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The Freshman Handbook is a Publication of the Oakton High School Student Services Department
FRESHMAN FUNDAMENTALS

Attendance

- When you are absent, you must have your parents/guardians call the attendance line that day to give the reason for the absence. (703) 319-2727.

- If a phone call is not made on the day of the absence, your parent/guardian must call the next day or you need to bring a parent note to the grade level office by 7:30 am the next day. Absences not called in within two days will automatically be change to unexcused.

- The following are considered excused absences:
  
  Illness of student  
  Death in the family  
  Medical or dental appointment  
  Observance of religious holidays  
  Suspensions (in most cases)  
  Approved pre-arranged absence  
  Other reasons accepted by the principal

Students need to check in at the grade level office.

Important: Car trouble, missed bus, pupil placement transportation problems, and oversleeping are not excused.

- You cannot leave the school grounds for any reason during the school day, including breaks and lunch periods, without a check-out pass.

- If you must leave school, you must bring a note, signed by your parent/guardian, to the grade level office before school. The note should include: your name, date, time for check-out, reason, and a daytime phone number where the parent/guardian can be reached. You then show the pass to your teacher when it’s time to leave, then report to the main office for check-out.

- You need to meet your parent in the front of the school. If you leave school without a check-out pass, your absence from the classes you miss will be unexcused.

- If you arrive at school after 7:30 am, you must check in and receive a check-in pass through the grade level office immediately upon arriving even if you arrive during break or lunch. You must bring a note, signed by the parent/guardian, stating your full name, date, reason for tardiness, and probable time of arrival.

*See Student Rights and Responsibilities Handbook; Oakton High School Student Services Handbook; FCPS website and/or Oakton Website for a detailed information regarding attendance policies/procedures AND information regarding conduct/dress code.*
**Conduct**

- You must observe all the rules in the *FCPS Student Rights and Responsibilities Handbook*, which must be reviewed and signed by all students and parents.

- In addition, you must adhere to the following Oakton High School conduct guidelines:
  
  - *No hats in the building*
  - *All students must use the Burgundy Student Handbook signed by a teacher to be in the hallway during class time.*
  - *All students need to be kind and respectful to each other*
  - *No use of cell phones during school day*

**Dress Code**

- You are expected to dress appropriately for a K-12 educational environment. Clothing should fit, be neat and clean, and conform to standards of safety, good taste, and decency.

- You cannot wear clothing with language or images that are vulgar, discriminatory, or obscene; 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.

- You cannot wear clothing that exposes cleavage, private parts, the midriff, undergarments, or that is otherwise sexually provocative. Examples of prohibited clothing include but are not limited to:

  - *sagging or low-cut pants*
  - *low-cut necklines that show cleavage*
  - *tube tops, halter tops, backless blouses or blouses with only ties in the back*
  - *studded belts, chain belts*
  - *clothing constructed of see-through materials*

- You are not allowed to wear head coverings unless required for religious or medical purposes. If you require accommodations for religious beliefs, disabilities, or other reasons, your parents or guardians must contact an administrator.
**Academic Issues**

- For schedule problems see your counselor in the Student Services Office.
- Make-Up work: If you miss school and your absence is excused, your make up work receives credit. If your absence is unexcused, your make up work will not receive credit. Any exception to this practice requires the principal's approval.
  - It is your responsibility to contact the teacher of each class missed to arrange make-up work on your **first day** back in school, regardless of burgundy or gold days. Therefore, if you are absent one day, work must be made up in one day; if you are absent two days, work must be made up in two days, and so on up to ten days. For absences exceeding ten days, work must be made up in ten days. Exceptions to this rule may be made by individual teachers. Best if you check Blackboard to keep up to date.
- If you need extra help in a subject area, see your teacher. You can also receive tutoring support through the National Honor Society. For the names of private tutors, see your counselor.
- If you should lose your report card, or just need another copy, see your counselor.
- For a transcript for a summer program, see your counselor.
- For a work permit, see Ms. Bennett in the Main Office before or after school or during lunch. Form can be downloaded from the website www.fcps.edu/OaktonHS under Guidance.

**Blackboard**

This is an online resource that allows you to access homework and classroom assignments, view class calendars, explore links to enrichment activities, and much more. At the beginning of each school year, FCPS 24-7 passwords are reset. You must enter your FCPS student ID number as your username and as your password. You will have to choose a new password as soon as you log in.

**Buses**

Late buses depart at 4:30pm on Wednesdays.

