



Arlington
Public
Schools

Arlington, Virginia

www.apsva.us

2007-2008

Arlington Public Schools

Handbook

See page 30 for the 2007-08 APS CALENDAR

Arlington Public Schools Strategic Plan

The 2005-11 Strategic Plan emphasizes four strategic goals:

- ensuring rising achievement for all students.
- eliminating gaps in achievement among identified groups.
- providing instruction that is responsive to each student's talents, interests and challenges.
- building effective relationships with parents and the community.



Arlington
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Schools

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**Arlington
Public
Schools**

September 4, 2007

Dear Parents, Guardians, and Families:

Welcome to the start of a new school year. Teachers, principals, and other members of the staff have worked hard to prepare for another year of active engagement with you and your children. It promises to be filled with many opportunities for learning and development.

Progress on the APS Strategic Plan and Customer Satisfaction Survey Results

We report each fall on progress in meeting the four goals of the School Board's Strategic Plan for the Arlington Public Schools, and a detailed analysis will be published later this month. An initial look at the data suggests that we have met many of our targets. The four goals are focused on (1) raising achievement for all students, (2) eliminating achievement gaps, (3) creating conditions of education responsive to each student's talents, interests and challenges, and (4) promoting effective relationships with parents and the community.

Related to our progress on the Strategic Plan, especially the fourth goal, is our periodic sampling of community satisfaction. Preliminary results from this year's survey indicate that Arlington residents, and especially parents, continue to express satisfaction with the education being provided to Arlington children well above the national average. The results are gratifying. Nearly 91% of parents give the Arlington Public Schools a grade of A or B, with 48% awarding an A. When giving a grade to their own children's schools, 57% of the parents settled on an A. Close to 94% express satisfaction with the level of instruction in the schools and 83% believe their tax dollars are well spent in the school system. These results are a tribute to the high quality of the APS teaching staff and the support that we have put in place in recent years to help recruit and retain excellent teachers. Arlington taxpayers, especially, deserve a lot of credit for making it possible to support such a high quality school system that appears to enjoy the trust and confidence of parents and community members.

Importance of Cultural Competence

A major focus of the teaching and administrative staff and the School Board this year is on becoming a culturally competent organization. To succeed in reaching our strategic plan goals, we must understand where our students and their parents are "coming from" so that we can bring all students to the high levels of achievement reflected by our standards. It is clear that our own individual "filters" influence how we treat each other, our students and their parents. It is equally clear that these interactions affect the learning environment. Culturally competent organiza-

tions recognize individual differences and seek to use each student's background as a way of ensuring that the student achieves at high levels. I invite you to join us as we seek to understand the influences that affect our own actions as well as the differences among our students. In this connection, I hope you'll take advantage of the classes offered through the **Parent Academy**, including courses that focus on supporting students of all backgrounds as they deal with the educational process. More information about the **Parent Academy** is available at www.arlingtonadulted.org.

Emergency Planning and School Safety

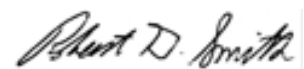
The safety of our students remains a top priority for you and for us. Students who feel secure are more likely to be able to learn well and contribute to a school environment in which everyone takes advantage of the outstanding teaching and facilities available to them. The School Board this year set aside nearly \$500,000 to support additional physical security at Arlington schools, and you should begin to see strengthened measures concerning access to schools. Although we want to ensure that you have appropriate access to administrative and teaching staff, and to your students, we also want to prevent the presence of intruders and those who would disrupt the learning environment. I ask for your understanding and cooperation as we reinforce long-standing procedures.

I also want to remind you that building principals and central administrators must make a number of decisions directed at facilitating student learning while maintaining safety and security. These decisions include changes in operations that are weather-related and other emergencies. If ever you have a concern about such issues, please contact your student's principal or me. We'll do our best to explain the reasons for our decisions – and we will benefit from your advice about improving the school environment. I also urge you to sign up online to receive emergency messages about countywide or specific school emergencies via email or text message to your cell phone. Click on the "APS School Talk" icon at www.apsva.us.

2007-08 School Year

This is going to be a great year for our students and for learning in Arlington. We enlist your support and cooperation and pledge to facilitate the education of your children.

Sincerely,



Robert G. Smith
Superintendent



The Arlington Public Schools prohibits discrimination on the basis of race, religion, gender, sexual orientation, national origin, age, disability, pregnancy or marital status. This policy provides equal access to courses and programs, counseling services, physical education and athletics, vocational education, instructional materials and extra-curricular activities. Violations of this policy should be reported to the Assistant Superintendent of Administrative Services at 703-228-6008 or the Assistant Superintendent of Personnel at 703-228-6110.

Frequently Called Numbers

(Area code is 703. Extension prefix is "228" unless otherwise listed)

Accounting	6121	Hotlines	
Administrative Services.....	6008	If you are reporting gang activity.....	GANG (4264)
Adult Education	7200	CrimeSolvers	1-866-411-(TIPS) 8477
Aquatics	6263	Humanities Program	6299
Arts Education (music, visual arts, theater).....	6170	Inclement Weather Line.....	1-866-322-4277
Assessment.....	6153	Information	6000, 6005,7660
Behavior Intervention Services (BIS).....	1539	Information Services (Assistant Supt.)	6125
Boundary/Attendance Zone Information	7660, 6005	Information Specialist (School & Community).....	7667
Budget	6125	Instruction	6145
Business Education	7213	Instructional Materials Center	6080
ChildFind (special education, ages 2-5).....	6042	Instructional Technology Services	5752
Children's School (staff preschool program).....	532-8232	Intake Center (registration of students whose native language is not English or are from overseas)	7663
Cosmetology Program (appointments, Career Center).....	5799	Interlude Program	6050
County		International Baccalaureate Program (Washington-Lee)	6233
County Child Care Office (for program listings).....	1685	Jefferson Community Center	5920
County Government Information Number	3000	Library Media Services.....	6085
Custodial Services	7732	Maintenance/Buildings and Grounds (daytime/after hours)	6620
Design and Construction.....	6613	Marketing Education	7213
Driver Education	6167	Mathematics	6135
Early Childhood Programs.....	8632	Minority Achievement.....	6152
Educational Television.....	5757	Montessori Program	8632
Employee Assistance Program	8720	Outdoor Lab (located in Fauquier County).....	1-866-295-1118
English Language Arts.....	8045	Parent Resource Center (special education)	7239
ESOL (English for Speakers of Other Languages)	6095	Parks and Recreation	4747
Extended Day (before- and after-school child care).....	6069	Partnership & Volunteer Programs	6003
Facilities and Operations (Assistant Superintendent).....	6600	Pathways Program (located at Jefferson Middle School).....	5863
Facilities Planner.....	7741	Payroll	6115
Facilities Rental.....	8641	Personnel	
Family and Consumer Sciences (Home Economics)	7216	Applications/general information	6176, 6189
Family Education Center (pregnant/parenting teens programs).....	2700	Assistant Superintendent	6110
FAX: Adult Education.....	7205	Substitute teachers and aides.....	6098
FAX: Aquatics/Maintenance/Plant Operations	6644	Physical Education/Health/Driver Education	6167
FAX: Facilities and Operations/Design and Construction...671-2959		Planetarium (closed during the summer).....	6070
FAX: Instruction	6295	Planning/Evaluation	6155
FAX: Payroll	807-0146	Plant Operations	7732
FAX: Personnel.....	841-2138	Police	
FAX: School Board/School and Community Relations	7640	Non-Emergency Number	558-2222
FAX: Student Services/Special Education	6298	Emergencies only.....	911
FAX: Superintendent/Administrative Services	6188	Pre-K Special Education	6042
FAX: Transportation	575-8196	Print Shop	6037
Finance (Assistant Superintendent).....	7654	Project Y.E.S.	7212
Food Services	6130	Professional Library.....	6085
Foreign Languages/Immersion Programs.....	6097	Professional Staff Development	2110
G.E.D. Program	7220	Psychologists, Social Workers.....	6061
General Information.....	6000/6005/7660	Public Relations Specialist.....	6004
Gifted Services	6160	Purchasing.....	6123
Guidance/Counseling Program	6061	Reading (ELA)	8045
Gunston Facilities Manager	6917	Reading Recovery	8887
HELP DESK (Telephones/Computers).....	2847	REEP Program (employment training, adult English classes) ...	4200
HILT (High Intensity Language Training).....	6095	Residency Questions.....	6060
Home Schooling	6061	Risk Management	7740
Homebound Programs	6051	School and Community Relations	6005
		School Board Office.....	6015

School Board (Summary of Meetings).....	2400
School Health (county office).....	1650
School Information (School & Community Relations)	7667
Science.....	6166
Security (daytime, evenings and emergencies)	6620
Snowline (Toll-free)	1-866-322-4277
Social Studies	6140
Special Education.....	6040
Speech and Hearing	6041
Student Services (Assistant Superintendent).....	6060
Substance Abuse Services	6060
Summer School.....	7645
Superintendent of Schools.....	8634
Swimming Pools	6263
T.D.D. (Hearing impaired)	6179
Technology Planning, Development, Training	7678
Teenage Parenting Programs	2700
Family Education Center	2700
Outreach for Parenting Teens.....	2705
Alternatives for Parenting Teens.....	2700
Young Fathers Program.....	2139/2140/5818
Technical Education	7227
Television Production	5755
Testing (of students).....	6153
Title I.....	6161
Transcripts (students who have graduated/left APS)	6062/6180
Transportation Services (school buses)	6640
Tutors (for a list of paid tutors)	6051
Virginia Preschool Initiative (VPI Program).....	8632
Visiting teachers (social workers).....	6061/6062

Volunteers and Partnership Program.....	6003
Web Services	6185
Work Permits (for students ages 14-15)	
Wakefield	6711
Washington-Lee	6228
Yorktown	5383

Missing Child

Call your child's school. If no answer, call Transportation Services at 703-228-6640 before 6 p.m. After 6 p.m. call the Arlington County Police Department at 703-228-2222.

Police Hotlines

To report gang activity

To report information on a crime, CrimeSolvers

To locate information of the Sex Offender and Crimes Against Minors Registry

School System Offices and Addresses

Education Center,
1426 North Quincy Street, Arlington, VA 22207

Evelyn Syphax Academic Center
1439 North Quincy Street, Arlington, VA 22207

Clarendon Education Center,
2801 Clarendon Boulevard, Arlington, VA 22201

Thurgood Marshall Building,
2847 Wilson Boulevard, Arlington, VA 22201

Trades Center,
2770 South Taylor Street, Arlington, VA 22206

Web Site, www.apsva.us

Arlington Schools Directory

ELEMENTARY SCHOOLS (K-5)

Abingdon

3035 S. Abingdon Street • Arlington, VA 22206
Phone: 703-228-6650 • Fax: 703-931-1804
www.apsva.us/abingdon
Principal: Joanne Uyeda

Arlington Science Focus

1501 N. Lincoln Street • Arlington, VA 22201
Phone: 703-228-7670 • Fax: 703-525-2452
www.apsva.us/asfs
Principal: Mary Begley

Arlington Traditional

855 N. Edison Street • Arlington, VA 22205
Phone: 703-228-6290 • Fax: 703-522-1482
www.apsva.us/ats
Principal: Holly Hawthorne

Ashlawn

5950 8th Road, North • Arlington, VA 22205
Phone: 703-228-5270 • Fax: 703-534-3685
www.apsva.us/asblawn
Principal: Edgar Miranda

Barcroft

625 S. Wakefield Street • Arlington, VA 22204
Phone: 703-228-5838 • Fax: 703-271-0948
www.apsva.us/barcroft
Principal: Miriam Hughey-Guy

Barrett

4401 N. Henderson Road • Arlington, VA 22203
Phone: 703-228-6288 • Fax: 703-351-0023
www.apsva.us/barrett
Principal: Theresa Bratt

Campbell

737 S. Carlin Springs Road • Arlington, VA 22204
Phone: 703-228-6770 • Fax: 703-578-9432
www.apsva.us/campbell
Principal: Janice Adkisson

Carlin Springs

5995 5th Road, South • Arlington, VA 22204
Phone: 703-228-6645 • Fax: 703-998-5341
www.apsva.us/carlinsprings
Principal: Corina Coronel

Claremont

4700 S. Chesterfield Road • Arlington, VA 22206
Phone: 703-228-2500 • Fax: 703-820-4264
www.apsva.us/claremont
Principal: Cintia Johnson

Drew Model

3500 23rd Street, South • Arlington, VA 22206
Phone: 703-228-5825 • Fax: 703-979-0892
www.apsva.us/drew
Principal: Cheryl Relford

Glebe

1770 N. Glebe Road • Arlington, VA 22207
Phone: 703-228-6280 • Fax: 703-527-2040
www.apsva.us/glebe
Principal: Jamie Borg

Patrick Henry

701 S. Highland Street • Arlington, VA 22204
Phone: 703-228-5820 • Fax: 703-486-8971
www.apsva.us/benry
Principal: Lisa Piehota

Hoffman-Boston

1415 S. Queen Street • Arlington, VA 22204
Phone: 703-228-5845 • Fax: 703-892-4526
www.apsva.us/boffmanboston
Principal: Yvonne Dangerfield

Jamestown

3700 N. Delaware Street • Arlington, VA 22207
Phone: 703-228-5275 • Fax: 703-538-2612
www.apsva.us/jamestown
Principal: Laura Annan Glascoe

Key

2300 Key Boulevard • Arlington, VA 22201
Phone: 703-228-4210 • Fax: 703-524-2236
www.apsva.us/key
Principal: Marjorie Myers

Long Branch

33 N. Fillmore Street • Arlington, VA 22201
Phone: 703-228-4220 • Fax: 703-875-2868
www.apsva.us/longbranch
Principal: Felicia Russo

McKinley

1030 N. McKinley Road • Arlington, VA 22205
Phone: 703-228-5280 • Fax: 703-538-4892
www.apsva.us/mckinley
Principal: Patricia Anderson

Nottingham

5900 Little Falls Road • Arlington, VA 22207
Phone: 703-228-5290 • Fax: 703-228-2300
www.apsva.us/nottingham
Principal: Mary Beth Pelosky

Oakridge

1414 24th Street, South • Arlington, VA 22202
Phone: 703-228-5840 • Fax: 703-271-0529
www.apsva.us/oakridge
Principal: Lolli Haws

Randolph

1306 S. Quincy Street • Arlington, VA 22204
Phone: 703-228-5830 • Fax: 703-521-2516
www.apsva.us/randolph
Principal: Renée Bostick

Taylor

2600 North Stuart Street • Arlington, VA 22207
Phone: 703-228-6275 • Fax: 703-875-8039
www.apsva.us/taylor
Principal: Robert Hindman

Tuckahoe

6550 26th Street, North • Arlington, VA 22213
Phone: 703-228-5288 • Fax: 703-237-1548
www.apsva.us/tuckahoe
Principal: Cynthia Brown

SECONDARY PROGRAM (6-12)**H-B Woodlawn**

4100 Vacation Lane • Arlington, VA 22207
Phone: 703-228-6363 • Fax: 703-558-0317
www.apsva.us/woodlawn
Principal: Frank Haltiwanger

MIDDLE SCHOOLS (6-8)**Gunston**

2700 S. Lang Street • Arlington, VA 22206
Phone: 703-228-6900 • Fax: 703-519-9183
www.apsva.us/gunston
Principal: Margaret Gill

Thomas Jefferson

125 S. Old Glebe Road • Arlington, VA 22204
Phone: 703-228-5900 • Fax: 703-979-3744
www.apsva.us/jefferson
Principal: Sharon Mondé

Kenmore

200 S. Carlin Springs Road • Arlington, VA 22204
Phone: 703-228-6800 • Fax: 703-998-3069
www.apsva.us/kenmore
Principal: John Word

Swanson

5800 Washington Boulevard • Arlington, VA 22205
Phone: 703-228-5500 • Fax: 703-536-2775
www.apsva.us/swanson
Principal: Chrystal Forrester

Williamsburg

3600 N. Harrison Street • Arlington, VA 22207
Phone: 703-228-5450 • Fax: 703-536-2870
www.apsva.us/williamsburg
Principal: Kathleen Francis

HIGH SCHOOLS (9-12)**Wakefield**

4901 S. Chesterfield Road • Arlington, VA 22206
Phone: 703-228-6700 • Fax: 703-575-8832
www.apsva.us/wakefield
Principal: Doris Jackson

