

WOODBRIIDGE MIDDLE SCHOOL

P.A.T.S

(Parents, Administrators, Teachers, Students)



PROACTIVE . LEARNING . DOCUMENT



2017 - 2018 SCHOOL YEAR

Angela B. Owens, Principal

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MOTTO

"WE'RE ALL IN THIS TOGETHER"

VISION STATEMENT

We believe in promoting an inclusive setting where all are **RESPECTED** and achievement is **EXPECTED**.

MISSION STATEMENT

At Woodbridge Middle School, our mission is to work together to ensure that each student will acquire skills and knowledge to achieve academic and personal success. As a result, we strive to ensure that no child is left behind. All students will be empowered with confidence and the desire to continue a journey of lifelong learning. We believe in promoting an inclusive setting where all are respected and achievement is expected through academics, technology, fitness, and the arts.

1. WMS will provide a rigorous and demanding academic program of studies. Learning will be both relevant and meaningful. All students will learn and strive for excellence in all content areas. A variety of methods – alternative and extended times, after school, summer sessions – as well as various settings for learning such as co-ed and same gender will be provided to meet the individual needs of students and increase academic performance.
2. WMS will remain current in technological advances and best research-based practices through professional reading, collaboration, and staff development.
3. WMS will conduct on-going formal and informal assessments of student performance. Emphasis will continue on academic proficiency and application assessments and portfolios and student-led parent conferences which enable students, teachers, and parents to be involved in the evaluation process. WMS will evaluate students through standardized tests mandated by PWCS and Virginia state regulations.

PURPOSE

The main purpose of the PATS document is to define Woodbridge Middle School's expectations, policies, and procedures to best facilitate a learning environment of mutual respect among/ between students, teachers, educational support professionals, parents/guardians, and administrators. The PATS document will serve as an organizational tool for the WMS school community and be used as one means of communication between the home and the school.



2017-2018 SCHOOL CALENDAR

August 2017

28 **First Day of School**

September 2017

4 Labor Day Holiday - **No School**

October 2017

9 Teacher Inservice/Workday - **No School**

11 **Interims (1st Quarter)**

November 2017

3 End of First Grading Period

6 Teacher Inservice/Workday - **No School**

7 Teacher Inservice/Workday - **No School**

10 Veteran's Day - **No School**

16 **Student-Led Report Card Conferences**

22-24 Thanksgiving Break

December 2017

20 **Interims (2nd Quarter)**

22-29 Winter Break - **No School**

January 2018

1 Winter Break - **No School**

2 School Reopens

15 Martin Luther King, Jr. Holiday - **No School**

26 End of Second Grading Period

29 Teacher Inservice/Workday - **No School**

February 2018

6 **Student Led Report Card Conferences**

19 Presidents' Day - **No School**

March 2018

13 **Interims (3rd Quarter)**

26-30 Spring Break - **No School**

April 2018

13 End of Third Grading Period

16 Teacher Inservice/Workday - **No School**

25 **Student Led Report Card Conferences**

May 2018

18 **Interims (4th Quarter)**

28 Memorial Day Holiday - **No School**

June 2018

8 End of Fourth Grading Period

8 **Last Day of School (1/2 day dismissal)**

20 **Last Report Card Mailed by June 27**



DAILY SCHEDULE

<i>START TIME</i>	<i>END TIME</i>		<i>COURSE(S)</i>	<i>TEACHER(s)</i>	<i>ROOM#</i>
		<i>PERIOD 1</i>			
		<i>PERIOD 2</i>			
		<i>PERIOD 3</i>			
		<i>PERIOD 4</i>			
		<i>PERIOD 5</i>			
		<i>PERIOD 6</i>			
		<i>Semester 1 Pd ___</i>			
		<i>Semester 2 Pd ___</i>			
		<i>Semester 1 Pd ___</i>			
		<i>Semester 2 Pd ___</i>			
		<i>LUNCH</i>			<i>CAFETERIA</i>

*The agenda is school property and should not be folded, bent, torn, or mutilated.
The agenda is to be carried at ALL times;
students are not permitted in the hallway without it.*



2017-2018 Bell Schedule

(25 minute lunches / 5 minute transition after lunches)