**Clinic**

- Clinic Hours: 7:15 to 2:15
- Generally, students go to the clinic for emergencies ONLY
- Usually, the student is sent back to class a short time later or the parent is notified.
- During class-times, students must use the **Student Handbook** as a pass, to be signed by the teacher.
- During lunch, walk-ins are welcome.
- A parent or guardian must bring in prescription medication to the Clinic and complete the proper paperwork.
- You can bring over-the-counter medications such as aspirin or Tylenol to the clinic, but you may NOT carry medicine with you during the school day.
Career Center
• This is your one-stop college, summer programs/opportunities, and career information center.
• It is open during the school day, before school, and during lunch.
• Ms. Marian Kendrick, the Career Center Coordinator, is available to answer student questions.

Family Connection
• Fairfax County has a special program called Naviance, which has a Family Connection module where you and your parents will have access to a lot of interesting and helpful information including, but not limited to a learning style and personality inventory, college and scholarship information, and resume building templates.
• You can get access to Family Connection via Blackboard.
• Log into your Blackboard Account. If you do not see the Family Connection Module already on the main page, then: Click Modify Content button Scroll down and click the Family Connection Module. Scroll down and click Submit
• It is extremely important that your email address be correct in your Blackboard Account. It should also be one that you check frequently. To check, add or modify your email in Blackboard: Click on Personal Information, then Edit Personal Information, Enter or edit your email address, click Submit. Once the above steps are complete, click the Access Family Connection link which will take you to the Family Connection site.

Oakton High School Website www.fcps.edu/OaktonHS
The OHS website contains information on everything you need to know about Oakton High. You can read the Daily Announcements on the website.

Library Media Center
• The Library Media Center is open Monday, Tuesday, Thursday and Friday 7:00 am to 3:00 pm; Wednesday from 7:00 am to 4:00 pm
• It’s a great place to get work done that you didn’t do at home!!!
• You can use the computers in the Library Media Center for school work. There is a charge for printing during non-class time use.
• If you need to make a photocopy, there is a photocopier and the fee will be .10 cents.

Locker Problems
• For “Locker Malfunctions,” go to the Security Office.
• If you forget your locker combination, go to Student Services Office.

Lost and Found
• If you have misplaced a book or personal item, check all of your classrooms and/or the other places you have been.
• If you still can’t find it check with the Security Office.

School Needs/Supplies
• Oakton High School does not have a school-wide supply list. Teachers will tell you what sup-
GRADUATION REQUIREMENTS

To Graduate from High School*

• You must meet the minimum requirements for either the 22 credit Standard Diploma or the 24 credit Advanced Studies Diploma.
• You can earn an Advanced Placement Studies Diploma by taking a minimum of five AP courses and earning 3’s on the corresponding exams.
• Under special circumstances and with permission, a student may earn a Modified Diploma.
• A standard unit of credit is earned by completing 140 hours of instruction and by passing the course.
• Each diploma type requires a specific number of verified credits in Math, Science, History, Science and English.
• A verified credit is earned when you pass a course and the associated end-of-course SOL test.
• In some cases, substitute tests, certifications, or the appeal process may be used to earn verified credits.
• You can receive credit toward graduation for math and foreign language high school courses taken in middle school. These courses count toward credits in the required sequences as well as toward the total number of credits required for graduation and calculation of the grade point average (GPA).
• In order to earn the Advanced Studies Diploma, students must earn three credits in one foreign language or two credits in each of two different foreign languages. If you have experience outside of school with a language other than English, you can take an exam to assess your native language proficiency. If you do well on this test, you could possibly earn two credits toward fulfilling the two-plus-two option for the Advanced Studies Diploma. (You may not already have two or more credits in the tested language on your their transcript nor be enrolled in an FCPS course in that language.)
• You can earn a special Seal for Excellence in Civics Education on your diploma by completing 50 hours of voluntary participation in community service or extracurricular activities. (Additional criteria includes earning either a Standard or Advanced Studies Diploma, having good attendance and no disciplinary infractions, and completing Virginia and United States History and Virginia and United States Government courses with a grade of B or higher.)

