information

September	3	(M)	Labor Day Holiday
	4	(T)	First day of school
	13	(Th)	Back to School Night- 7:00 pm (grades 6-12)
	20	(Th)	Early Release 1:30pm – Staff Meeting
October	8	(M)	Columbus Day Holiday (no school for students)
	9	(T)	Arlington College Night at Washington Lee HS – 6:00-8:00 pm
	10	(W)	PSAT (at HBW for 10 <sup>th</sup> and 11 <sup>th</sup> graders)
	15	(M)	Senior Portraits
	23	(T)	Picture Day- Room 209
	25	(Th)	Early Release – 1:30 pm
November	6	(T)	Grade Preparation Day (no school for students)
	12	(F)	Veterans' Day Holiday
	16	(F)	First Quarter Report cards issued
	21-23	(W-F)	Thanksgiving Holiday
	27	(T)	Picture Make Up Day- Room 209
	28	(W)	Senior Portrait Make Up Day
December	24	(F)	First day of Winter Vacation
January	7	(M)	School reopens after Winter Vacation
	8	(T)	College Night for H-B Woodlawn – 7:30 pm
	21	(M)	Martin Luther King's Birthday Holiday
	28	(F)	Grade Preparation Day (no school for students)
February	6	(W)	Second Quarter Report Cards issued
	6	(W)	Staff meeting to prepare for course selection
	7	(Th)	Students make course requests for 2018-19
	18	(M)	Presidents' Day Holiday
	TBD		Middle School Portfolio Night
	TBD		Lottery for new sixth and ninth grade classes
March	14	(Th)	Early Release – 1:30 pm
	20-23		HS Music Trip
April	1	(M)	Grade Preparation Day (no school for students)
	15-19	(M-F)	Spring Vacation
	10	(W)	Third Quarter Report cards issued
	25	(Th)	Early Release - 1:30
	25	(Th)	Allocation Meeting
May	6-18		AP Exams
	20	(M)	Prom
	27	(M)	Memorial Day Holiday
	5/28 – 6/7		SOL Tests
June	5	(W)	Arena Scheduling
	18	(T)	8 <sup>th</sup> grade Promotion- 7pm
	19	(W)	Last Day - Early Release – 11:15 am
	19	(W)	Senior Potluck and Graduation – 5:00 pm
	20-21	(Th-F)	Teacher Records Days – no school for students
	28	(W)	Report cards mailed home (9-12)

**REMINDER: The H-B Woodlawn calendar does not always match the APS calendar. Please check <https://hbwoodlawn.apsva.us/calendar/>**

## 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 20, October 25, March 14, April 25, and June 19. Buses will pick up students at approximately 1:30 (11:15 on June 19) and take them home. The staff will use the afternoons 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 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 p.m.

**5. Back-to-School Night**

Back-to-School Night will be held Thursday, September 13 at 7:00 p.m. This occasion gives parents the opportunity to learn more about 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.

## **II. General Information**

**1. School and Class Attendance      call (703)228-6363  
or e-mail: [hbw.attendance@apsva.us](mailto:hbw.attendance@apsva.us)**

Attendance will be taken by the teachers. We request that parents call the office or e-mail before 9:30 when their students will not be in school. Please report your student's absence. Should we fail to hear from the parent, Vanessa will call parents individually. 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 and 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 e-mail **hbw.attendance@apsva.us**. Once the parent has reported an absence to school staff, our automated 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, s/he 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 (included in the First Day Packet).

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 recommendations 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 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 student progress reports and grades.

Report cards are sent home via students quarterly. \*The dates for the report cards are: November 16, February 6, March 29 and June 28. 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 schedules at the end of this handbook. It is the responsibility of the students to show parents 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. This means that some students in the TA may share lockers. All of the lockers are designed for two students. 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 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. Boxes in the cafeteria and the middle school center hall contain "lost items." If your student has lost clothing, please have the student look in the boxes. Twice during the 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. Please see the APS first day packet for this form. If you do not wish parent names, addresses, or phone numbers concerning your student to be printed, please complete the form included in your student's first day packet and return it to the main office by the date indicated on the form.