Washington-Lee

1300 N. Quincy Street • Arlington, VA 22201
Phone: 703-228-6200 • Fax: 703-524-9814
www.apsva.us/washington-lee
Principal: Gregg Robertson

Yorktown

5201 28th Street, North • Arlington, VA 22207
Phone: 703-228-5400 • Fax: 703-228-5430
www.apsva.us/yhs
Principal: Raymond Pasi

SPECIAL PROGRAMS

Arlington Mill (High School Continuation)

4975 Columbia Pike • Arlington, VA 22204
Phone: 703-228-5350 • Fax: 703-575-8666
www.apsva.us/bsc
Coordinator: Barbara Thompson

Career Center (9-12)

816 S. Walter Reed Drive • Arlington, VA 22204
Phone: 703-228-5800 • Fax: 703-228-5815
www.apsva.us/careercenter
Director: Gerald Caputo

Career, Technical and Adult Education

Clarendon Education Center
2801 Clarendon Boulevard • Arlington, VA 22201
Phone: 703-228-7200 • Fax: 703-228-7205
www.apsva.us/ctae
Director: Michael Morton

Langston (High School Continuation)

2121 N. Culpeper Street • Arlington, VA 22207
Phone: 703-228-5295 • Fax: 703-807-0614
www.apsva.us/bsc
Coordinator: Cleveland James

New Directions (9-12)

Thurgood Marshall Center
2847 Wilson Boulevard • Arlington, VA 22201
Phone: 703-228-2117 • Fax: 703-875-8920
www.apsva.us/newdirections
Coordinator: Marguarite Gooden

REEP (Arlington Education & Employment Program)

English Classes for Adults
Clarendon Education Center
2801 Clarendon Boulevard • Arlington, VA 22201
Phone: 703-228-4200 • Fax: 703-527-6966
www.apsva.us/reep
Director: Suzanne Grant

Stratford (Special Education, 6-12)

4102 Vacation Lane • Arlington, VA 22207
Phone: 703-228-6440 • Fax: 703-247-3162
www.apsva.us/stratford
Principal: Karen Gerry

Teenage Parenting Programs (6-12)

Evelyn Syphax Academic Center
1439 North Quincy Street • Arlington, VA 22207
Phone: 703-228-2700 • Fax 703-228-2720
www.apsva.us/teenageparenting
Coordinators: Diane Hunter & Marsha Jones-Byron

Important Dates: 2007-08

The APS calendar can be found on the APS Web site and on page 30, The Barcroft Modified School Year Calendar, the Campbell School Calendar and the High School Continuation Calendar can also be found on the Web site: www.apsva.us

Other important dates for this school year are listed below.

SEPTEMBER 2007

- 19 Elementary Back-to-School Night
- 21 Orientation for Second Language Families New to Arlington, Clarendon Education Center, second floor, 7 p.m.
- 24 HB Woodlawn Secondary Program Back-to-School Night
- 25 High School Back-to-School Night
- 26 Middle School Back-to-School Night
- 29 Career Center Back-to-School Breakfast

OCTOBER 2007

- 10 College Fair at Ballston Common Mall, 7 p.m.
- 29 High School Information Night, Wakefield, 7 p.m.

NOVEMBER 2007

- 5 – Jan. 18 ** Timeframe for applying to any secondary school and to apply to H-B Woodlawn
- 5 Middle School Information Night, Wakefield, 7 p.m.

JANUARY 2008

- 18 **Last day to apply to any secondary school and to apply to H-B Woodlawn
- 28 Kindergarten Information Night, Kenmore, 7 p.m. (Snow Date, Feb. 4)

FEBRUARY 2008

- 1 – April 15 **Timeframe for applying to the countywide elementary schools and to any other elementary school
- 4 Snow Date- Kindergarten Information Night, Kenmore, 7 p.m.
- 6 Montessori Information Night, Drew Model School, 7 p.m. (Snow Date, Feb. 13)
- 13 Snow Date- Montessori Information Night, Drew Model School, 7 p.m.
- 22 Summer Activities Fair, Thomas Jefferson Gym, 6 – 8 p.m.

MARCH 2008

- 1 Summer School Registration Begins – Check the Summer School Catalogue for registration deadlines for specific programs.

APRIL 2008

- 15 **Last day to apply to countywide elementary schools and to any other elementary school

EARLY RELEASE

Elementary school students at all schools, except for Abingdon, Barcroft, Glebe and Henry, will be released early every Wednesday to allow for teacher planning, preparation and inservice. During the school year, Barcroft, Abingdon, Glebe and Henry will have early release on five Wednesdays: Oct. 17, Dec. 12, Jan. 16, March 12 and April 30. All students will be released early on the last two days of school. (See *School Hours for dismissal times*.)

Middle School students will be released early on two Thursdays, Oct. 18 and Feb. 7. In addition, they will be released early on the last two days of school. (See *School Hours for dismissal times*.)

High School students will be released early on three Thursdays, Oct. 18, Nov. 29 and Feb. 7. (See *School Hours for dismissal times*.) There will be a revised schedule in May or June for testing. Contact the high school for more details.

SCHOOL HOURS

Arlington schools operate on six different time schedules. Most schools also offer before-school and after-school activities beyond the regular school hours. Check with your school to learn what programs are offered and if bus transportation is available.

Elementary Schools: Abingdon, Campbell, Carlin Springs and Claremont

Full Day 8:00 a.m. - 2:41 p.m.	Early Release (Every Wednesday) 8:00 a.m. - 12:26 p.m. (except Abingdon)
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Elementary Schools: Arlington Traditional School, Barrett, Long Branch and Randolph

Full Day 8:25 a.m. - 3:06 p.m.	Early Release (Every Wednesday) 8:25 a.m. - 12:51 p.m.
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Elementary Schools: Arlington Science Focus, Ashlawn, Barcroft, Drew, Glebe, Henry, Hoffman-Boston, Jamestown, Key, McKinley, Nottingham, Oakridge, Taylor and Tuckahoe

Full Day 9:00 a.m. - 3:41 p.m.	Early Release (Every Wednesday) 9:00 a.m. - 1:26 p.m. (except Barcroft, Glebe & Henry)
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Middle Schools: Gunston, Jefferson, Kenmore, Swanson and Williamsburg

Full Day 7:50 a.m. - 2:24 p.m.	Early Release 7:50 a.m. - 11:54 p.m.
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High Schools: Wakefield, Washington-Lee and Yorktown

Full Day 8:19 a.m. - 3:01 p.m.	Early Release 8:19 a.m. - 12:21 p.m. (12:34 - Oct. 18 & Feb. 7)
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H-B Woodlawn Secondary Program and Stratford Program

Full Day 9:24 a.m. - 4:06 p.m.	Early Release 9:24 a.m. - 1:36 p.m.
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PLAN FOR MAKE-UP DAYS

The 2007 – 08 calendar includes 182 instructional days for elementary students, 183 instructional days for middle school students, and 184 instructional days for high school students. In order to “bank” a total of five make-up days during the school year that may be used if inclement weather or unforeseeable circumstances prevent students from being in school for the 180 days (990 instructional hours) required by the state, time was added to the schedules at all levels. Six minutes were added to the elementary school day (three additional days), four minutes were added to the middle school day (two additional days), and two minutes were added to the high school day (one additional day). Therefore, if Arlington schools close for five

days, no days will need to be made up. After five days, state law requires that only every other day must be made up. In such a situation, Arlington would make up the seventh and ninth days missed (see below). If more than ten days are missed, Arlington will petition the state for an exception.

If necessary, the seventh and ninth days will be made up as follows

- If seven days are lost from the regular schedule, students will attend school on Mon, Feb. 18, (Presidents’ Day).
- If nine days are lost from the regular schedule, students will attend school on Mon, April 14 (Teacher Work/Grade Preparation Day). Schools will operate on an early release schedule.

SCHOOL CLOSINGS, DELAYS & EARLY DISMISSALS

Bad Weather, Emergencies and Other Conditions

In case of snow, ice or other unusual conditions such as power outages and excessive heat, or in the event of a local or national emergency, school officials may decide to close school, delay school opening, shelter-in-place or send students home early. News about these decisions is communicated as soon as the decision is made.

Methods of communication include:

- www.apsva.us home page
- E-mails sent to APS School Talk subscribers who elect to receive emergency announcements. (See APS School Talk on page 8.)
- A recording on the toll-free hot line, 1-866-322-4277, in English and Spanish
- Posting on Comcast Cable, Channel 70 and Verizon FIOS, Channel 41 School-Community Bulletin Board.
- A message sent to local radio stations and TV channels 4, 5, 7, 8 and 9

Here is what happens in each situation when the school schedule changes:

- **Schools Closed-** All school building are closed. The decision is usually announced by 6 a.m. on all information outlets. Extended Day and Check-in are also closed. All school activities are canceled unless otherwise announced. Administrative offices usually remain open.
- **Delayed Opening-** School will open two hours later than usual. This decision is usually announced by 6 a.m. The morning bus route schedule is delayed by two hours. Field trips are canceled. Breakfast is not served. The Extended Day program will also open two hours late. On any early release day, the early release is canceled and students remain until the regular daily dismissal time.
- **Early Dismissal-** Schools will dismiss two hours early if conditions require. This decision is normally announced by 11:30 a.m. Extended Day will close at 4 p.m. Extracurricular activities, interscholastic contests, team practices, field trips, adult and community education classes, and recreation programs in schools and on school grounds are canceled. If it is Wednesday, elementary students will be released at the usual early release time.
- **Shelter -In-Place-** If an event occurs that involves a chemical, biological or radiological contaminant, public safety officials may direct us to “shelter-in-place.” If that occurs, the school will be locked and secured. Signs will be posted stating that no one is to enter or leave the site and students and staff will move to identified safe locations in the building.
- **Lock-Down-** A lock-down may occur when police or other safety officials determine it is necessary to contain students and staff in their classrooms with doors locked and building access limited to specific identified staff and safety officials.

APS SCHOOL TALK

APS School Talk is a free e-mail service available to parents, students and community members interested in receiving timely information from the school system via e-mail. APS School Talk is used to communicate up-to-the-minute news when an emergency or unusual situation occurs. In addition to emergency announcements

(including school closings or delays), subscribers can request news from specific schools, press releases, School Board Updates and information about Adult Education and Summer School. For extreme emergencies, text messages can also be sent to a subscriber's cell phone or pager. To sign up for APS School Talk, go to www.apsva.us and click on the "School Talk" logo.

Frequently Asked Questions About Emergency Preparedness

APS works to ensure the safety of your children in the event that a serious incident occurs while school is in session. Each school staff has:

- reviewed and updated its emergency plan,
- held staff orientations and reviewed emergency procedures,
- held "shelter-in-place" and "lock-down" drills,
- identified HVAC (heating, ventilation and air conditioning) system shut-off valves and scheduled training in their operation,
- received and stored emergency water and food supplies,
- received updated weather and emergency alert radios,
- received supplies of duct tape to secure outside doors for "shelter-in-place,"
- updated plans for students while on field trips or at away practices, and
- arranged with public safety officials to review each school's emergency plan.

We coordinate our efforts with local authorities and agencies to help ensure the best possible care for our students. The following list of frequently asked questions and their answers are provided to clarify expectations in a variety of possible situations. Emergency preparedness information is also available at www.apsva/emerg-prepare.

Q: What does "shelter-in-place" mean? What will happen if schools are directed to do this?

A: If an event occurs that involves a chemical, biological or radiological contaminant, public safety officials may direct us to "shelter-in-place." If that occurs, the school will be locked and secured. Signs will be posted stating no one is to enter or leave the site and students and staff will move to identified, safe locations in the building. HVAC systems will be shut down and exterior doors will be secured to decrease exposure to outside air. Water and food supplies will be available. Safety officials indicate they expect there would be 10 to 20 minutes lead time for the alert, allowing time for students in portable classrooms and on school grounds to enter the building.

Q: What if something occurs when students are away from the school building – on a bus, field trip, athletic event, etc.?

A: Bus drivers all have two-way radios and will be directed to take students who are on buses to the nearest school or public building and maintain radio contact. Students on field trips or at away practices will be directed to enter the nearest building. Cell phone contact will be maintained with these groups.

Q: What is the policy for field trips?

A: Local field trips continue to be scheduled. Decisions about national and international trips are being made on a case-by-case basis. For international field trips, Arlington Public Schools does not allow travel to countries in "current travel warning" and "current public announcements" on the U.S. Department of State web page. In keeping with the usual practice, parents who do not want their children to participate in field trips may opt out of them.

Q: How long do you expect a "shelter-in-place" situation will last?

A: Public safety and health officials advise that this condition would probably last for a matter of hours rather than days. This is the amount of time needed to isolate people while the effects of a chemical or biological incident dissipate. During this period of time students will not be released to anyone outside the building, and outsiders will not be allowed into the building.

Q: What does it mean when a school is in lock-down?

A: A lock-down may occur when police or other safety officials determine it is necessary to contain students and staff in their classrooms with doors locked and building access limited to specific identified staff and safety officials. This may occur if there is a threat to the physical safety of students and/or staff, if there is a dangerous intruder in the building or for other reasons as determined necessary.

Q: What will happen if schools must "shelter" students in the buildings? How is that different from "shelter-in-place"?

A: If it is not possible to release students (traffic jams that prohibit buses from getting to or from school, damage to the surrounding area making a school inaccessible, etc.), it may be necessary to temporarily shelter students. If directed to shelter students, school administrators will coordinate efforts with county agencies to provide for the needs of students and staff. Students will be released as parents are able to reach school. The Red Cross and other agencies will participate in managing the situation.

Q: Are there any situations when you would evacuate from a school? What will happen if that occurs?

A: If an incident occurs within a building, it may be necessary to evacuate students from a school. The destination of the evacuated students will depend upon the incident, the number of students evacuated and the conditions in surrounding areas. Evacuations will be coordinated with safety and health officials to ensure the needs of students are met.

Q: What is "secure the building"?

A: In a situation where the police or other officials determine we need to keep students in the building and lock the outside doors because of a concern in the community (nearby bank robbery, for example) we will follow their direction and "secure the building" until directed otherwise.

Q: How can I find the most up-to-date information about the status of school operations?

A: Parents are asked to refrain from calling the schools or administrative offices for this information to avoid tying up telephone lines that are vitally needed in an emergency. Information about any changes in operations - whether at an individual school or systemwide - will be communicated through local media outlets, on Arlington Cable Channel 70, our Web site at www.apsva.us, via APS School Talk, and by recorded message (in English and Spanish) on our toll-free telephone hot line at 1-866-322-4277.

—August 2007

The Superintendent of Schools

In his ten years as Superintendent, **Robert G. Smith** has spearheaded a number of initiatives designed to ensure rising student achievement among all students and to eliminate achievement gaps between groups of students as measured by the Virginia State tests and other measures. Beginning in 1998, the first year of the Virginia Standards of Learning (SOL) testing, the passing rate for all students and each student group (white, black, Hispanic, Asian) has increased. In that same time period, over 50 percent of the achievement gap on the SOLs has been eliminated.

Throughout his tenure in the Arlington Public Schools, Dr. Smith has emphasized the importance of *Teaching for Meaning* as opposed to teaching solely to pass tests. He insists that repetitive drill and practice on isolated skills and content reduces the scope of the curriculum to that which is tested and short-changes students. "I believe that if we do not focus on Teaching for Meaning, we risk perpetuating the failure of American education that has led to the achievement gaps that we must overcome if our society is to reach its democratic ideals," he argues.

He has also stressed the importance of encouraging students to take rigorous courses, such as Algebra I in middle schools and Advanced Placement and International Baccalaureate classes in high schools. He points to research that suggests that the challenges of rigorous classes motivate students to excel and prepare them to succeed in college. Since 1997-98, the percentage of Arlington Middle School students completing Algebra I has more than doubled, and the percentage of High School students enrolled in one or more AP or IB classes has increased by over 30%. Equally important, black student enrollments in advanced classes have increased over 70% and Hispanic student enrollments have increased over 110% in that same period.