*See Course Description Guide, Oakton Student Services Handbook; FCPS Standard Course Offering booklet, FCPS website and/or Oakton Website for detailed information regarding diploma types, specific course requirements, verified credits, SOL Tests, etc.
### ADVANCED STUDIES DIPLOMA
#### 24 Credit

<table>
<thead>
<tr>
<th>Subject Area</th>
<th>Standard Credits</th>
<th>Verified Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>4</td>
<td>2</td>
</tr>
<tr>
<td>Mathematics(^1)</td>
<td>4</td>
<td>2</td>
</tr>
<tr>
<td>Laboratory Science(^2)</td>
<td>4</td>
<td>2</td>
</tr>
<tr>
<td>History and Social Science(^3)</td>
<td>4</td>
<td>2</td>
</tr>
<tr>
<td>Foreign Languages(^4)</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Health and Physical Education</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>Fine Arts or Career and Technical Ed</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Electives</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Student Selected Test(^5)</td>
<td></td>
<td>1</td>
</tr>
</tbody>
</table>

**Total Credits** 24

9: 2 English; 2 mathematics; 2 science; 2 history/social science; 1 student selected

### STANDARD DIPLOMA
#### 22 Credit

<table>
<thead>
<tr>
<th>Discipline Area</th>
<th>Standard Credit</th>
<th>Verified Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>4</td>
<td>2</td>
</tr>
<tr>
<td>Mathematics(^1)</td>
<td>3</td>
<td>1</td>
</tr>
<tr>
<td>Laboratory Science(^2,6)</td>
<td>3</td>
<td>1</td>
</tr>
<tr>
<td>History and Social Sciences(^3,6)</td>
<td>4</td>
<td>1</td>
</tr>
<tr>
<td>Health and Physical Education</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Fine Arts or Career and Technical Ed</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Electives(^4)</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Student Selected Test(^5)</td>
<td></td>
<td>1</td>
</tr>
</tbody>
</table>

**Total Credits** 22

6: 2 English; 1 mathematics; 1 science; 1 history/social science; 1 student selected
A Healthy Breakfast and Lunch Can Make a Difference in Your Day!

Studies have shown that people who eat breakfast perform better at school and work. Eating healthy at lunch will help you keep your mind sharp and ready to learn all afternoon. In fact, feeling good, looking your best and having lots of Energy are just some of the benefits of eating healthy food and exercising.

LUNCH- $2.50

BREAKFAST- $1.50

Free and reduced-price lunches are available to students unable to pay the full price of meals according to criteria based on household size and income.

• Applications for free and reduced price lunches are available at your local school or contact Food and Nutrition Services at 703-813-4800 or 703-813-4844. Applications are available in Arabic, Spanish, Korean, Vietnamese, Farsi, and Urdu.

• Fairfax County Public Schools (FCPS) offers myLunchMoney.com, an online prepayment service, to its students to pay for school breakfasts and lunches. The service enables families and employees to pay for meals with a credit or debit card, check balances, and add funds to their accounts via computer, phone, or fax.

• Lunch Card numbers and balances are transferred from your previous FCPS school.

• In compliance with federal law 108-265, Child Nutrition and Women, Infants, and Children (WIC) Reauthorization Act of 2004, the Fairfax County School Board adopted a wellness policy to promote student health and contribute to the reduction of childhood obesity. The Office of Food and Nutrition Services in conjunction with the office of Health and Physical Education and other affected departments, and with input from parents and students, developed guidelines to implement the policy.

• Visit http://www.fcps.edu/parents/schlunch.htm for more information regarding FCPS’ school lunch program as well as to obtain a Wellness Brochure.
SPORTS AND ACTIVITIES

Make new friends and discover a whole new world at school by participating in extracurricular activities. With activities that include sports, service clubs, culture clubs, and academic teams you are bound to find something you enjoy. Try something new. You never know—it could be your true calling. You can find out the times and locations of the club meetings by watching the school’s T.V. announcements. Check out Oakton’s website to find out the names of activity sponsors.
**Homecoming is a community event**

- It begins with Spirit Week which includes: a pep rally, class competitions, powder puff game, parade, varsity football game, and a dance.

**SPORTS**

- **Baseball**
  - Varsity Baseball
  - JV Baseball

- **Basketball**
  - Boys Varsity Basketball
  - Girls Varsity Basketball
  - Girls JV Basketball
  - Boys JV Basketball
  - Boys Freshman Basketball
  - Girls Freshman Basketball

- **Cheerleading**
  - Varsity Cheerleading
  - JV Cheerleading
  - Freshman Cheerleading

- **Crew**
  - CoEd Varsity Crew

- **Cross Country**
  - Boys Varsity Cross Country
  - Girls Cross Country

- **Dance Team**
  - Dance Team

- **Field Hockey**
  - Varsity Field Hockey
  - JV Field Hockey
  - Freshman Field Hockey

- **Football**
  - Varsity Football
  - JV Football
  - Freshman Football

- **Golf**
  - Varsity Golf

- **Gymnastics**
  - Girls Gymnastics

- **Lacrosse**
  - Boys Varsity Lacrosse
  - Girls Varsity Lacrosse
  - Girls JV Lacrosse
  - Boys JV Lacrosse