## **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 \$1.70 for students and \$2.65 for adults; lunches will be \$3.00 for students and \$3.65 for adults. An individual purchase of milk is \$0.75. Applications for free/reduced breakfast/lunch are in the first day packet and online at [www.myschoolapps.com/application](http://www.myschoolapps.com/application). No change in free or reduced lunch prices.

## **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. Next to the main office there is a message board for student communication. When requested by a parent, office staff will leave a message on the board for their student. Please encourage your student to check the message board from time to time.

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 – 9:00 pm. When school opens, the office staff will be able to assist students who are having difficulties determining their bus routes. Buses arrive at school at approximately 9:15 AM and pick up students after school at approximately 4:10 PM. 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 3:15 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, he or she 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**

All students and staff members who drive to school regularly will be asked to complete an HBW car registration form for all vehicles they might park at school. The forms will be distributed to juniors and seniors in the fall, and are available in the main office. This will assist us should there be an issue with a given vehicle (e.g. if someone damages your car, or if there is a parking issue, etc.) No parking stickers are distributed—we just want to have an efficient way to identify vehicles parked at school.

In addition, all drivers should avoid parking off the pavement on grassy areas, or in any designated reserved spaces (Treasurer, Nurse, Handicapped, etc.). Arlington County Police do patrol our lots occasionally and have been known to write parking tickets.

## **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. 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 judgment 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 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, roller blades 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 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 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 may not leave campus at this or any other time during the school day, except under parent or teacher supervision.

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 usually 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 graders**

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. Use of Technology**

All school system users are expected to retrieve, evaluate and apply information skills and technological tools in thoughtful, responsible ways. Upon using the computers, staff and students will be given a code of ethics to be followed when using the technology. Violations of the ***Acceptable Use Policy and Code of Ethics*** will result in loss of access, and may result in additional disciplinary actions consistent with existing school system practice and policy (see below).

**18. Additional Rules and Regulations**

Parents should also review the Arlington Public Schools 2015-2016 Handbook (included in the First Day Packet) for additional APS rules and regulations, including attendance policies.

**19. 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.

**20. 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

**21. 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 [www.apsva.us](http://www.apsva.us)

## **22. 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.

## **23. Clinic (Spanish translation – see below)**

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 3<sup>rd</sup>, 7<sup>th</sup>, and 10<sup>th</sup>-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.

## **20. 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 3º, 7º, y 10º 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 <sup>1</sup>	1	4 <sup>1</sup>	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 <sup>2</sup>		4 <sup>3</sup>		1 <sup>4</sup>
Health and Physical Education	2		2		2
Economics and Personal Finance	1 <sup>7</sup>		1 <sup>7</sup>		
Electives	4 <sup>5</sup>		3		6 <sup>5</sup>
Additional Verified Credit in Mathematics, Laboratory Science, or History and Social Sciences		1 <sup>6</sup>		1 <sup>6</sup>	0
Virtual Course*****	1		1		
<b>TOTALS</b>	<b>22</b>	<b>6</b>	<b>26</b>	<b>9</b>	<b>20<sup>a</sup></b>

- \* 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.
- 3<sup>1</sup>, 4<sup>1</sup> Courses must be at or above the level of Algebra I
- 2<sup>2</sup> Credits earned must include one credit in fine or performing arts or career and technical education
- 4<sup>3</sup> 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.
- 1<sup>4</sup> Course must be in Fine Arts or Career and Technical Education
- 1<sup>7</sup> Beginning class 2015
- 4<sup>5</sup>, 6<sup>5</sup> Courses must include at least two sequential electives
- 1<sup>6</sup> Course is student selected
- 20<sup>a</sup> Students must pass the 8<sup>th</sup> 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	
<b>Total</b>	<b>22</b>	<b>5</b>

### 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	
<b>Total</b>	<b>26</b>	<b>5</b>

# **Grades 6-12 Interim and Report Card Schedule for 2018-2019**

## **First Grading Period: September 4 – November 5, 2018**

Interims to TA	Tuesday, Oct. 11
Interims available	Thursday, Oct. 13
End of grading period	Monday, Nov. 5
Report cards to students	Friday, Nov. 16