Another initiative on which Dr. Smith has focused as a means of improving student learning is a revision of the administrative evaluations process and aligning it with a planning process that includes the Strategic Plan, annual indicators of progress, school management plans, department plans, and administrative work plans. Other initiatives he has emphasized include a Teacher Excellence Initiative (TEI) that recognizes the central role of excellent teaching in student learning and achievement. Among other provisions, the TEI stresses opportunities for professional growth and development as well as differentiated compensation for different levels of knowledge, skills, and performance. In addition, Dr. Smith introduced the school system's annual Facilities and Student Accommodation Plan. It includes a comprehensive arrangement for solving school crowding and renewal issues. In the last decade, 16 schools have been renovated, renewed or expanded; four schools have been replaced or reconstructed; and one entirely new school has been built.

Dr. Smith's work has been recognized by his colleagues in the Virginia Association of School Superintendents who named him the Region IV Superintendent of the Year for 2005. Selection for the award is based upon the candidate's administrative experience, professional growth, and evidence of leadership; he will serve as the group's chair for 2007-08. In 2006, Dr. Smith was named recipient of the Distinguished Service to Education Award by the George Mason University College of Education and Human Development. The award is presented annually to an educational leader who has had a significant impact on Northern Virginia's public education. Dr. Smith also received the 2007 Citizens Award for Service to the Community from Council 4610 of the League of Latin American Citizens.

Prior to coming to Arlington, Dr. Smith was head of curriculum and instruction for the Spring Independent School District in Houston, Texas, for 16 years. Earlier, he spent 16 years in the

Frederick County (Maryland) Public Schools.

Dr. Smith holds Ph.D. and M.A. degrees from the University of Maryland and a B.A. degree from Davis and Elkins College. He is the author of a number of publications related to educational issues and is past president of the Washington Area School Study Council. He is also a member of the Arlington Chamber of Commerce Board of Directors, the American Association of School Administrators, and the American Educational Research Association. Additionally, he is a member of the governing board of the Minority Student Achievement Network, an organization consisting of 21 superintendents from suburban areas devoted to eliminating the achievement gap. In 2006 he was named a member of the American Youth Policy Forum's High School Dropout Recovery Discussion Group designed to identify effective practices and policies to help at-risk and out-of-school youth. He is also one of two Superintendents on the Virginia Council on Accreditation and School Improvement of the Southern Association of Colleges and Schools.

Dr. Smith and his wife, Sandy, reside in Arlington. They are the parents of three adult children and grandparents of five young children.

To contact the Superintendent, you may write, e-mail, call, or fax:

Robert G. Smith

Superintendent
Arlington Public Schools
1426 N. Quincy Street
Arlington, Virginia 22207
703-228-6010
Fax: 703-228-6188
Email: rgsmith@arlington.k12.va.us

Superintendent's Senior Staff

Mary Beth Chambers

Assistant Superintendent,
Finance & Management
Services
703-228-6125
mchamber@arlington.k12.va.us

Alvin L. Crawley

Assistant Superintendent,
Student Services
703-228-6060
acrawley@arlington.k12.va.us

Linda M. Erdos

Director of School and
Community Relations
703-228-6005
lerdos@arlington.k12.va.us

Betty Hobbs

Assistant Superintendent,
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703-228-6110
bbobbs@arlington.k12.va.us

Mark Johnston

Assistant Superintendent,
Instruction
703-228-6145
mjohnsto@arlington.k12.va.us

Walter McKenzie

Assistant Superintendent,
Information Services
703-228-2016
wmckenzi@arlington.k12.va.us

Clarence Stukes

Assistant Superintendent,
Facilities and Operations
703-228-6600
dstukes@arlington.k12.va.us

Marjorie Tuccillo

Assistant Superintendent,
Administrative Services
703-228-6008
mtuccill@arlington.k12.va.us

The Arlington School Board

The Arlington School Board is composed of five members who serve overlapping four-year terms. The terms commence on January 1 of the year following the election.

The Arlington School Board usually meets on the first and third Thursdays of each month in the Board Room at the Arlington Education Center, 1426 N. Quincy Street. Meetings usually begin at 7:30 p.m.

School Board meetings are cablecast live on Cable TV Arlington Channel 70 and rebroadcast the following Friday at 9:00 p.m. and the following Monday at 7:30 p.m.

School Board Office

The Arlington School Board Office is located on the main floor of the Arlington Education Center, 1426 N. Quincy Street. Office hours are approximately 7:45 a.m. to 4:30 p.m.

To contact the School Board Office, call 703-228-6015; fax 703-228-7640; write Arlington School Board, 1426 N. Quincy Street, Arlington, VA 22207; or email schoolbd@arlington.k12.va.us.

School Board Members

David M. Foster, Chair

2607 N. Wakefield Street, Arlington, Virginia 22207
School Board Office 703-228-6015 • Home: 703-276-0206
(term expires December 31, 2007)

David M. "Dave" Foster joined the School Board on January 1, 2000, after working for many years in Arlington school and civic organizations. A past president of the Arlington County Civic Federation, he has served on the County Council of PTAs and its Executive Board, the Arlington Community Foundation's Education Fund Advisory Committee, the Arlington Public Schools Strategic Planning Committee, and the Superintendent's Budget Advisory Group. He is a member of the Arlington Chamber of Commerce and the Committee of 100. He served as chair of the School Board from July 2005 through June 2006.

An Arlington native, Mr. Foster graduated from the public schools of Raleigh, N.C. and received his undergraduate and law degrees from the University of Virginia. He is a partner at Fulbright & Jaworski L.L.P. in Washington, D.C., where he co-chairs the firm's antitrust and trade regulation practice. He and his wife, Martha Tyahla Foster, an Arlington preschool director, have a son who is a graduate of Thomas Jefferson High School for Science and Technology and a daughter at Yorktown High School.

Ed Fendley, Vice Chair

5520 N. 11th Street Arlington, Virginia 22205
Office: (703)228-6015 Home: 703-527-6118
(term expires December 31, 2009)

Ed Fendley began his tenure on the School Board on January 1, 2006 after many years of volunteer service to the school system and the Arlington Community. His 18-year federal career includes assignments at the White House, three U.S. embassies and consulates, and the U.S. Department of State. He currently works in the Department of State's Bureau of Oceans, International Environmental and Scientific Affairs.

Mr. Fendley received undergraduate degrees in statistics and political science from the University of Illinois, and studied urban and environmental planning at the University of Virginia. He has held leadership roles on APS advisory groups at Drew Model Elementary School, Swanson Middle School and Washington-Lee High School. He also led the Arlington Transportation Commission and the Bluemont Civic Association and served on the Advisory Council on School Facilities and Capital Programs.

An Arlington resident since 1995, Mr. Fendley and his wife, Joyce, have four children currently enrolled in Arlington Public Schools.

Sally M. Baird, Member

2811 19th Street South, Arlington, Virginia 22204
Office: 703-228-6015 • Home: 703-486-0655
(Term expires December 31, 2010)

Sally Baird began her term on the School Board on January 1, 2007.

Ms. Baird has been active in the Arlington community and schools with the APS Early Childhood Advisory Committee, the Drew Model School Association, the Nauck Civic Association, the East Nauck Community Action Group and the Arlington Gay and Lesbian Alliance.

A native of Ohio, Ms. Baird earned an undergraduate degree in political science from Kenyon College. Her professional management experience includes more than 20 years in the publishing industry. She currently serves as Vice President of Production Operations for Tax Analysts, a nonprofit publisher located in Falls Church.

A South Arlington resident for more than 18 years, she and her partner, Karen Foster, have lived in Nauck for 13 years. They have two sons who are students at Drew Model School, in first grade and preschool.

Libby Garvey, Member

4264 S. 35th Street, Arlington, Virginia 22206
Office: 703-228-6015 • Home: 703-820-3523
(term expires December 31, 2008)

Libby Garvey has worked as a legislative aide on Capitol Hill. She also served in the Peace Corps in Central Africa and was associate director of the Mount Holyoke Washington Internship program.

Ms. Garvey has served as the Vice President of the County Council of PTAs, Vice President of the Fairlington Civic Association and Vice Chair of the Advisory Council on Instruction and has been involved in the PTAs of Abingdon Elementary, Drew Model School and the H-B Woodlawn program. She has served as the President of the Abingdon Elementary PTA and as Secretary of the H-B Woodlawn Program Parent Advisory Committee. She joined the School Board in 1997 and served as Chair from 1999 to 2001 and 2004 to 2005. She was appointed by the Governor to serve on the P-16 Education Council and also is a member of the Council of Governments Emergency Preparedness Council.

Ms. Garvey earned her Bachelor of Arts degree from Mount Holyoke College (Massachusetts) and has lived in Arlington since 1977. She and her husband, Kennan, have two daughters who graduated Arlington Public Schools, and one grandson, an APS student.

Frank K. Wilson, Member

4924 N. 18th Street, Arlington, Virginia 22207

Office: 703-228-6015 • Home: 703-525-4705

(term expires December 31, 2008)

Frank Wilson has been an Arlington resident since 1961. In 1994 he retired as a computer systems analyst with the Joint Staff at the Pentagon.

He has chaired various civic and county organizations and served as a member of the Hospice and Arlington Health Foundation Boards; president of the Virginia School Boards Association (VSBA); chair of the VSBA Federal Relations Committee; a member of the VSBA Board of Directors; a member of the VSBA Executive Committee; a member of the National School Boards Association (NSBA) Policy and Resolution and Nominating Committees and President of the NSBA Southern Region Conference. He also served on the Commission on English as a Second Language and

the Governor's Commission on Youth and Violence. In addition, he is the co-founder of the African-American Leadership Council of Arlington and a member of the Long Term Planning Committee for Senior Adults and the Arlington Learning in Retirement Institute (ALRI) Community Advisory Council.

Mr. Wilson served as Chair of the School Board in 1987-1988 and in 1992-93 and Vice Chair in 1999-01 and 2002-03. He has been a School Board member since 1984. He also serves as a deacon at Mt. Olive Baptist Church.

Mr. Wilson earned his bachelor's degree in civil engineering technology from the Oregon Institute of Technology and in computer science/engineering from the University of the District of Columbia. He earned his master of arts degree in business management from Central Michigan University.

He and his wife, Bessie, have two sons and one daughter, all graduates of Washington-Lee High School.

Instruction

Learning in the Arlington Public Schools

The Arlington Public Schools instructional program, guided by a common curriculum, provides learning opportunities in all the schools. Each subject students study has a curriculum which specifies the goals and objectives in that discipline. These goals and objectives include the State Standards of Learning (issued by the Virginia State Board of Education) on which students are tested. In addition, the curricula include goals and objectives to expand students' knowledge, skills and abilities beyond the State requirements. The Arlington Public Schools instructional program establishes high expectations of achievement for all students.

The Arlington Public Schools formally adopts specified texts and supplementary materials for teacher and student use. Each school uses these materials to support the instructional program. Committees of staff and citizens review the text materials on a regular cycle and make recommendations to the School Board regarding new adoptions based on the established curriculum.

The teachers of the Arlington Public Schools follow the established curriculum and use the adopted texts to deliver relevant instruction that engages students in active learning and challenges each to work harder and learn more. The Department of Instruction staff works with teachers to develop exemplary activities for our classrooms to support student learning. Teachers make daily decisions about classroom activities as they design work for the particular student needs in their classrooms.

More formal assessments, assigned tests and projects measure knowledge and skills as well as ability to apply both. At some grade levels in subjects such as math and reading, students participate in tests developed at the local level. State Standards of Learning tests are administered beginning in grade 3. Arlington also administers several other standardized tests including the Stanford 10 Achievement Test and the Degrees of Reading Power Test. Most students in grades 10 and 11 take the Preliminary SAT (PSAT), and many students take the SAT and Advanced Placement Tests. Staffs use the results of all these assessments to monitor progress and plan for improved student achievement. Based on these various assessments and student classroom performance, students may receive supplementary instruction before or after school and/or during the summer. This instruction seeks to remediate and accelerate the students' learning.

In addition to the curricular areas of arts education, business education, computer sciences, foreign language, health education, language arts, marketing, mathematics, physical education, science, social studies, technical education and work and family studies, spe-

cial programs exist for gifted students, second language students and students with disabilities.

Families can learn more about the instructional programs at the elementary, middle and high schools from the Programs of Studies, available from each school and from the Department of Instruction.

The Arlington Public Schools strives to ensure that each student gains the knowledge and skills needed for success in education and in life and can then effectively apply the knowledge and skills to fulfill her or his goals.

HOSTING A FOREIGN EXCHANGE STUDENT

Foreign exchange students, supported and sponsored by an exchange program that is recognized by the Council on International Education Travel and Exchange Programs, can be admitted to the Arlington Public Schools on a tuition-free basis. No more than four students for each of the three high schools, two students for the H-B Woodlawn Secondary Program, and one student affiliated with the Arlington Sister City Association are accepted for admission in any one year. Admission of the Sister City student is limited to one of the three high schools.

Host families must be residents of Arlington County and must sponsor a student from a recognized exchange program, such as American Field Service (AFS) or Youth for Understanding.

The exchange program must contact the principal of the neighborhood high school in Arlington to express interest in sponsoring a foreign exchange student and to make arrangements for admission of the student to Arlington Public Schools.

The principal of the high school and the Assistant Superintendent of Student Services for Arlington Public Schools decide whether to approve admission of the foreign exchange student.

Any foreign exchange student admitted to Arlington Public Schools may be removed from the school system for behavior detrimental to the health, safety or welfare of other students or employees of the school system.

HOMEWORK

The Arlington School Board believes that homework is an important component of the educational process. Homework consists of learning activities assigned and explained by the teacher to be performed primarily outside of class by the student by a certain date,

without the direct supervision of the teacher, and assessed by the teacher after it is performed. Homework should

- Prepare for, relate to, build on, reinforce, and/or enhance learning in the classroom.
- Encourage a student's sense of responsibility, develop a sense of personal accountability, promote learning, and improve study habits.
- Strengthen the communication between home and school.
- Be appropriate for the age and stage of development of the student.
- Acknowledge individual differences among students through differentiation when feasible.

The length of time spent on homework assignments should avoid undue intrusion on the time students may spend in other activities outside the school day. The *Policy Implementation Manual* provides guidelines regarding the amount of time appropriate for homework by grade levels.

Parents should provide, to the extent possible, reasonable time and space for their children to complete homework at home. If a student spends excessive amounts of time on homework then the parent should alert the teacher so that the teacher can assist the student and parent to determine appropriate intervention.

SPECIAL EDUCATION SERVICES

Arlington Public Schools provides a continuum of services for students, pre-kindergarten through high school, found eligible to receive special education services. The identification of students who are eligible for special education is a carefully managed process, guided by state and federal regulations. Evaluations required to make this determination are completed at the expense of the school system and only with parent permission. An individual education plan (IEP) is developed for each student found eligible for services. This plan is reviewed at least annually. Policies and procedures governing special education services can be found in the Arlington Public Schools Special Education Policies and Procedures Manual and A Parent's Guide to Special Education. Each school is assigned a Special Education Coordinator who can provide technical assistance to staff and parents. Parents with questions related to special education should contact their child's school. Parents are also welcome to contact the Parent Resource Center (703-228-7239) located on the third floor of the Clarendon Education Center. The Center offers a wide range of resources including books, videos, special education workshops.

SCHOOL AND PROGRAM OPTIONS

Arlington Public Schools offer choices in the education of children. Students can attend their neighborhood school or apply for a transfer to another school. (See *Transferring Schools*, p. 13) Information about area and countywide schools and programs, neighborhood schools and the transfer policies is available at www.apsva.us, the School and Community Relations Department, 703-228-7667, or the individual school offices.

Area and Countywide Schools and Programs

All area and countywide schools require an application process and admission may be based on a lottery. Transportation is provided for eligible students living beyond walking distance.

Arlington Traditional School (*grades Pre-K through 5*)

Admission is only through lottery.

855 N. Edison Street, Arlington, VA 22205, 703-228-6290

Drew Model Elementary School (*grades Pre-K through 5*)

All students who live in the Nauck community (those children residing in the Nauck Civic Association neighborhood who also live within the Hoffman-Boston attendance area) are guaranteed admission to Drew Model School or, if they choose, to Hoffman-Boston Elementary School. Other students who live in Arlington may then be admitted on a space-available basis.