- **Soccer**
  - Boys Varsity Soccer
  - Girls Varsity Soccer
  - Girls JV Soccer
  - Boys JV Soccer

- **Softball**
  - Varsity Softball
  - JV Softball

- **Swim & Dive**
  - Varsity Swim & Dive

- **Tennis**
  - Boys Varsity Tennis
  - Girls Varsity Tennis

- **Track**
  - Girls Indoor Track
  - Boys Indoor Track

- **Track & Field**
  - Girls Outdoor Track & Field
  - Boys Outdoor Track & Field

- **Volleyball**
  - Girls Varsity Volleyball
  - Girls JV Volleyball
  - Girls Freshman Volleyball

- **Wrestling**
  - Varsity Wrestling
  - JV Wrestling
CLUBS

4H Club
American Red Cross
American Sign Language
Animal Interest
Art Club/Honor Society
Best Buddies
Black Cultural Awareness
Chinese Society
College Partnership
Color Guard
Crew
Cycle Interest Club
Debate
DECA
Drama Honor Society
Ecology Club
Economics Club
English Honor Society
Equestrian Interest Club
ESOL
Exercise Club
Family, Career, Community Leaders of America
Fashion Club
FBLA
Fellowship of Christian Athletes
Forensics
Freestyle Dance Club
French Honor Society
Freshmen (2012)
Frisbee
Future Medical Professionals
Future Movie Critics of America (FMCA)
German Club/Honor Society
GLI (Girls Learn International)
Go Club
Hip Hop Dance Club
History Honor Society
HOPE
Hope for Humanity (Global Abuse Society)
Ice Hockey Club
It’s Academic
Japanese Animation Club (Anime/Manga)
Japanese Club
Japanese Honor Society
Jewish Cultural Awareness
Juniors (2010)
Key Club
Korean Society
Latin Club/Honor Society
Latino Club
Leo Club (Lions Club International)
Magic: The Gathering Club (Card Games)
Math Team (Junior Math Team)
Math Team (Senior Math Team)
MESA
Model UN
Mu Alpha Theta (Math Honor Society)
Multimedia Club
Muslim Youth Club
National Business Honor Society
National Honor Society
Newcomers Club
Octagon
Opus – Literary Magazine
Outdoor Sports/Paintball (Interest Only)
Outlook – Newspaper
P.A.S. (Pursuing Academic Success)
Pen Pal the Troops
Percussion Ensemble
Philosophy Club
Physics Club
Poetry Club
Psychology Club
Quill and Scroll
Radio Club
Reader’s Club
Robotics
Rocketry
Rugby (Interest Only)
Russian Club
Science National Honor Society
Science Olympiad Club
Scuba Interest Club
Seniors (2009)
Ski/Snowboard Interest Club
Sophomores (2011)
Spanish Honor Society
Sports Medicine Club
Step Team
Strategy Club (Board Games)
Student Government
Technology Student Assoc. (Careers Club)
Writer’s Workshop
Theater Sports (Theater Club)
Tri-M Music Honor Society
Volleyball (Boys Club Team)
Yearbook
Young Democrats
Young Libertarians
Young Republicans
GETTING GOOD GRADES
(Study Tips From Students and Teachers)

Tasks for High School Learners: Are you up to the challenge?

• **Homework assignments**
  • Writing/reading
  • Worksheets
  • Thought provoking
  • Memorization
  • Journal entries

• **Studying skills**
  • Flashcards
  • Outlining chapters
  • Extensive notes
  • Memorization
  • Study groups

• **Projects**
  • Posters
  • Presentations
  • Research
  • Group projects
  • Skits and plays
  • Cooking
Learning Tips From Upper Classmen

Successful Students Always…
• Prepare for Class
  • Have all the materials you need
  • Complete all assignments and homework
  • Study for tests and quizzes (Even Einstein had to study!)
  • Be focused during class
  • Take extensive notes
  • Make up missed work, whether teachers award credit or not, because it will prepare
    you for future instruction.
• Prioritize
  • Use your time wisely
  • Do your hardest homework first (before you become too tired)
  • Stay organized
  • Balance academics and extracurricular activities
• Take Breaks
  • RELAX!!!
  • Take ten minute breaks now and then
  • DON’T BURN YOURSELF OUT!!!