## **Second Grading Period: November 7 – January 25, 2019**

Interims to TA	Wednesday, Dec. 14
Interims available	Thursday, December 15
End of grading period	Thursday, January 25
Report cards to students	Tuesday, February 6

## **Third Grading Period: January 29 – March 29, 2019**

Interims to TA	Wednesday, March 8
Interims available	Thursday, March 9
End of grading period	Friday, March 29
Report cards to students	Wednesday, April 10

## **Fourth Grading Period: April 2– June 19, 2019**

Interims to TA	Wednesday, May 18
Interims available	Thursday, May 19
End of grading period	Wednesday, June 19
Report cards mailed home	Friday, June 28

## 2018/19 Testing Calendar

GRADES	TEST	DATES
9 – 12 <sup>1</sup>	SOL-Summer: End-of-Course and Grade 8 Tests	September 4 – 14, 2018
9 – 12 <sup>9</sup>	WRS, WISE and other CTE credentialing Pre-tests	October 9 – October 12, 2018
2, 3 <sup>7</sup>	Naglieri Nonverbal Ability Test (NNAT)	September 17 – 28, 2018
10, 11	PSAT (home school students notify school by 9/15)	October 10, 2017
11, 12 <sup>2</sup>	SOL-Fall: Writing ONLINE	October 15 – November 2, 2018 <i>(1<sup>st</sup> opportunity for Term Grads-10/16-27)</i>
11, 12 <sup>2</sup>	SOL-Fall: Multiple Choice Writing PAPER Direct Writing/Short Paper	October 15-16, 2018 October 17 <i>Make-ups through 11/2/18</i>
4, 5 <sup>8</sup>	CogAT	October 29 – November 15, 2018
12 ( <i>seniors only</i> )	SOL-Fall Term Grad Writing 2 <sup>nd</sup> Opportunity	November 12 – December 7, 2018
10 - 12 <sup>9</sup>	WISE - Financial Literacy Certification test	January 21-31, 2019 <i>Make-ups 2/4- 2/15</i>
9 - 12 <sup>9</sup>	1st Semester CTE Industry Credentialing	January 21– 31, 2019
9 - 12 <sup>9</sup>	Workplace Readiness Skills test	December 17-21, 2017 <i>Make-ups 1/10 -15</i>
9 – 12 <sup>2,3</sup>	SOL-Fall: End-of-Course (Non-writing) Tests	January 14 – February 1, 2019 Exp Retakes to 2/15
K-12 ( <i>LEP w/ WIDA levels 1-5</i> )	ACCESS for ELLs & Alternate ACCESS for ELLs	January 14 – March 15, 2019
8, 11 <sup>4</sup>	SOL-Spring <b>Paper Tests:</b> Multiple Choice Writing Direct Writing/Short Paper	March 4 - 5, 2019 March 6 <i>Make-ups through 3/15/2019</i>
8, 11 <sup>4</sup>	SOL-Spring <b>Online</b> Multiple Choice Writing Direct Writing/Short Paper	March 11 - 29, 2019 Term Grad March 11-15, 2019
12 ( <i>seniors only</i> )	SOL-Term Grad <b>Online</b> 2 <sup>nd</sup> attempt for Term Grads	April 8 – 26, 2018
9 - 12 <sup>9</sup>	CTE Spring Industry Credentialing	April 8 – 12, 2019
12 ( <i>seniors only</i> )	SOL-Term Grad Spring: End-of-Course	April 22 – May 10, 2019
9-12 ( <i>Wash Lee only</i> )	IB (International Baccalaureate) tests	May 3 – 24, 2019
9-12	AP (home school students notify school by 3/1)	May 6-18, 2019
9 - 12 <sup>9</sup>	CTE Spring Industry Credentialing or Retakes	May 28-31, 2019
12 ( <i>seniors only</i> )	CTE Spring Industry Credentialing	May 6-10, 2019
3 – 5	SOL-Spring: Reading, Mathematics, Science, and History/Social Studies	May 13– June 14, 2019
6 – 8	SOL-Spring: Reading, Mathematics, Science, and Civics & Economics and End-of-Course Tests	May 13 – June 14, 2019
9 – 12 <sup>4,3</sup>	SOL-Spring: End-of-Course Tests HS late arrival dates: May 29 – June 1	May 20 – June 18, 2019
9 - 12 <sup>9</sup>	<b>CTE Spring Industry Credentialing or Retakes</b>	<b>June 4-13, 2018</b>
11, 12	SOL-Summer: Writing ONLINE	July 11 – 16, 2019
11, 12 <sup>6</sup>	SOL-Summer: Writing PAPER	July 9 – 10, 2019
10 - 12 <sup>9</sup>	WISE Posttest: Virtual EPF Industry Credentialing	July 8-12, 2019
9 – 12 <sup>5,3</sup>	SOL-Summer: End-of-Course Tests	August 1-9, 2019
10 - 12 <sup>9</sup>	WISE Retakes: Virtual EPF Industry Credentialing	July 15 - August 9, 2019