3500 23rd Street, South, Arlington, VA 22206, 703-228-5825

H-B Woodlawn Secondary Program (*grades 6-12*)

4100 Vacation Lane, Arlington, VA 22207, 703-228-6363

Barrett Elementary School (*grades Pre-K through 5 — Students living in the Barrett attendance area and students living in the Barcroft attendance area, who do not choose the year-round program there, are guaranteed admission before students from the defined feeder schools: Ashlawn, Barcroft, Barrett, Glebe, Long Branch, McKinley, Nottingham and Tuckahoe.*)

4401 North Henderson Road, Arlington, VA 22203, 703-228-6288

Campbell Elementary (*grades Pre-K through 5, serving the Abingdon, Barcroft, Carlin Springs, Henry, Hoffman-Boston, Oakridge and Randolph attendance areas.*)

737 Carlin Springs Road, Arlington, VA 22204, 703-228-6770

Spanish Language Two-Way Immersion Schools (*grades Pre-K through 5*)

Key Elementary School/“Escuela Key” (*Students who live in Key's boundaries are guaranteed admission. The other Team Schools—Jamestown, Science Focus and Taylor— have priority admission to Key before its defined feeder area schools: Barrett, Glebe, Henry and Long Branch.*)

2300 Key Boulevard, Arlington, VA 22201, 703-228-4210

Claremont Immersion Elementary School/“Escuela Primaria de Inmersion Claremont” (*The Abingdon, Hoffman-Boston and Oakridge attendance areas have guaranteed admission to Claremont before its defined feeder area schools: Ashlawn, Barcroft, Carlin Springs, McKinley, Nottingham, Randolph and Tuckahoe.*)

4700 S. Chesterfield Road, Arlington, Virginia 22206, 703-228-2501

The Team Schools serve students who live in the Jamestown, Key, Arlington Science Focus and Taylor attendance areas. Parents may apply to send their children to any school in the team. Bus transportation is provided to students who live more than one mile from the team school they attend. Please visit the APS Web site (www.apsva.us) for any current limitations to Team Schools enrollment.

Arlington Science Focus (*grades Pre-K through 5*)

1501 N. Lincoln Street, Arlington, VA 22201, 703-228-7670

Jamestown Elementary School (*grades Pre-K through 5*)

3700 N. Delaware Street, Arlington, VA 22207, 703-228 - 5275

Key Elementary School (*grades Pre-K through 5*)

2300 Key Boulevard, Arlington, VA 22201, 703-228-4210

Taylor Elementary School (*grades K through 5*)

2600 N. Stuart Street, Arlington, VA 22207, 703-228-6275

Middle and High School Options

Some middle and high schools offer special programs. Attendance and transportation procedures for these schools vary. Contact the individual school, visit the APS Web site (www.apsva.us) or the School and Community Relations Department, Arlington Education Center, Room 106, 1426 N. Quincy Street, VA 22207, 703-228-7660 or 7667, for more information.

Gunston Middle School (grades 6-8)
Countywide Middle School Spanish Partial Immersion Program
2700 S. Lang Street, Arlington, VA 22206, 703-228-6900

Kenmore Middle School (grades 6-8)
Arts and Communications Technology Focus
200 S. Carlin Springs Road, Arlington, VA 22204, 703-228-6800

Washington-Lee High School (grades 9-12)
International Baccalaureate Program (grades 11-12)
1300 N. Quincy Street, Arlington, VA 22201, 703-228-6200

Wakefield High School (grades 9-12)
AP Network Program
4901 S. Chesterfield Road, Arlington, VA 22206, 703-228-5800

MONTESSORI PROGRAM

Arlington Public Schools offers a Montessori program for children who are 3, 4 or 5 years of age. To enter, children must be 3 by Sept. 30 and be toilet-trained. Tuition for 3- and 4-year-olds is charged on a sliding fee schedule, based on family income. No tuition is charged for children who continue in the program for their kindergarten and elementary years. Montessori for elementary age children is offered at the Drew Model Elementary School. Montessori classes follow the Monday-Friday schedule of the school at which they are located. Transportation is provided for children who are 4 and older and who live in the attendance zone of the elementary school. Otherwise, parents are responsible for transportation. Extended Day is available for kindergarten age children at all sites and for 4-year-old children at school sites with an asterisk (*) below.

To be considered in the first round of applicants, applications for 3-year-old children should be submitted between Feb. 1 and April 15 for admission for the following school year. Applications may be picked up at any elementary school but should be turned in at the Montessori site for which the family is applying. A lottery is conducted if there are more applications than available spaces. Applications for 4- and 5-year-olds are accepted at any time and placed at the bottom of the appropriate wait list. Applications are accepted after April 15 on a space-available basis.

The Montessori centers and their feeder schools are listed below. You may call or visit one of the centers or contact the Early Childhood Office, 703-228-8632, for more information.

Ashlawn (Feeder schools are *Ashlawn, Nottingham and Tuckahoe.*)
5950 8th Road, North, 22205, 703-228-5270

* **Barrett** (Feeder schools are *Ashlawn, Barcroft, Barrett, McKinley, Nottingham and Tuckahoe.*)
4401 N. Henderson Road, 22203, 703-228-6288

* **Campbell** (Feeder schools are *Abingdon, Barcroft, Carlin Springs, Hoffman-Boston and Randolph.*) Extended Day is also available for 3-year-olds at this site.
737 South Carlin Springs Road, 22204, 703-228-6770

* **Claremont Immersion** Students are offered a Spanish language experience as part of their Montessori program. (*Abingdon, Hoffman-Boston and Oakridge have priority before the other designated feeder area schools: Ashlawn, Barcroft, Carlin Springs, McKinley, Nottingham, Randolph and Tuckahoe.*)
4700 South Chesterfield Road, 22206, 703-228-2500

* **Drew Model School** Program serves children age 3 through grade 5. (*All Schools, Countywide Option*)
3500 23rd Street, South, 22206, 703-228-5825

Glebe (Feeder schools are *Arlington Science Focus, Barrett, Glebe, Jamestown, Key and Taylor.*)
1770 North Glebe Road, 22207, 703-228-6280

* **Hoffman-Boston** (Feeder schools are *Barcroft, Henry, Hoffman-Boston, Long Branch and Oakridge.*)
1415 South Queen Street, 22204, 703-228-5845

Jamestown (Feeder schools are *Arlington Science Focus, Jamestown, Key and Taylor.*)
3700 North Delaware Street, 22207, 703-228-5275

* **Key / "Escuela Key"** Students are offered a Spanish language experience as part of their Montessori program. (*The Team Schools- Jamestown, Key, Arlington Science Focus and Taylor- have priority before the other designated feeder area schools: Barrett, Glebe, Henry and Long Branch.*)
2300 Key Boulevard, 22201, 703-228-4210

McKinley (Feeder schools are *Barrett, Glebe, McKinley, Nottingham and Tuckahoe.*)
1030 McKinley Road, 22205, 703-228-6275

VIRGINIA PRESCHOOL INITIATIVE (VPI)

4-Year-Old Preschool Program

In collaboration with the Virginia Preschool Initiative (VPI), Arlington Public Schools runs a preschool program for children who are 4 years old by Sept. 30 and who come from families whose income is \$77,000 or less. Children must reside in the school's attendance area. Transportation is provided. Extended Day for VPI students is available at the sites below with asterisks (*).

Classes run on the school schedule, Monday through Friday. Space is limited to 16 children per class. To be considered in the first round of applicants, a VPI application must be submitted to the school between Feb. 1 and April 15. A lottery will be conducted if there are more applications than available spaces. Applications are accepted after April 15 on a space-available basis.

VPI classes are located at the elementary schools listed below. For more information, you may call or visit the school serving your neighborhood or contact the Early Childhood Office, 703-228-8632.

* **Abingdon**, 3035 S. Abingdon Street, 22206, 703-228-6650
Arlington Science Focus, 1501 N. Lincoln Street, 22206, 703-228-7670

Arlington Traditional, 855 N. Edison Street, 22205, 703-228-6290, Countywide admission by application.

* **Barcroft**, 625 S. Wakefield Street, 22204, 703-228-5838

* **Barrett**, 4401 N. Henderson Road, 22203, 703-228-8528

* **Campbell**, 737 S. Carlin Springs Road, 22204, 703-228-6647

* **Carlin Springs**, 5995 5th Road, South, 22204, 703-228-6647

* **Claremont**, 4700 South Chesterfield Road, 22206, 703-228-2500

* **Drew Model School**, 3500 23rd Street, South, 22206, 703-228-5825

* **Henry**, 701 N. Highland Street, 22204, 703-228-5820

* **Hoffman-Boston**, 1415 S. Queen Street, 22204, 703-228-5845

* **Key**, 2300 Key Boulevard, 22201, 703-228-4210

Long Branch, 33 N. Fillmore Street, 22201, 703-228-4220

* **Oakridge**, 1414 24th Street, South, 22202, 703-228-5840

* **Randolph**, 1306 S. Quincy Street, 22204, 703-228-5830

TRANSFERRING SCHOOLS

Arlington Public Schools provides for student transfers among neighborhood schools to meet the educational, familial, and developmental needs of individual students. In order to preserve the neighborhood character of neighborhood schools, the number of students attending

How the School System Works

REPORTING TO PARENTS: REPORT CARDS

Arlington Public Schools uses the following guidelines in reporting to parents.

Pre-Kindergarten

Pre-kindergarten teachers in the Montessori and Virginia Preschool Initiative (VPI) programs conduct a minimum of two parent-teacher conferences during the school year.

Kindergarten

Written progress reports are issued in February and June, mid-year and at the end of the school year. The marking code is as follows:

Academic Areas

P - Making Expected Progress

T - Child Needs More Time

Social and Work Characteristics

N - Needs Improvement

I - Improving

S - Satisfactory

Sub Skills

– Area of Difficulty

Area of Strength

No Symbol - Satisfactory

Grades 1-5

In grades 1-5, four written reports are scheduled at approximately nine-week intervals. Standard report cards issued by elementary schools use the following academic area grades:

Grades 1-2

Academic Areas

P - Making Expected Progress

N - Not Making Expected Progress

Social and Work Characteristics

N - Needs Improvement

I - Improving

S - Satisfactory

Sub Skills

– Area of Difficulty

Area of Strength

No Symbol - Satisfactory

Grades 3-5

Academic Progress Key

A - Exceeds Grade Level Expectations

B - Often Exceeds Grade Level Expectations

C - Meets Grade Level Expectations

D - Does Not Meet Grade Level Expectations – Passing

E - Does Not Meet Grade Level Expectations – Failing

The student's instructional level in mathematics and reading will also be indicated. A modified written report may be used for identified students whose learning characteristics make the use of the standard report card inappropriate. An asterisk (*) is used to indicate that a supplement is attached or that the curriculum has been modified.

The teacher considers the objectives found on the inside of the report card folder when assigning the letter grade.

Music Achievement Scale

B - Beginning: Your child has been exposed to the music content material.

P - Progressing: Your child is making good progress in the

the receiving school from other attendance areas will not exceed a total of five-percent of the school's total enrollment based on the previous September 30 Student Membership Report. Any school where projected enrollment during the next three years exceeds capacity will not be eligible to receive transfers. Schools that are not projected to reach capacity may exceed the five-percent limit by accepting additional transfers from those schools at or projected to reach capacity during the next three years. The Superintendent annually will issue an updated list of the schools covered by this policy. Go to www.apsva.us for an updated list.

Admission to area and countywide schools and programs is done through an application process. The area and countywide schools and programs are Arlington Traditional School, Barrett Elementary School, Campbell Elementary School, Drew Model Elementary School, Claremont and Key Immersion elementary schools, and the H-B Woodlawn Secondary Program. The complete admissions policy is outlined in School Board policy 25-2.2. For complete details on the policy and process for admissions to neighborhood, area and countywide schools, contact the School and Community Relations Department at 703-228-7667 or go to the Web site at www.apsva.us.

To apply for a transfer to another neighborhood school or to apply for admission to an area or countywide school or program, parents/guardians must:

- Complete a Pupil Transfer/Application form for a transfer to a neighborhood school or application to an area or countywide school or program;
- Visit the neighborhood school for an orientation session and obtain the signature of the neighborhood school principal on the Pupil Transfer/Application form.
- Visit the requested school for an orientation and get the signature of the principal on the Pupil Transfer/Application form; and
- Turn in the form at the requested school by the deadline dates listed.

If the transfer is approved, the student will start school at the requested school at the beginning of the next school year. The school system does not provide transportation for neighborhood transfers. Transportation is provided for students enrolled in area and countywide school programs who live outside of the walking area to those schools.

Schedule for Elementary School Transfer Process

The transfer/application process will take place between Feb. 1, 2008 and April 15, 2008 for the 2008-09 school year.

Schedule for Middle and High School Transfer Process

The transfer/application process will take place between Nov. 5, 2007 and Jan. 18, 2008 for the 2008-09 school year.

Orientation Sessions

All schools hold orientation sessions during the timeframes indicated above. A countywide schedule is available from each school, on the Web site (www.apsva.us/options/site_map.shtml) or from the School and Community Relations Department, 703-228-7660.

MEDICAL AND PSYCHOLOGICAL TRANSFERS

Arlington Public School resident students, who have medical and/or psychological difficulties requiring assignment to a school outside their attendance area, may be transferred with the required documentation. Decisions regarding a medical or psychological transfer are made by the Assistant Superintendent, Student Services, with consultation from the sending and receiving school principal. Any change in placement for a student with a disability due to special education-related reasons would be made by the IEP team with consultation from Office of Special Education staff.

development of musical skills and understanding of the content material.

- S - Skilled:** Your child has demonstrated competency in musical skills and has a good understanding of the content material.
- O - Outstanding:** Your child has demonstrated outstanding musical skills and understanding.

Effort/Work and Social Skills/Participation

In addition to achievement, the student's effort in each academic area, achievement in some special subjects, work habits, and social skills will be evaluated and marked using the following symbols:

- O** - Outstanding
- S** - Satisfactory
- I** - Improving
- U** - Unsatisfactory

Some elementary schools may use an alternative report card.

Middle School (Grades 6-8) and High School (Grades 9-12)

Report cards are issued at the middle and high schools four times a year on a nine-week basis. The marking system is based on letter grades with the following explanation of each grade.

- A** - Excellent Achievement
- B** - Above Average Achievement
- C** - Average Achievement
- D** - Below Average Achievement - Passing
- E** - Failure - Unacceptable Achievement

In addition, teachers use the following system to indicate work habits (middle school) and effort (high school):

- O** - Outstanding
- S** - Satisfactory
- U** - Unsatisfactory

At the middle school level, interim progress reports are issued to all students in the middle of each grading period. Here is the schedule of report card dates for students in grades 1-12.

<u>End of Grading Period</u>	<u>Report Cards Issued</u>	
	<u>Grades 6-12</u>	<u>Grades 1-5</u>
November 5	November 14	November 27
January 25	February 1	February 8
April 11	April 21	April 25
Last Day of School	June 23 (6-8) June 24 (9-12)	June 20

SCHOOL BUSES

APS provides free school bus transportation to and from the nearest bus stop identified on a bus route for a particular school. The stops are generally located at least 1 mile walking distance from elementary schools and 1.5 miles walking distance from middle and high schools. Students who live near the school are encouraged to walk or bicycle to school where it is safe to do so. Each bus stop is assigned to a particular bus route at the beginning of the year. During the first three weeks of school, information about riders is gathered and analyzed to determine if bus route changes need to be made. The changes in routes are implemented on the first school day in October. Transportation Services believes that students are best served when bus routes and drivers can remain stable. Occasionally, due to unforeseen situations such as driver illness, mechanical breakdown or other problems, an alternate bus driver may be assigned to the route. Bus stops are selected and routes are designed to assure students are picked up safely and taken to the school of their choice in time for the instructional program.

For up-to-date information about routes and stops visit our Web

site at www.apsva.us/facilities/transport. You may also call Transportation Services at 703-228-6640.

Students who need assistance boarding a school bus due to a temporary disability (such as a cast or use of crutches or a wheel chair) may receive special transportation upon recommendation of the school nurse. Parents should notify the school as soon as possible if their child needs such temporary assistance. The principal will help arrange for safe, appropriate transportation to and from school.

