ANNANDALE HIGH SCHOOL PTSA

A-Z PARENT HANDBOOK

Annandale High School
4700 Medford Drive, Annandale VA 22003
703-642-4100 Main Phone
703-642-4151 Attendance
703-642-4255 Fax
www.fcps.edu/AnnandaleHS

Annandale HS PTSA
www.annandalehsptsa.org

ANNANDALE HS PTSA OFFICERS & COMMITTEE CHAIRS (2009-2010)

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	Frost: Jan Kaplan	liaisonFrost@annandalehsptsa.org
	Poe Middle School: Jaye Webb	liaisonPoe@annandalehsptsa.org
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Liaisons for Private, Catholic & Christian Schools	Immanuel: OPEN	
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School Improvement Plan	Laura Walter	schoolimprovement@annandalehsptsa.org
SLEEP Coordinator & School Lobby	Kim Wright	sleep_rep@annandalehsptsa.org
Volunteer Coordinators	Jaye Webb	volunteerCoord@annandalehsptsa.org
Web site	Vasantha Rayman	websiterep@annandalehsptsa.org

A-Blast. Award-winning newspaper produced by AHS journalism students and printed in partnership with The Washington Post. Students can pick up free copies in the front lobby of AHS. Subscriptions are also available for home delivery. Go to www.thea-blast.org.

Academy programs. A HS academy is a center within an existing HS that offers advanced technical and specialized courses that successfully integrate career and academic preparation. AHS does not house an Academy; however, 6 other FCPS HS's do, and AHS students may choose to attend academy classes during the regular school day (transportation is sometimes provided by FCPS). Go to http://www.fcps.edu/DIS/OCTE/academies/index.htm for more information.

After School Programs (see Clubs and Activities)

All-Night Graduation Party. Held the evening of graduation (typically at a nearby recreation center), this drug- and alcohol-free celebration for graduating seniors is sponsored by the PTSA, and the costs are partially underwritten by mulch sales and other fundraising efforts. Tickets are sold well in advance.

Annandale Neighborhood Center. The Fairfax Co. Government and FCPS partner to operate a Neighborhood Center in Annandale. The center is housed behind AHS in a trailer unit. The work of the Neighborhood Center focuses primarily on strengthening family relations, promoting social and emotional health and well-being, supporting the education and development of student(s) and youth, and developing community engagement and leadership development. ANC is operated by Alternative House.

Appropriate Clothing (see Dress Code)

Assistant Principals. Assistant Principals are assigned specific departments and grades to oversee, as well as disciplinary oversight of a section of the student body. The assignments – in part - are as follows:

ASST PRINCIPAL	CLASS OVERSIGHT	STUDENT DISCIPLINE
Aaron Schneider	Junior	A-Cl
Vince Randazzo		Cm-Ho
Jamie Carayiannis	Senior	Hp-Moo
Pam Gravitte	Freshman	Mor-Sav
Pamela Brumfield	Sophomore	Saw – Z

Athletic Participation. All AHS students in good academic standing may try out for athletic teams at AHS. Tryouts are generally held in early August for Fall sports; Winter sports tryouts occur in late October/November; Spring sports tryouts are in February. Students are notified of these opportunities via Daily Announcements.

In order to receive a Varsity Letter, the athlete must be a member of the Varsity team the entire season, maintain a satisfactory GPA (2.0 is generally the minimum), and return their equipment and complete uniform at the end of the season. Freshmen and JV players will receive a certificate of participation.

Attendance. If your student is going to be late or absent, you must contact the Attendance office at 703-642-4151 as soon as possible. For an out of school appointment during the school day, please send a note in with your student to bring to the Attendance Office at the beginning of the school day. You must come into the school, present a photo I.D. and sign your student out at the Attendance Office for their appointment. Go to **http://www.fcps.edu/AnnandaleHS/Attendance/atten.htm** .