<sup>1</sup> This retest window is for (1) students who failed an EOC test during spring or summer school SOL testing and (2) newly enrolled students who are trying to obtain a verified credit for courses they took outside Arlington Public Schools.

<sup>2</sup> The Fall EOC administration is for students, regardless of grade level, enrolled in courses they will complete at the end of the fall semester (primarily students in Continuation Programs). Testing is optional for students who previously failed an EOC test.

<sup>3</sup> Modified Standard Diploma (MSD) candidates may retake Grade 8 Reading or Mathematics tests that they previously failed.

<sup>4</sup> The Spring administration is mandatory for students who will complete a course at the end of the spring semester. Testing is optional for all students who desire to retake an EOC SOL test that they previously failed.

<sup>5</sup> The Summer EOC administration is only for students enrolled in Summer School or students enrolling in APS from outside our division.

<sup>6</sup> Only special education students who qualify with a specific need may take the test on paper.

<sup>7</sup> Includes newly enrolled Grade 3 students and students who missed taking this test last year.

<sup>8</sup> Includes newly enrolled Grade 5 students and students who missed taking this test last year.

<sup>9</sup> For students enrolled in applicable Career and Technical Education (CTE) course

## 2018/19 Testing Calendar by Grade

GRADE	TESTS	DATES
K – 12 (ELL)	ACCESS for ELLs (English Language Proficiency Test)*	January 14 – March 15, 2019
2	<i>Naglieri Nonverbal Ability Test (NNAT)</i>	September 17 – 28, 2018
3	Naglieri Nonverbal Ability Test (NNAT) (new students or those who missed taking the test last year)	September 17 – 28, 2018
	SOL Assessments: Reading, Math	May 13– June 14, 2019
4	COGAT	October 29 – November 15, 2018
	SOL Assessments: Reading, Math, Virginia Studies	May 13– June 14, 2019
5	COGAT (new students or those who missed taking test last year)	October 29 – November 15, 2018
	SOL Assessments: Reading, Math, Science	May 13– June 14, 2019
6	SOL Assessment: Reading, Math	May 13 – June 14, 2019
7	SOL Assessment: Reading, Math, Civics & Economics	May 13 – June 14, 2019
8	SOL Assessment: Writing <b>Paper Online</b>	<b>Paper Tests March 4-5, (Short Paper 3/6)</b> March 11 - 29, 2019
	SOL Assessments: Reading, Math, Science, EOC	May 13 – June 14, 2019
9 – 12	SOL End-of-Course & Grade 8 Tests (Summer retakes) <sup>1</sup>	<b>Summer Retakes:</b> September 4 – 14, 2018
	CTE Industry Credentialing Pretests	October 9-12, 2018
	1st Semester CTE Credentialing tests	January 22-31, 2019
	WRS tests	December 17-21, 2018 Makeups 1/10-15
	SOL End-of-Course Assessments (Fall) <sup>2,3</sup>	<b>Fall:</b> January 14 – February 1, 2019
	CTE Spring Credentialing	April 8-12, 2019
	IB (International Baccalaureate) tests (Washington Lee only)	May 3 – 24, 2019
	AP (home school students notify school by 3/1)	May 6-18, 2019
	CTE Spring Credentialing or Retakes	May 28-31, 2019
	SOL End-of-Course & Grade 8 Tests (Spring) <sup>4</sup>	<b>Spring:</b> May 20 – June 18, 2019