EXTENDED DAY PROGRAM

The Extended Day Program operates on all regularly scheduled school days (182) and in conjunction with summer school (maximum 24 days). The program opens at 7 a.m. and operates until the beginning of the school day (Before School Program). At dismissal time, the After School Program begins and operates until 6 p.m. If Arlington Public Schools announce a delayed opening, the Extended Day opening is delayed the same number of hours. If schools are closed earlier than the regularly scheduled time, Extended Day will close at 4 p.m. (*See School Closings, Delays and Early Dismissals, p. 7.*)

The Extended Day Program of the Arlington County Public Schools is a service to parents that provides a planned before and after school accountability program for elementary school students whose parents are employed. The Extended Day Program offers safe, supervised, quality activities, which are designed to meet the needs of students. Parents can register their children at the Extended Day Office at the Clarendon Education Center, 2801 Clarendon Blvd., Room 204, Arlington, VA 22201 (703-228-6069).

Fees are on a sliding scale based on family income adjusted for family size. There are separate fees for the before-school and after-school sessions. The registration deadline is August 1 (July 1 for Barcroft). After the deadline, students are enrolled on a space available basis or placed on a wait list. For more information on the Extended Day Program, call 703-228-6069, or visit the Web site: www.apsva.us/extday

Elementary Extended Day Offices

<u>School</u>	<u>Extended Day Telephone</u>
Abingdon	703-228-8471
Arlington Science Focus School	703-228-8088
Arlington Traditional School	703-228-7677
Ashlawn	703-228-8279
Barcroft	703-228-8121
Barrett	703-228-8534
Campbell	703-228-8434
Carlin Springs	703-228-8412
Claremont	703-228-2522
Drew	703-228-8135
Glebe	703-228-8511
Henry	703-228-8207
Hoffman-Boston	703-228-8623
Jamestown	703-228-8373
Key	703-228-8486
Long Branch	703-228-8066
McKinley	703-228-8258
Nottingham	703-228-8334
Oakridge	703-228-8159
Randolph	703-228-8685
Stratford Program (<i>Special Education</i>)	703-228-6384
Taylor	703-228-8597
Tuckahoe	703-228-8322

CHECK-IN PROGRAM

The Extended Day Office also offers the middle school Check-In Program. It offers after-school supervision for middle school students. The program operates on all regularly scheduled school days at all 5 middle schools. If schools are closed earlier than the regularly scheduled time, Extended Day will close at 4 p.m. (*See School Closings, Delays and Early Dismissals, p.7*) To enroll a middle school student in this program or for more information, contact the Extended Day Office at the Clarendon Education Center, 2801 Clarendon Blvd., Room 204, Arlington, VA 22201 (703-228-6069).

Middle School Check-In Program Offices

Gunston	703-228-6936
Jefferson	703-228-5860
Kenmore	703-228-6776
Swanson	703-228-5497
Williamsburg	703-228-5476

SCHOOL INFORMATION

The Department of School and Community Relations provides a variety of information related to the Arlington Public Schools including boundary information, registration assistance, and brochures and pamphlets about individual schools and programs. The Department provides parents and Arlington residents with helpful information and assistance quickly and easily. To schedule an appointment with Gladis Bourdoune, the School Information Specialist, call 703-228-7667, or email her at gbourdou@arlington.k12.va.us. The School and Community Relations Department is located on the first floor of the Education Center, 1426 N. Quincy Street, Room 106. Please call 703-228-7660 for more information.

PARENT INVOLVEMENT

Parent-teacher Conferences

(Pre-Kindergarten, Grades K-5 and Middle School)

Parent involvement is vital to each child's education. These conferences are a time to share information about a child and plan future learning activities. Parents may request additional conferences as often as needed. Parents are urged to make and keep conference appointments. Parent-teacher conference appointments will be scheduled Oct. 4-5 and March 6-7 for Pre-Kindergarten through Grade 5 and Oct. 5 and March 7 for Middle School.

Other Ways for Parents to Get Involved

Parents are invited to participate in school activities in order to learn more about the school's academic program and to encourage their children's success.

Arlington citizens interested in education are invited to attend School Board meetings, to become school volunteers and to join countywide curriculum advisory committees, task forces, school PTAs and school advisory committees.

Curriculum Advisory Committees

Advisory committees usually meet monthly during the school year to review instructional programs in specific curriculum areas and to recommend improvements. Parents are encouraged to volunteer to serve on these committees. For more information please call the office of the Assistant Superintendent for Instruction at 703-228-6145.

Parent Teacher Associations

Each school has a Parent Teacher Association (PTA) or other home-school organization that is made up of parents, teachers and in some cases, students. Parent-teacher associations promote parent involvement in the schools and offer parents a strong, common voice in the

schools. They also work to improve their schools in many ways, such as buying materials and equipment and doing cooperative planning of evening and family-oriented events. While each school PTA determines its own programs and activities, the Arlington County Council of PTAs regularly sponsors public programs on educational topics of countywide interest. Check with your school for its PTA meeting schedule.

TESTING

During the school year Arlington Public Schools administers a variety of tests to monitor progress and plan for improved student achievement. Individual student test results are available to parents. A general listing of the tests is included below.

Grades K-3: Phonological Awareness Literacy Screening (PALS)

Grades 2, 4 & 6: Degrees of Reading Power Test (DRP)

Grades 3-12: Virginia Standards of Learning (SOL) Tests

Grades 4 & 6: Stanford 10 Achievement Test

Students in grades 3-12 with limited English proficiency take the Stanford English Language Proficiency (SELP) test in the spring.

For specific information about your child's testing schedule contact your child's school. More detailed information about the standardized testing program is found in the Elementary Program of Studies, Services and Policies and in the program of studies for each of the middle schools. Information about testing is found in the 'graduation requirements' section of each high school's program of studies. For up-to-date information about the testing program and the 2007-2008 Testing Calendar visit the APS Web site at www.apsva.us. Test results for schools and the county are also posted on the APS Web site, www.apsva.us.

Frequently Asked Questions

(and their answers)

What is the role of the School Board?

The Arlington School Board sets policies and standards for all schools and also supervises the Superintendent of Schools. The Superintendent of Schools supervises the work of the school principals. School principals and their staffs play the primary roles in managing their respective schools.

What is the role of the principal?

The principal is the chief administrator and instructional leader of the school. He/She supervises the work of the entire school staff, including teachers, counselors, custodians, secretaries and many others. The principal works directly with parents and with the Parent Teacher Association (PTA). Principals may delegate some responsibilities to assistant principals.

What is the role of the teacher and the teacher assistant?

Teachers work directly with the students in the various curriculum areas. Teachers plan and carry out lesson plans. In all subject areas, the first priority of teachers is to help children succeed academically. Teacher assistants are assigned to some classrooms to help teachers with a wide range of classroom activities.

What is the role of the school counselor?

School counselors offer a program of services to assist students in acquiring the attitudes, skills, and knowledge that contribute to effective

tive learning in the school setting. Counselors assist students with academic planning and scheduling. They coordinate a variety of services and activities in the school; including crisis intervention, parent and student orientation programs, and classroom guidance activities which target the personal, social, academic and career development of all students. Both individual and group counseling services are available to assist students who are experiencing social, emotional, or academic difficulties. Counselors consult with parents and school staff about child development and issues that may be impacting the student's school progress. They often coordinate referrals to programs within the school system or to community agencies, which address the individualized needs of a student or family.

Can my child receive counseling at school?

School counselors are available in each school to provide short-term individual or group counseling services to assist students who may be experiencing social, emotional or academic difficulties. A school psychologist and a school social worker also serve each school on a part-time basis. These professionals provide assessment, consultation, and intervention strategies to assist students who are experiencing difficulties in the school setting. Arlington Public Schools has Substance Abuse Counselors assigned to schools to support high school students who may be exhibiting concerns related to substance abuse. With certain exceptions APS procedures require parental consent prior to a student's participation in individual or group counseling. (See *Arlington Public Schools Policies & Policy Implementation Procedures*.)

The Arlington Department of Human Services also provides school-based mental health services to students and families in specific Arlington schools. The Arlington Public Schools will not release information regarding students to DHS mental health staff without your written consent; however, the Code of Virginia (54.1-2969E) states that minors are treated as adults for purposes of treatment for mental health or substance abuse issues; therefore, students may independently seek services from these professionals.

What is the role of a bilingual resource assistant?

Many schools have bilingual resource assistants to help families whose primary language is not English. Resource assistants serve as interpreters and translators, helping families understand the school system and participate in the education of their children. They conduct parental involvement activities and orientations and provide other assistance to students and staff.

Why are parent-teacher conferences important?

Each elementary school schedules parent-teacher conferences twice a year, October and March. The middle schools schedule these conferences in October and March. These meetings are an important opportunity for parents to meet individually with teachers to share information, to learn how their children are doing, to ask questions and to discuss other academic options. Parents may request additional conferences if necessary.

The Intake Center provides interpreters in more than 30 languages when necessary to improve communication between parents and teachers.

Parents of high school students may schedule appointments with teachers and counselors when they feel a need to do so.

What is Back-to-School Night and why is it important for parents to attend?

Back-to-School Night is a special "open house" meeting in September at each school. Teachers and administrators meet with parents as a group and talk about how children can be successful in school. It is an opportunity for parents to learn more about their child's school and their child's instructional program for the year.

Parents will also meet their child's teacher(s) and see firsthand what the school is like. Check with each school to find out when Back-to-School Night is scheduled.

What is the role of the police officer in the school?

The Arlington County Police Department, in cooperation with the Arlington Public Schools, has assigned police officers to the schools to establish positive contacts between the police and youth. Duties of the School Resource Officers include counseling students, law enforcement and crime prevention presentations, reporting serious incidents (i.e., crimes), conducting criminal investigations, acting as chaperones at school events and supervising school safety patrols. They also visit classrooms to teach special units designed to assist students in recognizing and resisting pressures to experiment with drugs and alcohol.

In general, School Resource Officers work closely with school staff and might participate in informal screening of students regarding events occurring in and around the school grounds or bus stops without notifying parents. If this leads to questioning students about their participation in a possible criminal act, every effort will be made to contact the parent through the work, home or the emergency contact phone numbers, prior to this questioning.

What food services are offered?

Every Arlington school serves lunch to students. Most schools also offer breakfast programs and summer nutrition programs. Meal prices vary. Monthly menus are posted at www.apsva.us and many low-income students qualify for free or reduced-price meals. For more information, call the Food Services Department at 703-228-6130.

My child's bus did not show up or was late this morning, whom do I call?

Call Transportation Services at 703-228-6640.

My child is having problems in the classroom; who should I call?

Always meet with your child's teacher first and try to resolve the problem. If the problem cannot be resolved with the teacher, call the school principal or assistant principal.

If I have a concern about a school staff member, what should I do?

Contact the principal to share your concerns about a school staff member. Your concerns may be shared in writing or orally. If you request that your concerns be kept confidential, the administrator can meet with you but will not be able to take action on them. Complaints without requests for confidentiality will be shared with the staff member and will be investigated by the principal or designee. Administrators follow the procedure as stated in the School Board Policies.

What is the role of the school clinic?

Each school has a clinic, operated by the School Health Bureau of the Arlington County Department of Human Services (Public Health Division). The clinic aide staffs the clinic during school hours to provide care for the sick and injured. The public health nurse provides the full range of public health services for one to two schools, including consultation with the clinic aide, school staff and parents, communicable disease prevention, and the provision of immunizations, home visits and health education. The staff also makes referrals and links families to community resources.

Parents should inform the clinic staff if their child has a severe allergy or medical condition requiring special attention so that an individual care plan can be created for the child.

Clinic staff will perform vision and hearing screening for all 3rd, 7th, 10th grade and new students. Parents may request scoliosis screening.

Clinic staff cannot administer medication to children unless parents/guardians and their physicians sign a form and provide a properly labeled prescription bottle. Call the clinic at each school or 703-228-1650 for more information.

My child is sick and can't go to school today; whom should I call?

Call your child's school first thing in the morning and tell the school secretary or attendance clerk your child's name and why he/she won't be in school. Parents should tell the secretary or clinic staff if they know or suspect that the child has a communicable disease like chickenpox or strep throat. Some schools have a special attendance hotline; it should be listed in the information packet sent home on the first day of school.

What do I do if my child needs to take prescription medication while at school?

Parents are asked to administer medication at home whenever possible. If it is necessary for a student to take medication during school hours, the parents must furnish the clinic staff with the medication clearly labeled with the prescription, the physician's name, the name of the medication, the dosage and the time. Each school has *Authorization for Medication* forms which are required to be completed by a parent and physician before medication can be administered at school.

If there were a "lockdown" or "shelter-in-place" situation, delaying children at school, how would my child get the medications that he takes at home?

We do not anticipate that there would be any occasions when schools would be "locked down" for more than a few hours. However, you may want to discuss with your child's doctor whether there is a need for contingency plans for your child's medication. Essential medications would be given by clinic or school staff.

For those critical medications to be given you will need to provide an *Authorization for Medication* form for each medication, completed by both parent/guardian and the child's doctor. The order should clearly say that these medications are "For Emergency Only" so that there will be no confusion with regular medications given during the school day. A separate order for this medication is necessary even if the same medication is given during school hours. Parents will also need to provide a separate supply of medications with a pharmacy label containing the student's name, prescribing physician's name, name of medication, time of administration, dosage and method of administration and a notation that it is to be given in an emergency situation. Please be sure to discuss these emergency plans with the public health nurse in your school.

Child Protective Services (Pro Child)

Arlington Public Schools and its employees share a concern for the well being of all students. When there is a suspicion of possible child abuse or neglect, there are several points to remember.

- A. According to Virginia Code 63.1-248.3, any teacher or other person employed by a public or private school must report suspected child abuse or neglect immediately to the local child protective services department of the county in which the child resides.
- B. Child Protective Services may review student records in an investigation of a case. Police officers investigating a case of child abuse or neglect may also have access to student records.
- C. A police officer and/or a child protective services investigator investigating a suspected child abuse or neglect case may talk to any child suspected of being abused or neglected or to any of his siblings without consent of and outside the presence of parents, guardian, legal custodian or other person standing in loco parentis, or school personnel, according to Virginia Code 63.1-248.10.
- D. If a child is uncomfortable being questioned by police and/or Child Protective Services, the principal or designee may assist the student to feel more comfortable but should leave during actual questioning since the investigation is highly confidential.
- E. Arlington Public Schools cooperates with local, state and national authorities in matters regarding sex offenders and other crimes against minors. Parents may review the state Sex Offender and Crimes Against Minors Registry on the internet at www.sex-offender.vsp.virginia.gov/sor/

Homeless Services

Arlington Public Schools provides a variety of educational support services to students facing homelessness. Under the McKinney-Vento Homeless Education Act, students may stay in their school of origin if they are homeless during the school year. Parents should contact their child's school social worker or call the Department of Student Services at 703-228-6061 or 703-228-2585 if they have questions or require assistance.

Arlington School Board Policies

Student Rights and Responsibilities

The official policies, rules and regulations of the Arlington Public Schools are contained in the Arlington Public Schools School Board Policies. The policies are available for public review in each school office, each school library, Arlington public libraries, the School Board Office and the School and Community Relations Office at the Education Center, located at 1426 N. Quincy Street, Arlington. They are also available on the Web at www.apsva.us.

ADMISSION

All students enrolled in the Arlington Public Schools must reside in Arlington County for admission on a tuition-free basis. Arlington Public Schools reserves the right to periodically request proof of residency. Students in grades K-12 who move out of Arlington County after the fourth quarter begins may complete the school year without paying tuition. Students who move before the fourth quarter begins must request permission to complete the school year as a nonresident tuition-paying student. Seniors who move out of Arlington County after the third marking period ends may be allowed to complete the school year tuition free. State legislation passed in July 2005 creates a Class 4 misdemeanor charge for knowingly making false statements concerning the residency of a child in a particular school division or school attendance zone.

ATTENDANCE POLICY

Absences

Regular school attendance is critical to students' success in school; therefore, except when ill or excused, students are expected to attend scheduled classes and other required school activities. Parents are discouraged from planning trips or vacations that will cause their child to be absent from school. Parents should check with each school regarding specific attendance policies. To assist school staff in monitoring the safety of students, parents should notify the school in advance if their child will be absent from school. Parents of children in the elementary Extended Day Program should also notify the Extended Day staff when their child will be absent.

