

H-B WOODLAWN PRE-SCHOOL HANDBOOK - 1995-96

The general information presented here is of interest to all students and parents. Please retain this Handbook as a guideline to the calendar and policies at H-B Woodlawn.

I. Calendar and Schedule Information

September	4	(M)	Labor Day Holiday
	5	(T)	First day of school
	28	(Th)	Early Release at 1:30
October	5	(Th)	Back to School Night (7:30 p.m.)
	9	(M)	Columbus Day Holiday
	26	(Th)	Early Release at 1:30
November	9	(Th)	Teachers' Work Day: no school for students
	10	(F)	Veterans' Day Holiday
	22	(W)	Report cards issued
	23, 24	(Th,F)	Thanksgiving Holiday
December	22	(F)	Winter vacation begins at the end of regular school hours.
January	2	(T)	School reopens after winter vacation.
	4	(Th)	College Night
	15	(M)	Martin Luther King's Birthday Holiday
	26	(F)	Teachers' Work Day: no school for students
February	6	(T)	Report cards issued
	19	(M)	President's Birthday Holiday
	22	(Th)	Early Release at 1:30
March	21	(Th)	Early Release at 1:30
	29	(F)	Spring vacation begins at the end of regular school hours
April	8	(M)	School reopens after Spring Break
	12	(F)	Teachers' Work Day: no school for students
	18	(Th)	Early Release at 1:30
	23	(T)	Report cards issued
May	27	(M)	Memorial Day Holiday
	30	(Th)	Arena Scheduling
June	6	(Th)	Final exam day
	7	(F)	Final exam day
	10	(M)	Final exam day
	11	(T)	Final exam day
	12	(W)	Teachers' Play Early Release at approximately 12:45
			Senior Graduation at 5:45 p.m.
	13	(Th)	King's Dominion -- all-day trip
	14	(F)	Teacher Records Day -- no school for students Report cards mailed home

1995/96 TESTING PROGRAM CALENDAR

GRADES	TEST	DATES
STATE-MANDATED TESTS		
7 - 12, ungraded	Literacy Testing: Reading and Math*	Oct. 9 - Oct. 17 <i>Makeups through Oct. 20</i>
7 - 12, ungraded	Literacy Testing: Writing*	Oct. 18 <i>Makeups through Oct. 20</i>
6 - 12, ungraded	Literacy Testing: Reading and Math*	Feb. 5 - Feb. 14 <i>Makeups through Feb. 20</i>
6 - 12, ungraded	Literacy Testing: Writing*	Feb. 15 <i>Makeups through Feb. 20</i>
4 - 8	Iowa tests of Basic Skills*	Mar. 18 - April 12
11	Tests of Achievement and Proficiency*	Mar. 18 - April 12
ARLINGTON TESTS		
5	Degrees of Reading Power Test	Sept. - Sept. 29
4	Writing Assessment	Feb. 28 <i>Makeups through Mar. 1</i>
9	Degrees of Reading Power Test	April 22 - April 26
3, 5	Arlington Objectives Mastery Tests: Math	May 30 - June 6
7	Grade 7 Math Test	May 29 - June 5

* Required and partially funded by Virginia Department of Education

1. Early Release

The following Thursday afternoons have been designated as early release days. Buses will pick up students at approximately 1:20 and take them home. The staff will use the afternoons for staff meetings and parent conferences. There will be no early release on those days on which the opening of school is delayed. Early release dates are: September 28, October 26, February 23, March 21, April 18. On June 12 (Wednesday) there will be an early release at approximately 12:45 after the annual teachers' play.

2. Town Meeting

Our Town Meeting will meet on Wednesdays beginning at 10:15. The Town Meeting is a forum composed of students, teachers, 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. 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 second Tuesday of the month at 7:30 p.m. on the following dates: 9/12, 10/10, 11/14, 12/12, 1/9, 2/13, 3/12, 4/9, and 5/14.