The pitfalls of Low Grades… And How to Avoid Them
• Distractions (AIM, TV, video games, family, friends)
  • Schedule in your relaxation time
  • Self-control, RESIST!!!
• Lack of Study
  • Have someone quiz you to see if you really know the material
  • Form study groups
• Not getting enough sleep
  • Take 10-15 minute power naps
  • Use weekends to catch-up
• Bad time management
  • Plan ahead
  • Make a schedule for what you will do each day
  • Utilize the weekend wisely
  • PRIORITIZE!!!
• Lack of Motivation
  • Take interesting classes
  • Find a passion
  • Talk with friends/peers
  • Competition
  • Seek good teachers
• Problems with Teachers
  • Get to know your teacher’s expectations and personality
  • Be a respectful student
• Problems at Home
  • Talk with your counselor, who can help support you or refer you to someone who
    can help you.
  • Talk with the school social worker or psychologist.
  • Talk with a relative who knows you and your family.
  • Talk to someone at your church.
Tips for Studying Math:

• Each day in class listen actively, take good notes, and ask questions as needed.

• Some students find it helpful to read in advance the section in the book that will be discussed.

• Attempt every problem given in class. Make all necessary corrections, putting comments and reminders to yourself in the margin.

• When doing homework, first review your class notes. Then read through the examples for that lesson in the book before you begin working problems.

• Attempt each homework problem on the evening of the day you have had class. Be sure to show all steps. After you have worked the problems, check those which have answers in the back of the book. If your answer does not agree, find your mistake and correct it with notes, indicating your error. If you cannot find your mistake, call a classmate and ask for help. If you still do not understand, see your teacher the next day for an explanation.

• Memorize any definitions, theorems, or rules that are given during the lesson as if you were having a test on them the next day.

• Be sure you can explain the process used to solve the problems. When possible, explain a problem to a classmate who doesn’t understand. Teaching someone else is a good way to enhance your own understanding.

• Be a class participant. Ask questions. Volunteer to put a problem on the board. Remember that math is not a “spectator sport.”

• To study for a math test, review your notes and the highlighted material in your books. Select sample problems to practice and check answers.
**Tips for Studying Foreign Language:**

- Try to study an average 30 minutes every day, rather than attempting to catch up or cram before exams.
- Pay attention to all class activities, including the responses and recitation of other students. In many cases the class period is your only exposure to the target language.
- Make an effort to think in the language and avoid translating to English when hearing, reading, or speaking the language.
- Do homework carefully and thoughtfully, making special effort to understand what you write, rather than merely manipulating grammatical patterns.
- Study the corrections on homework, tests, and quizzes.
- Study vocabulary by means of assorted devices such as flashcards, lists, oral repetition and copying.
- Read for meaning without translation unless words are encountered that you cannot understand from context. Make a list of new words to learn from your reading.
- Continually review material covered earlier in order to maintain all skills.
- Practice your skills

**Tips for Studying Science:**

- Use a planner!
- Think one week in advance, and do as much work as possible on the weekend prior to due dates.
- Split up large tasks into several smaller ones. Schedule the small tasks on a planner and spread them out so you don’t have to deal with one large homework time block.
- Set up study groups. Exchange e-mail addresses and IM user names so that you can get in touch quickly.
- Use note cards.
- Ask for extra help
- Access Blackboard regularly.
- Keep an organized notebook and grade sheet.
- Just do the work.
Home Work!

Tips for Studying at Home:
Use the Burgundy Student Handbook Agenda guide to record assignments

Schedule
- Make a schedule of after school hours available for homework.
- Plan to complete the most difficult subject’s assignments first.

Location
- Study in the same location every day.
- Study somewhere other than your own room, if possible.
- Study in a quiet place with no one talking, including television.
- Music without words may be helpful if not too loud.

Use of Time
- Study for 20-30 minutes at a time.
- Take a break, go for a walk or have a snack (no sugar) for ten minutes—no longer.
- Resume studying for another block of time.
- If you find that you cannot finish your homework within a reasonable amount of time, see your teacher and/or counselor.

Methods
- **Visual:**
  Rewrite the notes you hurriedly took in class. (Save room on the page to add additional information the teacher may give you while covering the lesson in class or reviewing for a test.)

- **Auditory:**
  Read the chapter or story aloud to yourself.
  Read class notes aloud while studying and rewriting them in clearer form.
  Use a tape recorder to dictate vocabulary words and then play back words and definitions.
  Tape formulas, language notes, etc. then play back the notes and listen.

- **Kinesthetic:**
  Draw pictures, make posters, or highlight with bright colors words, rules, formulas, etc. That you need to remember.
  Using the index finger of the hand with which you write, underline the text as you read.