School district staff is obligated to file a court petition when students continue to be absent without a legitimate (excused) reason. In such cases, parents are held liable for their minor child's school attendance. In cases where a student is exhibiting mental health issues that prevent regular school attendance, the school counselor, school social worker, student and parent should work as a team to address the issue. At the high school level, school attendance specialists are also available to assist with attendance concerns.

Excused Absences (*all others are unexcused*)

- Illness, quarantine of student, doctor or dentist appointment
- Death in the family
- Observance of a religious holiday
- Summons to a court of law
- Suspensions
- Violent storms or state emergencies
- Severe family emergencies
- Other special cases approved by the school principal

A written explanation of the absence signed by the parent/guardian is expected no later than two days following the return to school. Students are expected to make up any school work they miss because

of absences. Students forfeit (lose) daily class grades for the day(s) they were absent if the absence is unexcused.

State regulations require that students who are absent for fifteen (15) or more consecutive days be dropped (withdrawn) from school rolls. If this happens, the student is expected to return as soon as possible to school. Parents must accompany students when they return and new enrollment forms must be completed.

If students are absent without indication of parents' awareness and support for five (5) days, the Code of Virginia requires school staff, parents and students to jointly develop a plan to resolve the student's nonattendance. If the pattern of nonattendance continues, school staff will work collaboratively with the Arlington County Juvenile and Domestic Relations District Court and other county agencies to promote school attendance. The school social worker in each school is available to assist the parents and students with school attendance problems. At the high school level, school attendance specialists are also available to assist with attendance concerns.

Tardiness (*coming to school late*)

In the elementary and middle schools, teachers will report unexcused tardiness to the school principal for appropriate intervention. In the high schools, three unexcused tardy arrivals in one grading period equal one unexcused absence.

LEAVING SCHOOL GROUNDS

Students are required to remain on school grounds during the school day unless they are excused: a) for instructional purposes; b) at the request of their parent/guardian; c) to participate in a special program; or d) when exceptions have been approved by the School Board. High school seniors may qualify for the senior off-campus lunch privilege. Details are available at each high school.

RELEASE OF STUDENTS TO INDIVIDUALS OTHER THAN PARENTS

Arlington Public Schools' staff will not release students to individuals who do not have custodial rights unless prior arrangements have been made between the school building administrator or designee, or Extended Day Program Supervisor or designee, and the child's parents. This procedure includes school-sponsored field trips.

When it is anticipated that the child's parent will not be able to pick up a child from school or Extended Day Program on a regular basis, school staff should request that the parent indicate the name of the person who will be picking up the child on the student information form, emergency card and Extended Day registration form.

Individuals scheduled to pick up a child should be prepared to show picture identification. Staff may also routinely ask the child if they are familiar with the person. In all cases, the person should sign a log indicating that they have picked up the child noting the date and time.

If the child will be picked up by an individual not listed on the school student information form, emergency card, or Extended Day form, the parent should notify school officials in person or writing along with the date, pick-up time and relationship of the person to the family (i.e., uncle, cousin, neighbor, etc.). The person should be prepared to show a driver's license or other form of photo I.D. If the person will be picking up the child occasionally, the parent should

add the name of the person to the school and/or Extended Day authorization form.

Under no circumstances will staff knowingly release students to individuals who have been prohibited from having contact with children or a parent who has been legally denied school site access to their child.

Emergency Situations

In the event of a crisis, students should be released to their families as soon as it is safe to do so. Local response personnel will determine when it is safe for the schools to begin releasing students. As stated in the general guidelines, students should only be released to an authorized person as noted on the student information form, emergency card, or Extended Day registration form.

SCHOOL WITHDRAWAL (*dropping out of school*)

Students are required by Virginia Law to attend school from age 6 until their 18th birthday. Students who wish to withdraw early should contact the Assistant Superintendent, Student Services, at 703-228-6060. Students working toward graduation may continue in the public schools through the school year (September to June) in which they reach their 20th birthday. Special education students may remain in school until age 22, if they reach their 22nd birthday after Sept. 30. Students who do not speak English as their first language and entered school in Virginia for the first time after reaching age 12 and have not reached 22 years of age on or before August 1 of the school year may also remain in school. Families who move out of Arlington County should inform their child's school of their new address and telephone number. For more information, call the Student Services Department at 703-228-6060.

FREEDOM OF ASSEMBLY

Students have the right to assemble with other students to discuss issues and to demonstrate peacefully. Such activities must not interfere with other students or with the school program.

FREEDOM OF EXPRESSION

Speech

During class discussions, students have the right to express their views on topics being discussed. Students have a responsibility not to interfere with the rights of other students or staff to hold and express their own views.

Printed Materials

The Arlington Public Schools generally distributes only those printed materials, surveys and questionnaires to students, parents and staff that are related directly to school, and occasionally county government, activities and programs. Materials developed outside the school system that offer opportunities for students to participate outside of school hours must be authorized by the Superintendent or his/her designee. PTAs and PTOs may use school distribution systems to distribute materials not prohibited by this policy to students, staff, and parents.

No political, commercial or religious materials, questionnaires, or surveys of any kind may be distributed at the schools, placed in school mail boxes, or handed out to students or staff at the schools during the school day or at other school-sponsored activities except as authorized by the superintendent. The superintendent shall ensure that students are not required to convey or deliver any materials that advocate the election or defeat of any candidate for elective

office; advocate the passage or defeat of any referendum question; or advocate the passage or defeat of any matter pending before a local school board, a local governing body, the General Assembly of Virginia, or the Congress of the United States.

The Superintendent shall designate for each building the time and place on school grounds for the distribution of materials by any person. Materials that are not otherwise permitted to be distributed under this policy during the school day or at other school-sponsored activities may be distributed at such time and place. Notwithstanding any general authority to distribute materials under this policy, no obscene, libelous or illegal material shall be distributed on school grounds by any person at any time.

STUDENT ACTIVITIES

Students are encouraged to participate in extra-curricular activities, including student government. The schools offer a range of age-appropriate activities. Some of these activities are intramural sports, varsity sports and school-sponsored clubs. Students may need to meet eligibility requirements to participate in some activities.

STUDENT RECORDS AND RIGHTS OF PRIVACY

Student Records

In accordance with State of Virginia guidelines for the management of student records, Arlington Public Schools shall maintain the following documents in each student's record:

- Academic Record
- Disciplinary Record (suspensions and expulsions)
- Personal Data Card
- Test Results Card
- Immunization Records

Parents and eligible students have the right to:

- Inspect, review, and confirm the accuracy of the student's educational records;
- Seek to amend student's records believed to be inaccurate or misleading;
- Consent to disclosure of personally identifiable information, except to the extent that applicable law authorizes disclosure without consent;
- File a complaint with the U. S. Department of Education; and
- Obtain a copy of the student records policy of the school district.

Rights of Noncustodial Parents

In accordance with state law, unless a court order has been issued to the contrary, the noncustodial parent of a student enrolled in a public school or day care center shall not be denied the opportunity to participate in any of the student's school or day care activities in which such participation is supported or encouraged by the policies of the school or day care center solely on the basis of such noncustodial status. The noncustodial parent shall be included, upon request, as an emergency contact for the student's school or day care activities.

Information about Arlington Public Schools students and their records may not be released except as provided for in the Federal Family Educational Rights and Privacy Act (FERPA) of 1974 and in the Code of Virginia. Copies of the relevant statutes are available in the APS School and Community Relations Department and at Arlington public libraries.

Access to Student Records

Most student records are kept at the student's school. The school principal is responsible for maintaining these records. Parents/guardians have access to their child's education records. The student, if eligible (meaning he or she is at least 18 years old), has the same rights. Parents or eligible students should submit to the principal a written request that identifies the record(s) they wish to inspect. Within 45 days of the request, the principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. The information in a student's record will not be released to organizations or individuals outside the school system without written consent from the parent/guardian or the student (if 18 or older), except to the extent that the Family Educational Rights and Privacy Act (FERPA) authorizes disclosure without consent. Exceptions which permit disclosure without consent, include disclosure to school officials with legitimate educational interests and disclosure to state or local law enforcement and protective services staff in the course of their duties. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate education interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Records may also be disclosed without consent to appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals.

Transfer of Scholastic Records

Upon request, Arlington Public Schools discloses education records without consent to officials of other schools in which a student seeks or intends to enroll.

Accuracy of Records

Parents or eligible students may ask the school to amend a record that they believe is inaccurate or misleading. They should write the principal and clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

Records Maintenance and Destruction

Student scholastic records are maintained in the last school that a student attended for five years. After that they are forwarded to the Office of Pupil Services where they are scanned into a central data system for permanent storage. Special education records are retained for five years after students graduate, complete their school program, transfer, or withdraw from school. After that time, special education records are destroyed. Students 18 years or older, who have left the Arlington Public Schools, may request copies of their special education record by contacting: Records Clerk, Arlington Public Schools, 1426 N. Quincy Street, Arlington, VA 22207. For more information about student records call 703-228-6062.

Directory Information

Each year parents and eligible students shall be notified of the items the Arlington Public Schools considers to be directory information.

Directory information shall include, but is not limited to: name of student; address, telephone listing; dates of attendance; participation in officially recognized activities and sports; height and weight, if member of athletic team; awards and honors received; and other similar information.

In accordance with federal law, Arlington Public Schools will give military recruiters the same access to our facilities and secondary student activities as provided to postsecondary institutions or to prospective employers. Arlington Public Schools will provide directory information containing students' names, addresses and telephone listing to military recruiters, postsecondary institutions and third parties conducting educational business with the school system (such as PTA sponsored directories, yearbook and photo companies, and alumni groups) unless a parent or eligible student has opted out of providing such information. Parents shall receive annual notification in writing and an opportunity to opt out of this requirement. To do so, they must return the "Opt-Out" form or notify the principal in writing within 15 days of the date of the notification letter.

Administration of Surveys

Arlington Public Schools routinely conducts surveys as part of its evaluation of instructional programs, school and community based initiatives, and federal and state grant funded programs. The administration of certain surveys either requires parents or eligible students to provide written consent or receive notice with the opportunity to opt out of participation in the survey activity.

Consent

Parents will be notified annually of their right to consent to their child participating in certain student surveys, analyses, or evaluations funded in whole or in part by a program of the U.S. Department of Education that concern one or more of the following eight areas ("protected information surveys").

1. Political affiliations or beliefs of the student or student's parents;
2. Mental or psychological problems of the students or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

Notice

Parents have the right to receive notice and an opportunity to opt their child out of the following:

1. Administration of any protected survey not funded in whole or in part by the United States Department of Education.
2. Routine surveys conducted by the Arlington Public Schools as part of program evaluation;
3. School based surveys; and/or
4. Community based surveys approved by the Arlington Public Schools.

Arlington Public Schools will not participate in surveys for the purpose of marketing or selling that information. This policy shall include the right of parents or guardians, any student 18 or older or an emancipated minor under State law, to inspect, upon request and before administration, protected information surveys, instruments used to collect personal information, and instructional materials used as part of the curriculum.

Filing a Complaint

Parents or eligible students who believe that their rights have been violated may contact the local school administrator or the Assistant Superintendent, Student Services. A parent or eligible student also has the right to file a complaint with the U.S. Department of Education concerning alleged failure by the Arlington Public Schools to comply with the requirements of the Family Educational Rights and Privacy Act (FERPA) or the Protection of Pupil Rights Amendment (PPRA) by writing to:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Interviewing Students

While under the jurisdiction of the school or a school staff member, individual students in most cases may be interviewed only by authorized school employees or school health staff employed by the Department of Human Services. There are some exceptions to this policy, some of which require parental consent and others which do not. For more detailed information, please see the School Board Policies. (25-1.4)

Members of the news media, with the consent of the school principal, may interview students concerning school programs or events as part of media coverage of school events. Any such discussion must be with the consent of the students involved and must not disrupt school activities. Specific identification of a student in a media story or photo of any kind may be made only with the consent of the parent/guardian or the student (if 18 or older).

FREEDOM OF RELIGION

Schools may not conduct religious exercises nor may they support or sanction any particular religious beliefs or practices. Students have the right to observe their own religious beliefs and practices in school, provided such activities neither violate the rights of others nor disrupt or interfere with school activities.

OPENING EXERCISES

All Arlington schools provide for a daily observance of the Pledge of Allegiance and a minute of silence in accordance with Virginia Code sections 22.1 - 2.02 and 22.1-2.03. Each classroom displays the flag of the United States of America. During the Pledge of Allegiance, students must either stand and recite the Pledge while facing the flag with their right hands over their hearts or remain quiet and not disrupt or distract others. No student can be compelled to recite the Pledge if the student, parent or legal guardian objects on religious, philosophical or other grounds. During the minute of silence, students are to remain quiet and not disrupt or distract others. The minute of silence may be used by the students to engage in any lawful silent activity and as an opportunity for a time of silent reflection.

SCHOOL BUS SAFETY STANDARDS

Students must act in a safe and disciplined manner while on school buses. Disruptive conduct is a threat to the safety of other passengers, distracts the driver and violates state law. Students who break school bus safety rules may be denied bus transportation or be subject to other serious disciplinary actions. (See "Disciplinary Actions," page 23).

Regulations for Students Riding School Buses

When meeting and boarding the bus students should arrive at least 5 minutes before the scheduled time. Upon arrival at the stop, students shall wait quietly with other students off the street. When the bus arrives they should board in an orderly manner.

When exiting the bus students should gather all of their belongings and exit promptly in an orderly fashion.

When crossing the street to board or after exiting the bus, students must cross in front of the bus only when the red lights are flashing and the crossing arm is fully extended.

When riding the bus students shall obey the bus driver, the attendant and the bus patrol. They should behave in a safe and courteous manner. Eating, drinking, loud sounds or disruptive behavior are not allowed. Carrying materials, substances or items that are illegal or threaten the safety of others are also not allowed. The bus driver has the authority to assign seats when necessary to maintain discipline or promote safety. The driver also has the authority to report misconduct to the school principal for investigation and appropriate disciplinary action.

Parents may request a change in a child's daily bus routine (e.g. to ride another bus) by sending a written request to the school. The school principal must approve all changes. The school office will notify bus drivers of any approved changes to a pupil's bus route.

Only Transportation Services can make *Permanent Changes in Bus Schedules, Stops and Routes*. For more information, contact the Transportation Services at 703-228-6640.

RISK MANAGEMENT AND SAFETY

The Arlington Public Schools Risk Management Office is responsible for reviewing student accident reports and determining appropriate changes in facilities and procedures to improve student and staff safety. The Risk Management Officer can be reached at 703-228-7740. If you have questions about an injury to your child, while at school or on the school bus, you should contact the Risk Management Office. APS does not insure your child while at school. Generally speaking, medical bills for injuries that happen on school grounds or at school-sponsored events are the parents' responsibility. If you do not have medical insurance and believe that payment will be a hardship for you, APS provides the opportunity for you to purchase school time accident insurance. Information about program enrollment and enrollment forms are available at each school office.

SEXUAL HARASSMENT

The Arlington Public Schools shall provide learning environments that are free of sexual harassment. No student shall suffer reprisals for reporting any incident, making a good faith complaint, or participating in the investigation of an incident or complaint of sexual harassment. Confidentiality shall be maintained to the maximum extent possible. Substantiated complaints shall result in appropriate disciplinary action. Students who are sexually harassed by peers or adults should immediately report such conduct to a school administrator. The school principal or designee will promptly investigate any complaints of sexual harassment and will take appropriate action to resolve such complaints. Any student who sexually harasses another person will be subject to appropriate discipline.

Unwelcome sexual advances, requests for sexual favors, and other verbal, written or physical conduct of a sexual nature as well as harassment based on sexual orientation that has the effect of unreasonably interfering with a student's academic performance or creating an intimidating, hostile or offensive learning environment con-

stitute sexual harassment. Sexual harassment includes conduct that is also criminal in nature such as rape, sexual assault, stalking, and similar offenses.

SEARCH AND SEIZURE

The Arlington County School Board respects the privacy of all persons, including students. The School Board also provides a safe and well-managed learning environment for all students, and recognizes the need for administrators and other school system staff to maintain order and discipline and to have and enforce rules that govern conduct of students in the schools. Therefore, search and seizure of a student's property or person, or school property while on school property or participating in school activities, will be conducted according to procedures that are consistent with the law, students' rights to privacy, and the Arlington Public Schools' need to enforce laws and school rules. Desks, lockers and parking spaces made available by Arlington Public Schools for students' use, shall be subjected to search at any time for contraband or for evidence of a violation of law or of a violation of school policies or rules. If a search of a student's person is conducted, the school administration will notify parents of such searches as soon as reasonably practical under the circumstances.