Abbreviations Used in this Document:
AHS = Annandale High School
ES = Elementary School
FCPS = Fairfax County Public Schools
HS = High School
MS = Middle School

B

Back to School Night. This event (scheduled for September 23, 2009 at 6pm) is for parents/guardians of all students at AHS. Parents are strongly encouraged to attend. Attendees will follow a modified version of their student's daily schedule, meeting the teachers and other critical staff members, and learning about curricular goals and expectations.

Band Performances. Go to http://www.fcps.edu/AnnandaleHS/Band/schedule.htm.

Bell Schedule (Regular). School begins at 7:20am and ends at 2:00pm.

RED DAYS

7:20-8:46	Period 1
8:53-10:19	Period 3
10:26-12:25	Period 5 (and Lunch)
12:32-2:00	Period 7

WHITE DAYS

7:20-8:46	Period 2
8:53-9:33	Period 4 (Flex 1)*
9:39-10:19	Period 4 (Flex 2)*
10:26-12:25	Period 6 (and Lunch)
12:32-2:00	Period 8

*see **Flex** for information about Flex Periods

Bistro ("The Bistro"). The Bistro is AHS's "restaurant," part of the Culinary Arts Program. They serve a three-course lunch at the Bistro on selected Thursdays. The students prepare, serve and treat you to a meal as fine as one you would have at any high-end dining establishment. The Bistro also caters for the public, and once a year hosts a 5-course fixed price dinner as a fundraiser. To be placed on the email distribution list for lunch, please email Christine.Glonginer@fcps.edu.

Blackboard (also known as 24-7 Learning). This online resource allows FCPS to extend learning beyond the traditional school day and beyond school facilities. Students, parents, and teachers are invited to use FCPS 24-7 Learning to access homework and classroom assignments, view class calendars, explore links to enrichment activities, and much more. Go to http://fcps.blackboard.com/webapps/portal/frameset.jsp

Block Scheduling (aka "Red" & "White" days). AHS students do not attend all classes every day, but follow a "Red" and "White" block schedule. On Red Days, students attend Periods 1, 3, 5 and 7. On White Days, students attend Periods 2, 4, 6 and 8. (**see also Bell Schedule**)

Building Hours/Access after Hours. The main office and student services office is open from 7am-4pm daily. Classrooms and storage areas (orchestra, band) are often locked by 2:30 or 3pm as staff/faculty depart. The building is often open until at least 6pm (if not much later, depending on the day) due to community activities and sports events.

C

Cafeteria. Breakfast begins at 6:45 a.m. Lunch is served according to school schedule (see **Lunch Periods**). The cafeteria can be reached at 703-642-4121. Daily menu selections are posted on the Daily Announcements emails. You can also download a copy of the monthly menus from http://www.fcps.edu/fs/food/food_at_school/

Calendar of Events. School events are posted on the school website: http://www.thezonelive.com/zone/public/6/schoolHome.asp?i=15480. Clicking on "Calendar" on the left will take you to a calendar that is viewable by day, week, month or year. Go to http://www.annandaleatoms.com/index.cfm?action=main.calendar to see AHS sports events.

Career Center. The Career Center is located in the Student Services Suite. Students can find resource materials such as college catalogs, career information, job information, and other career-related information. Students may use the Career Center during FLEX periods, lunch periods and after school. The Career Center is open on Thursday evenings from 6:00 to 8:00 p.m.

Cell Phones. A student may possess a cell phone, but it must be turned off, out of sight, and used only with a principal's authorization. If this rule is not followed, the phone will be confiscated and returned only to the student's parent or guardian.

Choral Performances. AHS has several award-winning choral groups. A list of performances for 2009-2010 can be found on their website at http://www.fcps.edu/AnnandaleHS/AHSChoral/Dates.htm

Class Schedules (individual). Students begin the process of selecting classes for the next school year in February. Individual schedules will be handed out to students/parents/guardians 7-10 days prior to the first day of school. Students may ask to switch classes or change their schedules; however, some classes (IB and pre-IB) require a teacher's consent and cannot be dropped until the end of the quarter.