Dreamcatchers/Thunderbirds/Phoenix

Pocahontas/Gryffindor

	6 th	CO-ED	(1 Split)	6 th	GENDER
C1 (P1)	8:20	9:19	C1 (P1)	8:20	9:19
C2 (P2)	9:21	10:20	C2 (P2)	9:21	10:20
E1 (P3)	10:22	11:21	E1 (P3)	10:22	11:21
E2 (P4)	11:23	12:24	E2 (P4)	11:23	12:24
LUNCH E	12:24	12:49	C3 (P5)	12:26	12:54
C3 (P5)	12:54	1:55	LUNCH F	12:54	1:19
C4 (P6)	1:57	3:00	C3 (P5)	1:24	1:55
			C4 (P6)	1:57	3:00

Eagles/Otters

Pocahontas/Gryffindor/Bears

	7 th	CO-ED	(1 Split)	7 th	GENDER
E1 (P1)	8:20	9:19	E1 (P1)	8:20	9:19
C1 (P2)	9:21	10:22	C1 (P2)	9:21	10:22
LUNCH A	10:22	10:47	C2 (P3)	10:24	10:52
C2 (P3)	10:52	11:51	LUNCH B	10:52	11:17
C3 (P4)	11:53	12:54	C2 (P3)	11:22	11:51
E2 (P5)	12:56	1:55	C3 (P4)	11:53	12:54
C4 (P6)	1:57	3:00	E2 (P5)	12:56	1:55
			C4 (P6)	1:57	3:00

Falcons/Hawks

Pocahontas/Gryffindor/Warriors

	8 th	CO-ED	(1 Split)	8 th	GENDER
C1 (P1)	8:20	9:19	C1 (P1)	8:20	9:19
E1 (P2)	9:21	10:20	E1 (P2)	9:21	10:20
C2 (P3)	10:22	11:23	C2 (P3)	10:22	11:23
LUNCH C	11:23	11:48	C3 (P4)	11:25	11:53
C3 (P4)	11:53	12:54	LUNCH D	11:53	12:18
C4 (P5)	12:56	1:55	C3 (P4)	12:23	12:54
E2 (P6)	1:57	3:00	C4 (P5)	12:56	1:55
			E2 (P6)	1:57	3:00



LUNCH			ENCORE		
7 th A	10:22	10:47	7 th	8:20	9:19
7 th B	10:52	11:17	8 th	9:21	10:20
8 th C	11:23	11:48	6 th	10:22	11:21
8 th D	11:53	12:18	6 th	11:23	12:24
6 th E	12:24	12:49	7 th	12:56	1:55
6 th F	12:54	1:09	8 th	1:57	3:00

2017-2018 2-Hour Delay Bell Schedule

Dreamcatchers/Thunderbirds/Phoenix

Pocahontas/Gryffindor

	6 th			6 th	
C1 (P1)	10:20	10:30	C1 (P1)	10:20	11:00
LUNCH	10:30	10:55	LUNCH	11:00	11:25
C1 (P1)	11:00	11:30	C2 (P2)	11:30	12:10
C2 (P2)	11:30	12:10	E1 (P3)	12:10	12:50
E1 (P3)	12:10	12:50	E2 (P4)	12:50	1:30
E2 (P4)	12:50	1:30	C3 (P5)	1:30	2:10
C3 (P5)	1:30	2:10	C4 (P6)	2:10	3:00
C4 (P6)	2:10	3:00			

Eagles/Otters

Pocahontas/Gryffindor/Bears

	7 th			7 th	
E1 (P1)	10:20	11:00	E1 (P1)	10:20	11:00
C1(P2)	11:00	11:40	C1 (P2)	11:00	11:40
LUNCH	11:40	12:05	C2 (P3)	11:40	12:10
C2 (P3)	12:10	12:50	LUNCH	12:10	12:35
C3 (P4)	12:50	1:30	C2 (P3)	12:40	12:50
E2 (P5)	1:30	2:10	C3 (P4)	12:50	1:30
C4 (P6)	2:10	3:00	E2 (P5)	1:30	2:10
			C4 (P6)	2:10	3:00