MEDICATIONS AT SCHOOL

Parents are asked to administer medications at home whenever possible. If it becomes necessary for a student to take prescription, or prescribed over-the-counter medication at school, the parent must give the school nurse the medication in an original prescription bottle labeled with the child's name, medication name, dose and time of administration. A prescribed over-the-counter medication must be in an original container labeled with the child's name, dose and time. All medications must be accompanied by the *Authorization for Medication* form available online at www.apsva.us/registration signed by both the parent/guardian and physician. Requests for elementary students to carry and self-administer inhaler medication are handled on a case-by-case basis. Students may carry and self-administer inhaler medication in school with written authorization (see above). High school students may carry and self-administer no more than two doses per day of non-prescribed over-the-counter medication with parent permission. Whenever possible, the medication should be carried in the original labeled container. Check with the school clinic for more information and full guidelines for medications that must be taken at school.

STUDENTS WITH SEVERE OR LIFE-THREATENING ALLERGIES

Students with severe or life-threatening allergic reactions should have a medical care plan developed by school health staff, school administration, parents, and relevant school staff. The plan should be based on physician orders for the management of food or other allergens that require medical intervention.

EXPOSURE TO BODY FLUIDS

According to the Code of Virginia (section 32.1-45.1.H-K), if a school employee is exposed to the body fluids of a student in such a way that may transmit human immunodeficiency virus (HIV) or Hepatitis B or C viruses, the parent(s) or guardian(s) must allow

public health officials to test the student for the presence of those infections and to release those test results to the school employee who was exposed.

Likewise, if a student is exposed to the body fluids of a school employee in such a way that may transmit HIV or Hepatitis B or C, the school employee must consent to testing for the presence of those infections and agree to release those test results to the parents or guardians of the student.

STUDENT BEHAVIOR AND DISCIPLINARY RESPONSIBILITIES

All staff members of the Arlington Public Schools have authority to maintain the orderly behavior of students. Students in Arlington Public Schools are expected to demonstrate responsibility and self-discipline every day by their positive behavior at school, at school sponsored events and while going to and from school. They should understand the importance of learning and the need for mutual respect in their learning environment. For those specific students whose behavior interferes with a positive learning environment or who experience difficulty following clear expectations, disciplinary actions may be necessary. Discipline shall be imposed in a way that is proportional to the conduct that gives rise to the need for that discipline. All administrators, teachers, and other staff members of the Arlington Public Schools should carry out their disciplinary responsibilities to ensure an orderly and safe environment appropriate for student learning. Any responsible school staff member present may take such disciplinary actions as are necessary, reasonable and equitable, in accord with State law, in accord with the regulations of the School Board, and in keeping with the Student Responsibilities and Rights section of the Arlington Public Schools Handbook

Arlington Public Schools system has authority to discipline students:

1. While on school premises
2. While in proximity to school premises
3. When coming to or going from school
4. While on school-owned and operated school buses or on chartered buses
5. While engaged in approved and supervised school activities on or off school premises
6. When the good order, safety or welfare of the school or its students is affected as a result of out of school actions.

It is important that the school and the home work closely together and be supportive of steps taken to bring about desired changes in conduct. It is expected that school staff will impose appropriate and fair disciplinary consequences and will communicate effectively with parents to explain the misbehavior, the actions taken, the due process procedure and the goal of working together to see positive results.

General Disciplinary Actions

While school staff has primary responsibility for discipline, certain serious student behavior, which may involve criminal activity, may involve the police. Police notification and involvement will be treated as a serious matter and every effort will be made to contact the parent, as soon as possible, if the administrator believes that student questioning by police may lead to criminal charges. Efforts to contact parents shall include calls to parent's work and /or home numbers.

Corporal punishment is prohibited by the Code of Virginia. However, physical force may be used by a staff member to protect himself or herself, another staff member or a student from injury, or in an extraordinary situation, to restrain a disruptive student, pro-

vided that the force used is reasonable under the circumstances.

Disciplinary measures more serious than detention may only be imposed by a school administrator (a principal, assistant principal, principal's designee) the Superintendent or designee as set forth in this policy.

Students shall be free from group punishment. Alleged offenders should be charged individually, but similar cases may be considered and acted on collectively.

Students shall not be deprived of their liberty, property, or right to attend school and participate in activities of the school community without due process of law. Due process requires that students be given oral or written notice of any charges against them in a timely manner and have an opportunity to explain the circumstances at the local school before the initiation of disciplinary action and receive written notice of the procedures that must be followed to appeal disciplinary actions.

Definitions

As used herein:

“Alternative education program” shall include, but shall not be limited to, night school, adult education or any other education program designed to offer instruction to students for whom the regular program of instruction may be inappropriate.

“Detention” means the retention of a student after the school day ends.

“Exclusion” means denial of school admission to a student who has been expelled or has been placed on a long-term suspension of more than thirty calendar days by another school board or a private school, either in Virginia or another state, or for whom admission has been withdrawn by a private school in Virginia or another state.

“Expulsion” means a disciplinary action whereby a student is not permitted to attend school within the school division and is ineligible for readmission for 365 calendar days after the date of the expulsion.

“In-school alternative” means an alternative placement within the school building for a specific period of time.

“Long-term suspension” means a disciplinary action whereby a student is not permitted to attend school for more than ten school days but fewer than 365 calendar days.

“Short-term suspension” means a disciplinary action whereby a student is not permitted to attend school for a period not to exceed ten (10) school days.

“Superintendent’s designee” or **“Designee”** means a: (i) trained hearing officer; or (ii) professional employee within the administrative offices of the school division who reports directly to the division superintendent and who is not a school-based instructional or administrative employee.

Scope of Authority to Discipline

Classroom teachers have the primary responsibility for the discipline of their students during the school day. Students need to be made aware of behavioral expectations by any responsible staff member present whether or not that person is the staff member to whom the student is assigned.

Any information gathered as part of school disciplinary action, and access to students by police may be provided consistent with other Arlington Public Schools policies and policy implementation manual.

Disciplinary Actions for Identified Students with Disabilities

Disciplinary action taken with an identified student with a disability shall be administered within the context of the student’s Individualized Education Program (IEP), or Section 504 Plan, taking into account the unique needs of the student. Whenever disci-

plinary action involves a suspension for more than ten (10) accumulated days during a school year or involves an expulsion of an identified student with a disability, a determination must be made as to whether or not there is a causal relationship between the disability and the misconduct. This determination must be made by a knowledgeable group of persons such as those who would participate at an Eligibility Committee meeting. If a causal relationship is found, the disciplinary action, the appropriateness of the current IEP or Section 504 Plan and placement must be assessed with consideration given to program and/or placement modifications and a written statement, signed by the review committee, must be placed in the student’s confidential file. The IEP team must also develop a Functional Behavior Assessment to identify specific behavior in need of intervention, and a Behavior Management Plan to address the identified behaviors. In accordance with regulations governing the Individuals with Disabilities Education Act, expelled students with disabilities must be educated in an alternative program.

Disciplinary Actions

In developing student self-discipline, it may be necessary to adopt measures designed to assist students in developing self-control and self-reliance. Possible consequences associated with disciplinary actions are identified here as a guide. In handling disciplinary cases, school administrators may use a range of activities depending on the seriousness of the situation.

Parent Conference

Conferences with parents/guardians should be scheduled promptly to inform and to discuss with parents the appropriate behavior of a student.

Detention

Detention is the retention of a student after the school day ends. If it becomes necessary to keep a student beyond the school day, a reasonable attempt should be made to notify parents/guardians prior to the detention.

- The student must be under the supervision of a school staff member during this time.
- No elementary school student should be kept beyond the regular dismissal time unless the parent/guardian has been notified.
- If the parent/guardian, when contacted, requests a written notice, it must be sent the day before the student is kept after school.
- If a student is regularly transported by school bus, he or she should not be kept beyond the time that school transportation is available unless alternate transportation is arranged.

Denial of Transportation

Students who are otherwise eligible for transportation may be denied such transportation by school administrators when the student’s conduct represents a threat to the safe operation of the school bus, to the student, or to others on the bus.

Students with disabilities who receive transportation as a related service under their IEPs or as an accommodation under a Section 504 Plan and who are subject to disciplinary action because of misconduct on the bus must receive an IEP review to determine if the student’s actions are the result of the disability. When the behavior for which the student is to be removed from transportation service is the result of the student’s disability, the student cannot be deprived of access to a special education program and alternative transportation service must be arranged.

Removal of a Student from Class

As provided in section 22.1-276.2 of Code of Virginia, a teacher may remove a student from class for a violation of regulations governing

student conduct that obstructs the learning environment. This removal will occur only after teacher and/or administrative interventions have failed to end the student's disruptive behavior or the behavior is endangering the physical safety of those in the class. The teacher shall complete a "Discipline Referral Form" and submit it to the school principal. Notification that this form has been completed, together with a copy of the form, and notification of an opportunity to discuss the student's behavior, will be sent by the principal to the parent or guardian, as appropriate.

The principal shall determine the appropriate placement of the student during the period of removal. The principal has several options regarding the placement of a removed student including, but not limited to:

1. Returning the student to class (see procedures below).
2. Sending the student to the principal's office or other supervised area. If the principal chooses this option, the teacher shall provide and evaluate appropriate make-up work for the student.
3. Assigning the student to an alternative area on a temporary basis.
4. Assigning the student to another class or program.
5. Suspending or recommending expulsion of the student. If the principal chooses this option, alternative instruction and assignment, if any, shall be provided according to School Board policy and accordance with applicable law.

The student will not be returned to class until the principal or a school administrator designated by him, in consultation with the removing teacher, has addressed the issue or action involved in the exclusion of the student. Whether the student will be returned to the same teacher will be considered in a discussion of the issues with such persons, including that teacher, as the principal deems appropriate.

The principal shall determine the duration of the student's removal from class in consultation with the removing teacher. The principal shall notify the teacher of the decision to return the student to class. If the teacher disagrees with the principal's decision to return a student to the class the teacher and principal shall discuss the teacher's objection to returning the student to class and the principal's reason for returning the student.

The principal shall, unless a student who has been removed from class by a teacher is suspended or expelled, ensure that such student continues to receive an education in accordance with school board policies.

In-School Alternative

Certain minor offenses may result in an assignment to the In-School Alternative placement. This is not a suspension but rather an alternative placement within the school building for a specific period of time. The parents/guardian of students assigned to In-School Alternative should be notified. The appeal process does not apply to In-School Alternative.

Suspensions

Suspension includes temporary removal from all school activities and exclusion from school grounds, including buses (violation would constitute criminal trespassing). A student may be suspended by a school administrator or designee for no more than ten (10) days or by the Superintendent or his designee for fewer than 365 days. Failure to abide by rules of suspension may result in further suspension.

In all cases, contact should be made to a parent/guardian before a student is dismissed from school during the school day. If a student is sent home for disciplinary reasons during the school day for the remainder of that day, all regulations must be followed regarding a suspension.

1. Depending on frequency or severity, actions which may result in out-of-school suspension or assignment to the In-School Alternative for one or more periods include:
 - a. Truancy
 - b. Failure to serve detention
 - c. Disruptive use of electronic communication devices (for example: cell phones, pagers)
 - d. Misbehavior in buildings, on grounds, on the buses or on school sponsored activities and field trips.
 - e. Profane or obscene language, orally or in writing, or remarks that demean or are intended to demean a person's race, religion, sex, creed, national origin, disability, or intellectual ability, or sexual orientation.
 - f. Smoking on school property (property as described in III. B 1-6) or possession of tobacco products
 - g. Forgery of notes or signatures, cheating, or plagiarism
 - h. Misuse or inappropriate use of technology (Internet) including instant messaging
 - i. Possession of pornographic material
 - j. Sexual harassment of other students or staff
 - k. Gambling
 - l. Insubordination or verbal abuse
 - m. Verbal abuse of student or staff
 - n. Abuse or misuse of legal substances, such as over the counter non-prescription drugs and other substances.
 - o. Willful destruction of property (students may be required to make restitution for damaged property)
 - p. Activities that threaten or threats made against the physical safety of students or staff members
 - q. Physical altercations or fighting
 - r. Bullying, including verbal or written threats or physical harm
 - s. Other violations of school rules or disruption of school activities as stated in the handbook
 - t. Other disruptive behavior
 - u. Gang Activity, including disrupting school by use of gang symbols, hand signs, engaging in threatening behavior as a group or representing a group identified as a gang.
 - v. Possession of look-alike weapons
2. Actions requiring immediate out-of-school suspension and possible referral to the police and/or fire marshal include:
 - a. Being under the influence of a controlled substance.
 - b. Sale, possession, use, or being under the influence of alcohol.
 - c. Possession of weapons.
 - d. Physical assault on a member of the school staff.
 - e. Setting fires or use or possession of explosives or fireworks on school property.
 - f. False alarms and bomb threats.
 - g. Theft or extortion.
 - h. Acting as a mob
 - i. Other activities, which may violate law as well as school regulations

Before the end of the suspension period and before a student involved in one of these violations is re-admitted, the school administrator shall determine if the action warrants recommendation to the Superintendent for expulsion. If such a recommendation is pending, the student will not be re-admitted until after the review is heard by the Superintendent. The Superintendent shall reach a decision on the recommendation within ten (10) working days of

receipt of such requests. If the Superintendent recommends expulsion to the School Board, the student will not be re-admitted until after the case is decided by the School Board. The School Board shall decide on expulsion within thirty (30) days following the Superintendent's recommendation.

Additional information, including definitions of offenses, is available at each school and on the Virginia Department of Education website under Data and Publications, Discipline, Crime and Violence section. Under the Annual Report for each year is an appendix which provides definitions of offenses.

Length of Suspensions:

- a. Minor offenses may result in a maximum of three (3) consecutive days out-of-school suspension.
- b. Repeated minor offenses may result in a maximum of five (5) consecutive days out-of-school suspension.
- c. Serious offenses may result in up to ten (10) consecutive days of out-of-school suspension.
- d. Repeated serious offenses or serious offense involving action by the police may also result in a maximum of ten (10) consecutive days out-of-school suspension, request for disciplinary hearing for additional suspension time and/or a recommendation for expulsion.
- e. In very serious offenses, students may be suspended for up to 364 days by the Superintendent or his designee. When suspending a student for more than ten (10) days, the following factors shall be taken into account:
 - (1) The student's academic, attendance, and disciplinary record
 - (2) The nature and severity of the offense
 - (3) An assessment of the student's acknowledgement of violation of school regulations and the student's expressed intent with regard to future conduct.
- f. Very serious offenses require local school consideration of:
 - (1) Court involvement
 - (2) Alternative programs, and/or
 - (3) A request to the Superintendent for the parent/guardian, student, and appropriate local school officials to meet with representatives of the Superintendent to decide the student's future educational program.
- g. Actions, which result in suspension or expulsion, shall be documented in the student's cumulative file.

Notification and Hearing

Students may be suspended for ten (10) days or less by a school administrator. The student will be given, in advance, oral or written notice of the charges against him and an explanation of the facts as known to the school personnel and if the student denies those facts, an opportunity to present a version of what occurred. If the student's presence at school poses a continuing danger to persons or property, or an ongoing threat of disruption, the student may be removed from school immediately and the notice, explanation of facts, and opportunity to present the student's version shall be given as soon thereafter as is practicable. They shall be informed of their right to appeal to the Superintendent. Oral or written notice to the parent shall include information regarding the availability of any community-based education programs, alternative education programs, or other educational options, and of the student's right to return to regular school attendance upon the expiration of the suspension. The costs of any such programs or options shall be borne by the parents.