Clubs and Activities. For a comprehensive list of sports, clubs, extra- and co-curricular activities, go to http://www.fcps.edu/AnnandaleHS/StudentActivities/studentact.htm.

Collaboration Day. Teachers hold a "collaboration" day on most White Wednesdays throughout the year (roughly twice a month). On these days, the teachers hold departmental meetings from 7:15 a.m. to 8:20 a.m. Freshmen must arrive to school at the regular time and will participate in a mandatory Freshman Transition Program. Sophomores, Juniors and Seniors who ride a bus or arrive at school before 8:20 a.m. must report to the Main Gym until the warning bell rings at 8:20 a.m. The Collaboration/Freshmen Transition Program dates for 2009-2010 are as follows:

September 16, 30
October 21
November 4, 18
December 2, 16
January 27
February 10, 17
March 3, 17
April 7, 14, 28

Courier. The *Courier* is the quarterly newsletter published by the AHS PTSA. Beginning this year, you will receive a copy of the summer edition in the mail. The other three editions will be delivered electronically and posted to the PTSA website.

Counselors (see Guidance Counselor)

Course Catalogue. The AHS Course Catalogue is available online at http://www.fcps.edu/AnnandaleHS/08-09%20Catalog%20.pdf

D

Daily Student Bulletin(s). Each new school year, parents should electronically update the information on their student's Emergency Care form using the WeCare@School link on the parent's Blackboard/ 24-7 Learning account (please remember to hit "Submit" when you are done editing). This information, when submitted electronically, is used by AHS and FCPS to send email bulletins, including the daily student bulletin, PTSA notes, and emergency announcements.

Dance Policy. Dances are planned and coordinated by the SGA and the Activities Director. The dances are open to AHS students and their dates; however, dates who are non-Annandale students must be registered in the main office prior to the day of the dance. All dances end by 11:00 p.m.

Delayed Openings/Closings. Delayed openings and closings are posted on the FCPS website. If you register through Keep in Touch (KIT) you will also receive e-mail and/or text notification. If the school opening is delayed, the students will follow a modified schedule.

Dress Code. Any clothing that interferes with or disrupts the educational environment is unacceptable. Clothing with language or images that are vulgar, discriminatory, or obscene or clothing that promotes illegal or violent conduct, such as the unlawful use of weapons, drugs, alcohol, tobacco, or drug paraphernalia, or clothing that contains threats such as gang symbols is prohibited. Clothing should fit, be neat and clean, and conform to standards of safety, good taste, and decency. Clothing that exposes cleavage, private parts, the midriff, or undergarments, or that is otherwise sexually provocative, is prohibited. Parents of students requiring accommodation for religious beliefs, disabilities, or other good causes should contact the principal. Students not

complying with this code will be asked to cover the non-complying clothing, change clothes, or go home. Repeated infractions will result in disciplinary action. For more information, go to http://www.fcps.edu/ss/linkedfiles/SRR/fcpsdresscode04-05.htm

E

Electronic devices. Electronic Devices are expensive and easily lost or stolen. They would be best left at home. Devices that are brought to school must be turned off during school hours and stowed securely in the student's locker. Any electronic devices that are found will be confiscated and turned in the Safety and Security Specialist. The parent/guardian will be required to retrieve the device from the Safety and Security Specialist.

Emergency Care Information Form. All students are required to have an Emergency Care Information Form on file. Forms can be obtained online at http://www.fcps.edu/DIT/forms/se3.pdf In addition, forms can be completed online by logging onto the parent's Blackboard/24-7 account and then entering the information under "WeCare@School." (Remember to hit "Submit" after filling in/editing the form).

Extra-Curricular Activities (see Clubs and Activities)

F

Fees. Fees are collected during the first 2 weeks of school for gym uniforms (for new students), and some classes may require additional fees for certain supplies.

Flex Period. On White Days, students also have a "Flex" period during W4. Students will go to 2 of their 7 classes – the schedule rotates - during this flex period. Teachers define how the time will be utilized. Go to http://www.fcps.edu/AnnandaleHS/Calendar/netcal.htm to view the Flex Calendar.