Falcons/Hawks

Pocahontas/Gryffindor/Warriors

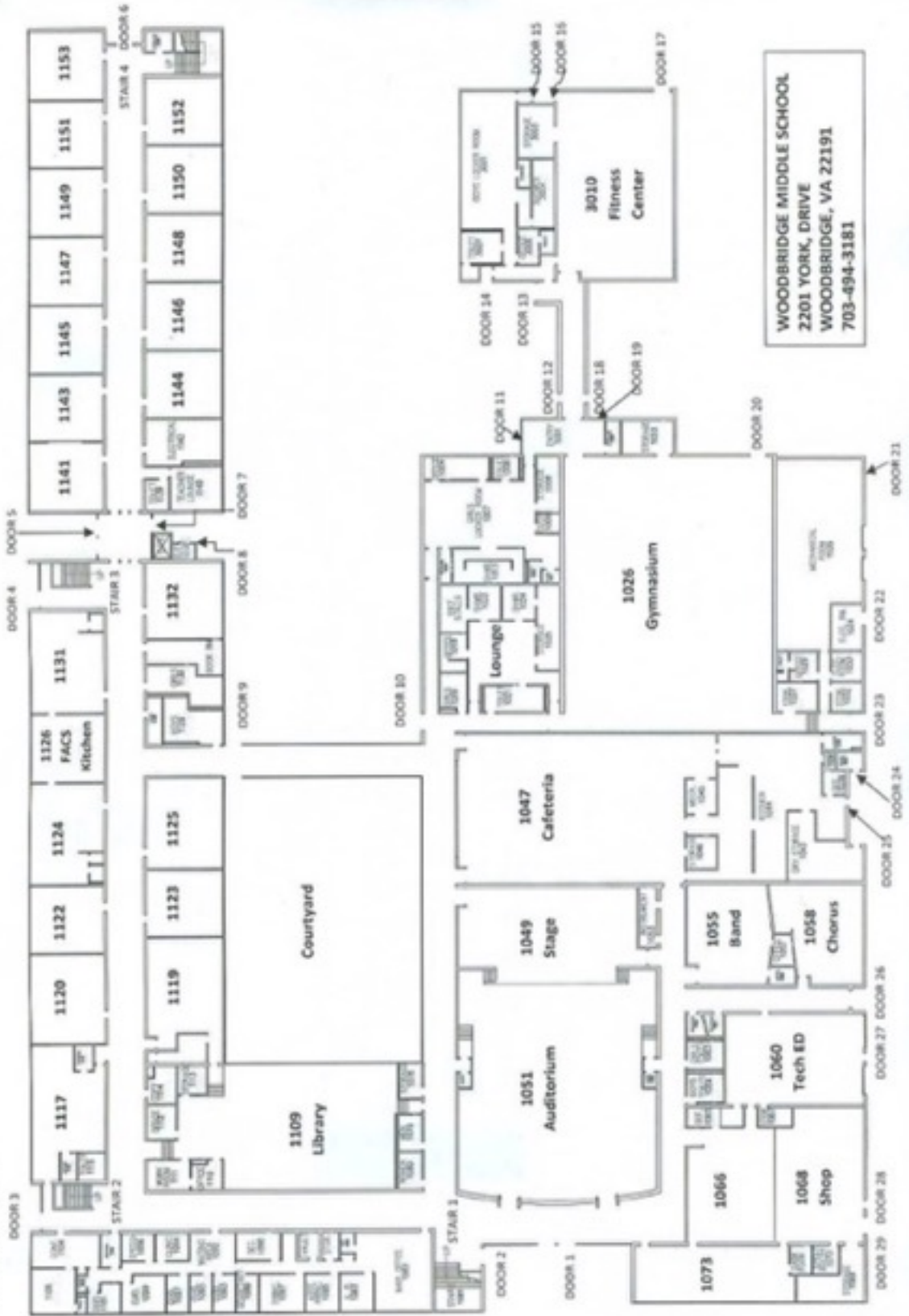
	8 th			8 th	
C1 (P1)	10:20	11:00	C1 (P1)	10:20	11:00
E1 (P2)	11:00	11:40	E1 (P2)	11:00	11:40
C2 (P3)	11:40	12:20	C2 (P3)	11:40	12:20
C3 (P4)	12:20	12:40	C3 (P4)	12:20	1:10
LUNCH	12:40	1:05	LUNCH	1:10	1:35
C3 (P4)	1:10	1:40	C4 (P5)	1:40	2:20
C4 (P5)	1:40	2:20	E2 (P6)	2:20	3:00
E2 (P6)	2:20	3:00			

	LUNCH			ENCORE	
6 TH A	10:30	10:55	7 TH	10:20	11:00
6 TH B	11:00	11:25	8 TH	11:00	11:40
7 TH C	11:40	12:05	6 TH	12:10	12:50
7 TH D	12:10	12:35	6 TH	12:50	1:30
8 TH E	12:40	1:05	7 TH	1:30	2:10
8 TH F	1:10	1:35	8 TH	2:20	3:00