II. Buses

1. Bus Schedules

At the end of August each student will receive a letter indicating bus routes. Each student determines which route is closest to home and takes the bus which uses that route. 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 a.m. and pick up students after school at 4:05 p.m.

2. Career Center Bus

A shuttle bus operates between H-B Woodlawn and the Career Center. In addition, there is a shuttle bus which departs H-B Woodlawn at approximately 2:10 and takes students to their home schools. Check with the office for schedules.

III. General Information

1. Attendance

a. School Attendance

Each Teacher-Advisor devises a method by which students in grades 8-12 report their attendance in school. When a student is absent parents are requested to call and leave word for the student's teacher/advisor. **School attendance for 6th and 7th graders will be taken by the middle school core teachers and reported to the middle school secretary.**

We request that parents call the middle school office (358-6359) before 9:30 on any day that their students will not be in school. Please assist in the communication process by reporting your student's absence. Should we fail to hear from the parent, the middle school secretary will have to contact parents individually.

b. Class Attendance

Students are expected to attend all scheduled classes. Important learning experiences are missed when a student is absent and these experiences cannot be duplicated.

Teachers take attendance in each class. They will ask students who are absent from class to present a note from the parents. Parents should understand that class attendance is considered an element of instruction. When students "cut" class the teachers and teacher-advisor work with the students to encourage the students to assume the responsibility for the consequences of their actions. Generally, the disciplinary consequence for cutting 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.

2. 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 extra-curricular activities. In all cases students have some unscheduled time, increasing from less than one hour for 6th and 7th 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 under the section entitled Lunch Policy.

3. Grades

Generally, grades take the form of letter grades (A, B, C, D, E). 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.

4. Grade Reporting to Parents

Report cards are sent home quarterly. In addition, all students in Grades 6 and 7 will receive progress reports in the 3rd and 6th week of each quarter. All 8th grade students will receive a progress report each quarter. For a student (grade 9-12) who is receiving a D or an E, parents will be notified no later than the sixth week of the quarter in one of the following ways: (1) written form sent home by mail, or (2) a written form sent home via the student. If it becomes apparent subsequent to this time, that a student will receive a D or an E, the teacher will notify the parent of the reasons for the poor or failing grade. If a teacher receives no response from parents within the week, the teacher will call the parents in order to determine whether they in fact received the progress report. Parent conferences will be held as needed.

The dates for the report cards are: November 22, February 6, April 23 and June 14. 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. Two copies of the report card will be sent home. We ask that the parent sign one copy and return it to H-B Woodlawn either via the student or the mail. This procedure will be in effect for the first three quarters.

5. Textbooks/Library Books

We ask student and parent cooperation in returning library and textbooks at the appropriate times during the year. In the past, we have had to replace a great number of textbooks and this has been very costly. We ask that students either return their books when asked to do so, or pay the price to replace a lost book. A notice may be sent to parents that a student's report card is withheld until books are either returned or the school is reimbursed. This notice is sent at the end of the school year at the time report cards are mailed home. Please respond to this notice as promptly as possible.

6. Lockers and Combinations

Teacher-advisors are given approximately 18 lockers near their classrooms for the students of their advisory groups. This means that some students in the TA will 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 cameras, radios, money and expensive clothes brought to school by our students. If valuable items are brought to school we ask that they be kept secured. Lockers should be locked at all times.

7. 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. A box in the office contains "lost items." If your student has lost clothing, please have the student look in the box. Twice during the year, unidentified items are taken to a local charity.

8. Student Directory

A student directory is published each year with the names, addresses, and phone numbers of students. It also contains a list of parents whose surnames differ from their students. If you do not wish this information 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 as soon as possible.** The directory will be printed at the beginning of October.