Forgotten Items (items left at home, items left at school). If your student leaves an item at home, you may bring it to the school and leave it in the main office (labeled). Administrative staff will send a message to your student if requested. If your student leaves an item at school, please note the Building Hours are 7am-4pm, and many classrooms and storage areas are locked shortly after the school day ends at 2pm.

G

Gold Cards. All AHS athletes participating in a fall sport are expected to sell Atoms Gold Cards (discount cards with local, regional and national savings) to help support their sport. Gold Cards are sold in August to friends and neighbors in the communities around AHS. Winter/Spring athletes use other fundraising approaches.

Grading Scale. The Fairfax County School Board voted to approve (May 2009) a new grading scale for all FCPS students that will go into effect beginning with the 2009-10 school year. The new grading scale is as follows:

A	(93-100) = 4.0	C-	(70-72)=1.7
A-	(90-92) = 3.7	D+	(67-69)=1.3
B+	(87-89) = 3.3	D	(64-66)=1.0
B	(83-86) = 3.0	F	(below 64)=0
B-	(80-82) = 2.7		
C+	(77-79) = 2.3		
C	(73-76) = 2.0		

In January 2009, the School Board voted to increase the grade point weight for Advanced Placement (AP), International Baccalaureate (IB), designated dual enrollment college, and honors courses. A student enrolled in an AP or IB course is granted an additional .5 weight—for a total of 1.0—added to his or her grade point average (GPA) for each course.

Beginning with the 2009-10 school year, a student who takes an honors course will receive an extra .5 weight to his or her GPA for each honors course taken. As of August 2009, no decision has yet been

made as to whether or not the .5 weight for each honors course will be retroactive for all current high school students.

Guidance Counselors. Students are assigned to Guidance Counselors by student last name.

COUNSELOR	STUDENT LAST NAME	TELEPHONE
Hickman	A - Ba	Ext 4375
Templer	Be - Coq	Ext 4125
An	Cor - Fue	Ext 4130
Foliaco	Ful - Hun	Ext 4133
Oundee	Hur - Le	Ext 4128
Ferrara	Led - Moi	Ext 4132
Valencia	Moj - Pa	Ext 4127
Crump-Strawderman	Pe – Sal	Ext 4124
Wheeler	Sam - To	Ext 4129
Lockard	Tr - Z	Ext 4131
Reyes	SAM Program	Ext 4221

H

Hall passes. Any student who leaves the classroom during class must have a written hall pass issued by the teacher.

Homecoming. Homecoming celebration is typically held in October. It includes a home football game on Friday night, class float competition, the election of the Homecoming King/Queen (and their court), and the Homecoming Dance is held the Saturday of that week. AHS alumni often attend the football game and hold events in conjunction with this celebration.

Honor Society(s). AHS is a chapter member of the National Honor Society. http://www.fcps.edu/AnnandaleHS/StudentActivities/NHS/index.htm. Students will be notified of their eligibility to apply to the National Honor Society. Induction takes place in November,

There are various other honor societies that eligible students can apply to join, including:

DECA Honor Society
French Honor Society
Latin Honor Society
Math Honor Society
National Art Honor Society
National Business Honor Society
Quill & Scroll Honor Society for HS Journalists
Science Honor Society
Social Studies Honor Society
Spanish Honor Society
Thespian Society
Tri-M Music Honor Society

I

Interims (see Report Cards)

International Baccalaureate (IB) Program. Every high school in Fairfax County offers advanced academic programs – International Baccalaureate (IB) and/or Advanced Placement (AP) classes. AHS is an IB school, offering the IB Middle Years Program certificate, individual IB class certificates as well as the full IB diploma. There are also a few AP classes offered. For more information, go to http://www.fcps.edu/AnnandaleHS/MYP/index.htm and http://www.fcps.edu/AnnandaleHS/IB/Main.htm.

International (or Diversity) Night. Held each Spring, International Night is a multi-cultural, much-anticipated evening of performances by AHS students and their families.