	<b>CTE Spring Industry Credentialing or Retakes</b>	<b>May 1-11, 2018</b>
	WISE Pretest: Virtual EPF Industry Credentialing	July 8-12, 2019
	WISE Posttest: Virtual EPF Industry Credentialing	July 15 – August 9, 2019
	SOL End-of-Course Assessments (Summer) <sup>3,5</sup>	<b>Summer</b> August 1 – 9, 2019
	WISE Retakes: Virtual EPF Industry Credentialing	July 15 – August 9, 2019
10 – 12	WISE Fall - Financial Literacy Certification test	January 22-31 <i>Make-ups 2/4-15</i>
10, 11	PSAT (home school students notify school by 9/15)	October 10, 2018
11 & 12	SOL Assessment: Writing <sup>2</sup> <b>Online Paper</b> Multiple Choice Direct Writing/Short Paper <b>Online:</b> 2 <sup>nd</sup> attempt for Seniors	October 15 – November 2, 2018 October 15 - 16, 2018 October 17(Make-ups through Nov. 2) <b>Term Grad 2<sup>nd</sup> Attempt</b> Nov. 12– Dec. 7, 2018
	SOL Assessment: Writing <sup>4</sup> Multiple Choice ( <b>Paper Tests only</b> ) Direct Writing/Short Paper ( <b>Paper Tests only</b> ) <b>Online</b> Multiple Choice & Short Paper <b>Online</b> 2 <sup>nd</sup> attempt for Seniors	March 4-5, 2019 March 6 March 11 - 29, 2019 <i>April 8-26, 2019</i>
	SOL Assessment: Writing <sup>5</sup> <b>Online Paper</b>	<b>Summer (2019)</b> July 11 - 16, 2019 July 9 - 10, 2019
12 ( <i>seniors only</i> )	SOL-Term Grad: End-of-Course	<b>Spring</b> April 22 – May 10, 2019
	CTE Spring Industry Credentialing	May 6-10, 2019

<sup>1</sup> The retest window is for (1) students who failed an EOC test during spring or summer school SOL testing and (2) newly enrolled students who are trying to obtain a verified credit for courses they took outside Arlington Public Schools.

<sup>2</sup> The Fall EOC administration is for students, regardless of grade level, enrolled in courses they will complete at the end of the fall semester (primarily students in Continuation Programs). Testing is optional for students who previously failed an EOC test.

<sup>3</sup> Modified Standard Diploma (MSD) candidates may retake Grade 8 Reading or Mathematics tests that they previously failed.

<sup>4</sup> The Spring administration is mandatory for students who will complete a course at the end of the spring semester. Testing is optional for all students who desire to retake an EOC SOL test that they previously failed.

## SAT 2018-2019 Testing Schedule

SAT Date	Test	Registration Deadline
August 25, 2018	SAT & Subject Tests	July 27, 2018
October 6, 2018	SAT & Subject Tests	September 7, 2018
November 3, 2018	SAT & Subject Tests	October 5, 2018
December 1, 2018	SAT & Subject Tests	November 2, 2018
March 9, 2019	SAT only	February 8, 2019
May 4, 2019	SAT & Subject Tests	April 5, 2019
June 1, 2019	SAT & Subject Tests	May 3, 2019

### **ACT 2018-2019 Testing Schedule**

ACT Test Date	Registration Deadline	(Late Fee Required)
September 8, 2018	August 10, 2018	Aug 11-26, 2018
October 27, 2018	September 28, 2018	Sept 29-Oct 14, 2018
December 8, 2018	November 2, 2018	November 3-19, 2018
February 9, 2019	January 11, 2019	January 12-18, 2019
April 13, 2019	March 8, 2019	March 9-25, 2019
June 8, 2019	May 3, 2019	May 2-20, 2019
July 13, 2019	June 14, 2019	June 15-24, 2019