9. Public Law Cards

Each year we are required to have all parents complete this form and return it to school. The forms will be sent home at the end of September. **We ask your cooperation in returning these cards immediately.**

IV. Guidance

1. Requirements For Graduation

English	4 credits
Mathematics	2 credits
Laboratory Science	2 credits
Math or Science**	1 credit**
Social Studies	
World History	1 credit
Virginia & U.S. History	1 credit
Virginia & U.S. Government	1 credit
Health & Physical Education	2 credits
Electives	6 credits
Practical or Fine Art	<u>1 credit</u>
Total for standard diploma:	21 credits

** An additional credit in math or science must be earned to complete this requirement. (One of the math or science credits must be earned in grade 11 or 12.) Specific courses and sequences in Vocational Programs may satisfy the third science or math requirement. However, students must check with the Registrar before enrolling in Career Center courses to fulfill this requirement.

Students who completed Algebra, Geometry, or a Foreign Language in 7th or 8th grade will receive credit in these subjects which will fulfill graduation requirements. However, the year-end grades for these courses will not be included in determining class rank. These are the only middle school courses that receive credit.

2. Advanced Studies Diploma

Students will have the option to earn either a regular diploma (21 credits) or an Advanced Studies Diploma (23 credits). Those students who elect to earn an Advanced Studies Diploma must earn 3 credits in math and 3 credits in a laboratory science. In addition, they must complete either three years of one foreign language or two years of two languages.

3. Literacy Passport

Beginning with the class of 1996 (current 12th graders) students must pass three literacy tests: English, Mathematics, and Reading in order to earn a high school diploma. Students who do not pass these tests are classified as "ungraded" and as such may not participate in interscholastic sports, debate, forensics, and theater festival.

4. Back-to-School Night

Back-to-School Night will be held October 5 at 7:30 p.m. This occasion gives parents the opportunity to learn more about course offerings of the Program. Parents will receive a reminder about the date.

5. Gifted and Talented Meeting

This meeting will be held at H-B Woodlawn on November 16 at 7:30 p.m. The focus of the meeting will be the approaches to gifted education in our Program. All are welcome to attend.

6. 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, other legal substances and the possession of drug paraphernalia. Violation of this rule results in suspension from school, reports to the police and referrals to substance abuse counselors. Criminal proceedings may well be the outcome of a violation of this regulation.

7. 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.

8. Skateboard Rule

In compliance with a central office directive, H-B Woodlawn bans skateboards from school property. If skateboards are found on the property, they will be confiscated.

9. Restricted Areas for Food

Town Meeting has voted that students refrain from eating lunches on the second floor by the main entrance, and in the library (except during Town Meeting). We ask that students refrain from eating lunch in these areas due to the difficulties with pest control. In addition, we would like to have a clean environment for ourselves, refrain from burdening our custodial staff and create a good impression for our visitors. All students are asked to place the remains of their lunch in trash cans when they have finished eating.

10. Restricted Areas -- Student Access

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

11. Cafeteria Service

Our cafeteria will be open for students to purchase snacks at approximately 9:00 a.m. The cost of lunches will be \$1.40 for students and \$2.25 for adults. In addition to hot and cold entrees there will be a salad bar. An individual purchase of milk is \$0.45.

12. 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, except for previously approved activities. These forms are included in the first day packets.

We view lunch-time as another area 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 lunch-time 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.

13. Message Board -- Communication

Next to the main office there is a message board for student communication. Messages may be left there for students in grades 8 through 12. Office staff do not have the capacity to page a student. They will, however, leave a message on the board at parent request. Students should be encouraged to check the board from time to time.

14. Certificate for Enrollment for Learner's Permit

Students need a certificate of Enrollment in order to obtain a learner's permit. Certificates of Enrollment may be obtained from Sharon Hall, our Registrar. Please give her a day's notice before picking up the permit.

15. H-B Woodlawn Handbook

A handbook was completed by students last spring and will be distributed to students in September. The handbook discusses a variety of topics about life at H-B Woodlawn.