J

K

Keep In Touch (KIT). The KIT system is the main communication system for FCPS. Through KIT, information is distributed regarding closings and delayed openings, school announcements, community outreach messages, and information about specific schools. Go to www.fcps.edu/kit to sign up and/or update your subscription.

L

Late Busses. Late Busses are free and provided for students staying after school to meet with faculty or participate in extra-curricular activities. Late busses leave AHS at 4:30pm on Monday and Wednesday afternoons (only) to return students to their neighborhood stops. There are fewer busses, so they may take a different route than the regular bus.

Library. AHS has an excellent library. The hours are 7am-3:30pm Mon-Thursday; 7am-2:45pm on Friday. Students may check out books (using their student ID #) for up to 3 weeks. There are no fines, but students' check-out privileges will be suspended until books are returned. Go to http://www.fcps.edu/AnnandaleHS/Library/index.htm

Locker Assignments. Lockers are assigned on a random basis. Students receive their locker assignments only after they return critical paperwork (requiring parent/guardian - and sometimes student - signatures) at the beginning of the school year. These forms include: Emergency Care Form, Attendance Policy, Health Information Form, Honor Code Pledge, FCPS Participation Policy and Student Responsibilities & Rights.

Lost Items

Replacing lost textbooks. The textbook will need to be paid for before a new one will be issued; if the lost book is subsequently found, family may be reimbursed.

Replacing lost library books. Students must pay for the lost book.

Lost & Found. Found clothing bin is in the cafeteria; items of value (glasses, jewelry, electronics) are brought the main office. Unclaimed items are eventually donated to a local charity.

Lunch Payment. High School lunch costs $2.75/student. Parents are encouraged to prepay for school meals for the month, week, or day. ES, MS and HS students use school-issued cards and Personal Identification Numbers (PINs). Parents may specify how payments are to be used by their student(s) - lunch and breakfast only, or lunch and a la carte snacks. Parents have 2 options for pre-payment:

- **Online** myLunchMoney.com
  Easy-to-use, convenient, private, and secure. There is a convenience fee. Parents can check the fund account and usage anytime from the home computer or phone.
- **Check** written to Annandale High School Food and Nutrition Services. A detailed printout of student purchases is available upon request.

Balances from the previous year remain in the student account and are moved to the new school for graduates to middle and high schools.

Lunch Periods. When your student eats lunch depends on what type of class they have for R5 or W6. Information will be provided in the same welcome packet that contains the student schedules for the year.

Lunch Schedule	
A Lunch	10:26 - 10:54
B Lunch	10:54 - 11:24
C Lunch	11:24 - 11:54
D Lunch	11:54 - 12:25

M

Map of the School Building. Maps are provided in the student packets provided with student schedules in August. Maps can also be obtained from the main office.

Menu(s). Daily lunch menu selections are posted on the Daily Announcements emails. You can also download a copy of the monthly menus from http://www.fcps.edu/fs/food/food_at_school/.

N

Nurse/Clinic. The clinic is open from 7:20 am to 2:00 pm daily. Students who need to visit the clinic must have a teacher's pass from the class from which they are dismissed. If the clinic aide

determines that the student needs to go home, they will contact the parent/guardian to make arrangements. The clinic aide uses the information on the Emergency Care Information Form to contact the parent/guardian; therefore it is very important to have the information on file.

If a student needs to take a medication (whether prescription or over the counter) during school hours, a parent/guardian must submit a completed medication form along with the medication *in its original bottle* to the clinic.

O

Orchestra Performances. A list of orchestra performances can be found at http://www.fcps.edu/AnnandaleHS/Orchestra/index.htm

P

Parent Liaison(s). Parent liaisons connect families with the appropriate personnel within the school or the community in order to meet the child's needs. Parent liaisons also work with parents to help them become comfortable communicating with staff members and participating in the PTSA and school activities. Liaisons are available to assist parents who speak Korean, Spanish, Vietnamese, Urdu, Hindu, French, Mandarin and Cantonese. Contact Assistant Principal Gravitte at 703-642-4218 or see http://www.fcps.edu/AnnandaleHS/ParentResources/parentlasons.htm.