### **AP Exam Schedule 2019**

Week 1	Morning Session	Afternoon Session
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Monday, May 6	-United State Government and Politics	-Chinese Language and Culture -Environmental Science
Tuesday, May 7	-Seminar -Spanish Language and Culture	-Japanese Language and Culture -Physics 1: Algebra-Based
Wednesday, May 8	-English Literature and Composition	-European History -French Language and Culture
Thursday, May 9	-Chemistry -Spanish Literature and Culture	-German Language and Culture -Psychology
Friday, May 10*	-United States History	-Computer Science Principles -Physics 2: Algebra-Based

\* Studio Art- Last day for Coordinators to submit digital portfolios (by 8 p.m. EDT) and to gather 2-D Design and Drawing students for physical portfolio assembly. Teachers should have forwarded students' completed digital portfolios to Coordinators before this date.

<b>Week 2</b>	<b>Morning Session</b>	<b>Afternoon Session</b>
Monday, May 13	-Biology	-Physics C Mechanics -Physics C: Electricity and Magnetism <b>(2PM)</b>
Tuesday, May 14	-Calculus AB -Calculus BC	-Art History -Human GeographyArt
Wednesday, May 15	-English Language and Composition	-Italian Language and Culture -Macroeconomics
Thursday, May 16	-Comparative Government & Politics -World History	-Statistics
Friday, May 17	-Microeconomics -Music Theory	-Computer Science A -Latin

# CALENDAR DATES RELATED TO ALLOCATION

New Course, Allocation and Master Schedule Calendar

- 11/5/18 Application to Town Meeting for new Courses or changes to Program of Studies
- 12/14/18 Last day for Program of Studies changes
- 1/19/19 Program of Studies published
- 2/8/19 TA' s meet students to do course selection for 2016-17
- 3/15/19 1:30 pm - Departments meet re: Allocation planning
- 4/19/19 1:30 pm - Allocation Meeting (early release)
- 4/24/19 Town Meeting Allocation Vote - (Tuesday)
- 4/30/19-6/1/19 Master Schedule development
- 6/7/19 Arena Scheduling

## **H-B WOODLAWN TECHNOLOGY CODE OF ETHICS**

### **Do's...**

1. Use all technology responsibly.
2. Use school facilities and electronic resources for school-related instructional activities only.
3. Use only the assigned network login, network and Internet access provided by and filtered by APS while on school property.
4. Conserve resources including but not limited to file storage space, bandwidth, online time, toner, and paper.
5. Respect the integrity of the network system. Enter only authorized systems and do not attempt to circumvent or subvert system security measures including circumventing the APS firewall.
6. Respect intellectual property and copyright laws.
7. Protect yourself when using the Internet. Report any incidents of cyber bullying such as personal attacks and threats to you, others or to school property immediately.
8. Report any pornographic or offensive materials, and all suspected computer viruses and other problems immediately.
9. Understand that any messages or files saved on, sent from, accessed, or received on APS equipment are subject to inspection.

### **Don'ts...**

1. Do not give your password to others or use someone else's password, or leave a computer without logging out.
2. Do not damage hardware, electronic systems, or networks, or attempt to \*hack\* or gain unauthorized access to other computers, networks, or information systems.
3. Do not tamper with or alter the system in any way that disrupts the network, including installing, copying, or downloading files including freeware or adware without authorization.
4. Do not download from the Internet, or bring on CDs, DVDs, or USB devices, any applications, video or games to use on school computers.
5. Do not connect any non-school-division-owned device to any part of the APS network without authorization. Storage devices (e.g., memory sticks, digital cameras) used for instructional purposes are an exception.
6. Do not disable filtering software or use websites or other technologies to get around the filtering system.
7. Do not disclose personal information to or agree to meet anyone you have met only via the Internet.
8. Do not use APS computer equipment and communication services to view, send, display, or download illegal, inappropriate, obscene or offensive materials.

## **CONSEQUENCES**

Failure to follow these expectations will result in suspension of computer access and privileges and other disciplinary measures including suspension from school and/or criminal prosecution.

APS is not responsible for student use of electronic technology resources outside of school; however, students may be disciplined for any technology use that negatively affects APS or that negatively affects another student or staff member.

*These code of ethics are adapted from the full text Acceptable Use Policy, PIP 45-2.1  
May 24, 2007*