Students may be suspended for more than ten (10) consecutive days by the Superintendent or his designee. Such student and his

parent/guardian shall be notified in writing, in advance of the proposed suspension, except in emergencies, when notice shall be at the earliest possible opportunity. Such notice shall state the charges against the student, the facts on which the suspension is based as known to school personnel, and the duration of the suspension. The student and/or parents shall be given, before the suspension (except in emergencies), an opportunity to present his or their version of what occurred. Such notice shall also include information regarding the availability of any community-based education programs, alternative education programs, or other educational options, and the conditions that must be met prior to the student's return to normal school activities, and of the student's right to return to normal school activities, and of the student's right to return to regular school attendance upon the expiration of the suspension, or to attend an appropriate alternative education program approved by the School Board during or upon the expiration of the suspension. The costs of any such options or alternative program shall be borne by the parents. A copy of this notice shall be sent to the Superintendent. In the case of a student known to be on probation with the juvenile court, the probation counselor of the juvenile court shall receive a copy of the letter.

As a condition for re-admission after an out-of-school suspension, the school administrator may request the student's participation in a conference with the school psychologist, school social worker/visiting teacher, guidance counselor, school nurse, school physician, fire marshal or youth resource officer.

Re-admission after out-of-school suspensions shall occur only after:

1. A conference has been held where the student, parent/guardian, and representative of the school arrive at a clear understanding of their mutual expectations in the area of student conduct and academic achievement. The re-admission conference for an identified student with a disability may take the form of an IEP meeting and/or may consider changes in the IEP's goals or objectives, or Section 504 Plan the location for implementation, and a more restrictive environment as appropriate.
2. The student, in the presence of the parent/guardian, has acknowledged the violation of school regulation and has given assurance that he/she will become acquainted with, and abide by, school regulations in the future.
3. The school administrator has determined that re-admission of the student will present no threat to the normal operation of the school or safety of students or staff.

Appeals of Disciplinary Actions

1. Except where otherwise indicated, students or parents/guardians who have been aggrieved by any disciplinary action or failure to take action by principal, assistant principal or principal's designee, may, within ten (10) working days of such event, file a complaint in writing with the Assistant Superintendent for Administrative Services. In the case of a suspension appeal, a hearing will be held and the Assistant Superintendent shall give a response in writing within seven (7) working days after the conclusion of the hearing. Appeals of disciplinary actions taken by Assistant Superintendent for Administrative Services or Superintendent will be governed by procedures set forth in the section of this policy governing the particular disciplinary action.
2. If the complainant remains unsatisfied, the individual may, within five (5) working days of the receipt of the Assistant Superintendent's decision, appeal to the Superintendent. The Superintendent shall give a decision in writing within seven (7) working days. In cases of disciplinary action other than suspension or expulsion or alternative placements, and in cases of sus-

pension for ten (10) days or fewer, the Superintendent's decision will be final and no appeal to the School Board is available. For suspensions or alternative placements of more than ten (10) days, the Superintendent's decision may be appealed to the School Board within ten (10) working days of the Superintendent's decision. The School Board shall decide on an appeal within thirty (30) days of receipt of the appeal in the School Board office. The Clerk to the School Board will immediately provide a copy of any appeal to the Superintendent.

3. In deciding an appeal for suspensions or alternative placements of more than ten (10) days' duration, the School Board will follow the following procedures:

For Suspensions or alternative placements (fewer than 365 days): (Except as specifically provided below where the student's participation in the conduct is disputed.) The Superintendent shall provide the School Board with a complete statement of reasons for the suspension accompanied by the complete written record of the disciplinary proceedings within five working days of receipt of the appeal. A copy of that statement will be delivered to the student or his or her parents at the time it is delivered to the School Board. The student may provide the school board with any response to that statement of reasons within five working days of receipt of the Superintendent's statement of reasons. The School Board will make its decision on the written record, which decision shall be final.
4. For Expulsions (365 days or more): The Superintendent shall provide the School Board with a complete statement of reasons for the expulsion recommendation, accompanied by the complete written record of the disciplinary proceedings within five working days of receipt of the appeal. A copy of that statement will be delivered to the student or his or her parents at the time it is delivered to the School Board. The student may provide the school board with any response to that statement of reasons within five working days of receipt of the Superintendent's statement of reasons. The Clerk to the School Board will notify the Superintendent and the Parents of the date for hearing before the School Board (except as specifically provided below where the student's participation in the conduct is disputed). The specific procedures to be followed in such hearing may be determined by the School Board chair, in consultation with other members of the School Board.
5. Notwithstanding the procedures set forth above, for suspensions or alternative placements of more than ten (10) days, or expulsions when the student claims he/she was not involved in the incident or conduct that led to the discipline, upon a request from the parent, the School Board will hold a hearing at which either party may present witnesses who have information relevant to the disputed information. The specific procedures to be followed in such hearing may be determined by the School Board chair, in consultation with other members of the School Board.
6. When the building-level school administrator is notified of an appeal by the parent/guardian or student (if the student is eighteen (18) years of age or older), the school administrator, in the case of suspension, shall reinstate the student in school until the appeal has been finally decided. If the school administrator determines that the reinstatement of the student would pose a danger to persons or property, or would constitute an ongoing threat of disruption to the school's educational program, the student shall not be reinstated. A student being recommended for expulsion shall not be reinstated.
7. A record of disciplinary action against a student shall not become part of the student's school record if the appeal by the student or parent/guardian is sustained.

Expulsion

When a student severely impairs the safe and supportive environment of a school, that student may be expelled.

Expulsion is the exclusion of a student from all services of Arlington Public Schools and from School Board property for a period of 365 days or more. Only the School Board has the authority to expel a student and, in the most serious cases, may expel a student permanently.

1. The Superintendent or designee shall forward his/her recommendation for expulsion to the School Board for action.
2. Students may be expelled only after written notice to the student and the parent/guardian of the student of the proposed action, the reasons for the action, and the right to a hearing before the School Board. Such notice shall be given by the Superintendent or his designee and shall provide information concerning the availability of community-based educational, training, and intervention programs. The notice shall state whether or not the student is eligible to return to regular school attendance, or to attend an appropriate alternative education program approved by the School Board, or an adult education program offered by the school division, during or upon the expiration of the expulsion, and the terms or conditions of such readmission. Any alternative program that is not an APS approved program shall be at the cost of the parent. Any notice, for a student who is expelled for more than a year, shall state that the student may petition the School Board for readmission to be effective one calendar year from the date of expulsion, and the conditions, if any, under which such readmission may be granted.

The School Board may make students eligible to return, with the Superintendent's approval, at the end of the expulsion. Any student expelled for more than 365 days may submit a petition for readmission to the School Board, up to ninety (90) days in advance of the date that is one year after the expulsion decision. The School Board shall make its decision, based on written materials submitted by the student, and any material submitted by the Superintendent in response, within forty-five (45) days after receipt of the Petition in the School Board office. The School Board may elect to engage in further review of any circumstances, provided its decision on readmission is made at least thirty (30) days before the date that is the one-year anniversary of the expulsion.

3. Students may be expelled in the following circumstance:

Any student who brings a firearm onto school property or to a school-sponsored activity, or is in possession of a firearm on school property or at a school-sponsored activity, as prohibited by § 22.1-277 of the Code of Virginia shall be expelled from school attendance for a period of at least a year. However, the Superintendent or designee may determine, based on the facts of the particular situation, that special circumstances exist and another disciplinary action is appropriate.

Any student who has brought a controlled substance, imitation controlled substance, or marijuana as defined in Code of Virginia § 22.1-277 onto school property or to a school-sponsored activity shall be expelled from school attendance. However, the Superintendent or his designee may determine, based on the facts of the particular case, that special circumstances exist and another disciplinary action is appropriate.

A recommendation for expulsion may be made for other conduct, including without limitation, conduct listed as a possible basis for suspension, based upon consideration of the following factors:

 - a. The nature and seriousness of the violation;

- b. The degree of danger to the school community;
- c. The student's disciplinary history, including the seriousness and number of previous infractions;
- d. The appropriateness and availability of an alternative education placement and program;
- e. The student's age and grade level;
- f. The results of any mental health, substance abuse, or special education assessments;
- g. The student's attendance and academic records; and
- h. Such other matters, as the Superintendent deems appropriate.

Exclusion

The Superintendent may determine to exclude any student who has been expelled or suspended for more than thirty (30) days by a school board or a private school in Virginia or another state, or for whom admission has been withdrawn by a private school in Virginia or in another state. Such students may be excluded regardless of whether the student has been admitted to another school division or private school in Virginia or in another state subsequent to such expulsion, suspension, or withdrawal. The Superintendent shall make a determination to exclude if he/she finds that the student presents a danger to other students or staff of the Arlington Public Schools after:

1. written notice to the student and his or her parent that the student may be subject to exclusion, the reasons therefore, and of their opportunity to participate in a hearing on such exclusion, and
2. a hearing of the case has been conducted by the Superintendent or his designee.

The Superintendent's decision after a hearing shall be final unless a petition is filed with the Clerk of the School Board within fifteen (15) calendar days after the Superintendent renders his decision. For Exclusions (365 days or more): The Superintendent shall provide the School Board with a complete statement of reasons for the exclusion recommendation, accompanied by the complete written record of the disciplinary proceedings within five working days of receipt of the appeal. A copy of that statement will be delivered to the student or his or her parents at the time it is delivered to the School Board. The student may provide the school board with any response to that statement of reasons within five working days of receipt of the Superintendent's statement of reasons. The Clerk to the School Board will notify the Superintendent and the Parents of the date for hearing before the School Board. The specific procedures to be followed in such hearings may be determined by the School Board chair, in consultation with other members of the School Board.

The School Board shall consider the exclusion, upon the Petition and any response by the Superintendent, and provide its decision to the student and parent/guardian within forty-five (45) days after receipt of the petition.

TECHNOLOGY GUIDELINES

Arlington Public schools has developed a plan to ensure that students know how to use the Internet safely and that they understand APS rules for the use of technology.

The following is an overview of the rules and guidelines outlined in Policy 45-2, Acceptable Use of Electronic Networked Resources and Internet Safety. Violations of this policy can lead to disciplinary action.

Expectations

- Students will use all technology responsibly.
- Students will not use the division's computer equipment and communication services for sending, receiving, viewing, or downloading illegal or inappropriate material.
- Students will only connect to the APS network while on school property.
- Students will obtain permission in advance before they download or copy files.
- Students will respect intellectual property and copyright laws.
- Students will not tamper with or alter the system in any way that disrupts the network.
- Students will report suspected computer viruses and other problems immediately.
- Students will understand that all messages and files sent, accessed or received on APS equipment are subject to inspection.

Internet Safety Tips

- Students should be careful not to disclose information that could lead to the discovery of their identities.
- Students should use only their assigned user names and/or passwords.
- Internet filtering software is in place in schools to protect students from accessing inappropriate materials. Students should not attempt to get around the filtering system. Parents may want to consider installing some type of content filters on home computers.
- Words are very powerful. Be courteous and use appropriate language. Your message will be read by a person.
- Cyberbullying is a crime. Do not view, send or display profanity, obscenities, sexually explicit or offensive materials. If you receive a threatening message, immediately report it to an adult who you trust. Keep copies to provide to authorities. If you receive messages at school, notify your teacher immediately; at home, report the problem to your Internet service provider (ISP).
- Meeting someone who you only know via the Internet can be dangerous. Before you agree to any kind of meeting, discuss it with a parent or other trusted adult.

More information about Internet safety can be found at www.apsva.us/internetsafety/

SUBSTANCE ABUSE

(alcohol, inhalants and other drugs)

The Arlington School Board prohibits substance abuse. Substance abuse is any 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 abuse or misuse of legal substances such as over the counter nonprescription drugs and other substances. (*See also Medications at School, p. 23*)

Abuse or misuse of legal substances is the wrongful, extreme, or improper application of an otherwise acceptable substance, e.g. sniffing glue, taking nonrecommended amounts of pills or other substances, or taking medicine prescribed for another person.

Violation of this policy results in immediate out-of-school suspension and referral to the police. Some cases may result in expulsion from Arlington Public Schools.

TOBACCO POLICY

Smoking is prohibited inside all Arlington public school facilities. Students are prohibited from using tobacco products anywhere on school property. Students may be suspended from school for violating this policy.

USE OF ANIMALS IN THE INSTRUCTIONAL PROGRAM

Elementary school vertebrate animal dissection is prohibited as a part of the elementary science program or any science activities for elementary students sponsored by the Arlington Public Schools.

Except as part of the instructional program or organized departmental programs (and with authorization from the administrator), horses, cattle, dogs and other animals are not permitted on school grounds.

Middle school and high school animal dissection may be a part of the biology and life sciences program. Students who express ethical or moral objections in advance shall not be required to participate in dissection activities. These students will be given alternate assignments.

USE OF SCHOOL FACILITIES BY STUDENT GROUPS

School facilities may be used by student groups whose primary purpose is to foster student interest in political, community service, social, recreational, or educational activities. All student groups shall have a designated adult sponsor. Sponsors of student religious groups shall not unduly advocate any religion or religious beliefs.

Groups must obtain permission for the use of the facility in advance from the building principal or designee. If so designated, a responsible adult monitor approved by the building administrator must be present. Non-school personnel may not participate in group activities unless approved in advance by the building principal. Persons whose presence creates an unreasonable risk of danger to the school or to the students shall not be permitted to participate in school group activities.

INDEPENDENT TRIPS

From time to time, opportunities are offered for students to travel to other countries or have other unique experiences (ski trips, etc.) as part of a non school-sponsored trip. Most often, these are offered through teachers of foreign language classes or social studies classes but may also be offered through outside groups. Please be aware that these trips are independently organized. Planning and information sharing is done outside of school time and off school property. Many families choose to take this opportunity, but it should be clear on the information and permission forms that these trips are not school-sponsored and the school system accepts no responsibility or liability for these trips.

Section 504 of the Rehabilitation Act of 1973

Arlington Public Schools identifies, evaluates and provides appropriate educational accommodations to students who are identified with a disability within the meaning of Section 504 of the Rehabilitation Act of 1973. A Section 504 Compliance Officer is responsible for monitoring the implementation of the policy and holds an impartial hearing whenever necessary.

When a referral for possible identification under section 504 is received, the building principal (or designee) initiates the 504 process described in the School Board Policies. The process includes gathering referral information, notifying parents and staff, holding the local screening and, if necessary, developing and monitoring the Section 504 Plan. For additional information, see the application process described in the School Board Policies and/or Section 504 Guidelines (December 2002). To obtain copies of the policy, the Section 504 Guidelines, or to receive more information, call or write:

Dr. Janice Siegel, *Section 504 Compliance Officer*
Office of Pupil Services – 3rd Floor
Arlington Education Center
1426 N. Quincy Street
Arlington, Virginia 22207
703-228-6061

Counseling Services

The counseling program in the Arlington Public Schools assists students to develop in academic, career and personal/social areas through the guidance curriculum; individual student planning and counseling; responsive services; and systems support. The guidance curriculum focuses on teaching students competencies in areas such as study skills, communication, problem solving, conflict resolution, responsibility, career development and peer relationships through structured classroom activities. Counselors may assist students in resolving personal and social issues that impact upon their education performance through short-term individual or small group counseling. Arlington Public Schools has Substance Abuse Counselors assigned to schools to support high school students who may be exhibiting concerns related to substance abuse.

A positive relationship between school and home helps to foster the academic, social and emotional growth of children. Counselors invite parents to meet with them concerning their child. Parental permission is required for students to participate in either individual counseling (more than three sessions) or in small group multi-session counseling which focuses on specific concerns except in cases of crisis intervention or when parents/guardians cannot be reached after documented efforts. Parents may review the materials, which are used in the school counseling program by contacting the counselor in the school that their student attends. Parents/guardians must notify the school in writing if they do not want their child to participate in the personal/social guidance curriculum.



RIISING ACHIEVEMENT • ELIMINATING THE GAP • RESPONSIVE EDUCATION • EFFECTIVE RELATIONSHIPS

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★ First Day of School

■ Holidays

● Elementary Parent-Teacher Conferences - No School for Elementary Students

◆ Teacher Work Day - No School for Students

□ Middle School Parent-Teacher Conferences - No School for Middle School Students

★ High School Last Day

● Middle School Last Day/High School Graduation

◆ Elementary Last Day

□ Make-up Days, if needed

◇ First Day of Summer School

◀ Last Day of Elementary/Middle Summer School

○ Last Day of High School Summer School

FOR OTHER DATES SEE:

Important Dates for 2007-08p. 6

Closings & Delays, Makeup Days, Early Release and School Hoursp. 7

Grading Periodsp. 15