Parent Teacher Student Association (PTSA). The PTSA meets on the third Tuesday of each month. The PTSA provides supports to families, staff and students through funding of student and faculty programs, parent education and various activities throughout the year. The PTSA also publishes a quarterly newsletter and provides up-to-date information about many issues on the PTSA website, found at www.annandalehsptsa.org.

Parking. Parking is only available for seniors. Applications for parking tags will be made available during the first week of school. Spaces will be assigned utilizing a lottery system. If a student is awarded a parking space, they must pay the $200 fee established by the Fairfax County School Board.

P.E. Uniforms. All students who participate in PE classes (mandatory for Freshmen and Sophomores) are required to wear the school-mandated PE uniform. Information regarding the purchase of PE uniforms will be made available from the PE teachers during the first week of school.

Prom. The senior prom is organized by the senior class leadership each year. It is generally held in May at an offsite location.

Publications. AHS students produce numerous publications throughout the year, including the yearbook, newspaper and literary magazine. The publications are open to all students who wish to contribute. Further information can be found at http://www.fcps.edu/AnnandaleHS/StudentActivities/studentact.htm.

Q

R

Report Cards and Interims. Interim grade reports will be mailed to parent/guardians each quarter. Report cards are mailed to parents shortly after the end of each academic quarter.

	Interims	Report Cards Mailed
1st quarter 9/8-10/30	10/5	10/8
2nd quarter 11/4-1/28	12/11	12/17
3rd quarter 2/2-4/9	3/3	3/8
4th quarter 4/13-6/21	5/7	5/12

S

Safety/Security. The Safety and Security specialist can be reached at 703-642-4240. A School Resource Officer, who is employed by the Fairfax County Police Department, is also assigned to AHS. He can be reached at 703-642-4116.

School Nurse/Clinic (see Nurse)

Season Passes for Athletic Events. You can purchase season passes for AHS athletic events at http://www.annandaleatoms.com/index.cfm?action=main.fileslinks. (Click on 2009 Booster Membership form).

Sports Events/Calendar. The sports events calendar is located online at www.annandaleatoms.com. The Athletic Department maintains a message hotline for information regarding scheduled practices, games, cancellations and other information related to AHS athletics. The hotline phone number is 703-883-4700.

Social Worker. AHS has a full time social worker. She can be reached at gail.grindstaff@fcps.edu.

Student Handbook. The Student Handbook is available online at http://www.thezonelive.com/zone/02_SchoolStructure/VA_AnnandaleHS/handbook.pdf.

Student IDs. Each student in FCPS has a numerical ID. This number does not change while the student is enrolled, regardless of the school(s) he/she attends. Students should memorize this number as it is used for initial access to Blackboard and is used as a PIN for the cafeteria lunch cards and for borrowing library books.

Summer Program. The FCPS summer school program for high school students provides opportunities at base schools for credit recovery, ESOL, SOL test remediation and testing for Fairfax County Public Schools students only. FCPS and eligible non-FCPS students can earn first-time, new course credit through the high school Online Campus Program.

Supply Lists. Teachers provide class supply lists/requirements the first week of school.

T

Teachers/Staff. The list of e-mail addresses for the AHS faculty and staff is available online at http://www.fcps.edu/AnnandaleHS/ParentResources/annandalehs.htm.

Translators (See Parent Liaisons)

24/7 Learning, 24/7 Parent View (see Blackboard)

U

V

W

Weather closings. Any decision regarding school closings is communicated to all local radio and TV stations and is posted on the FCPS website at www.fcps.edu. You can also choose to receive text updates through the KIT system. Please do not phone the school for information.

Website. You can access the AHS website at www.fcps.edu/AnnandaleHS. The PTSA website is accessible at www.annandalehsptsa.org. The athletic program website is accessible at www.annandaleatoms.com.

X Y Z