T1 T2 T3 T4 T5

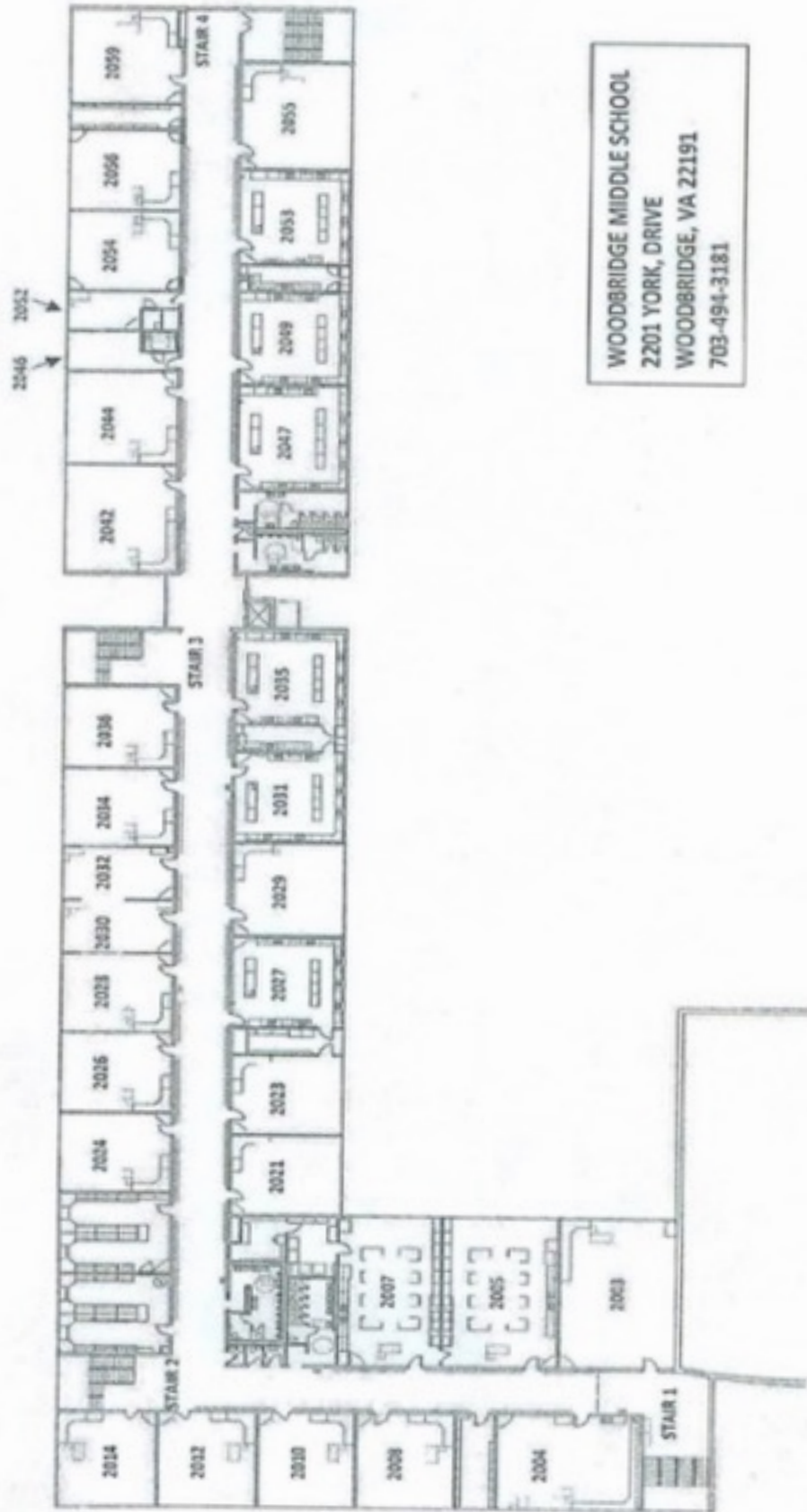
FIRST FLOOR



WOODBRIDGE MIDDLE SCHOOL
 2201 YORK, DRIVE
 WOODBRIDGE, VA 22191
 703-694-3181



SECOND FLOOR



WOODBIDGE MIDDLE SCHOOL
2201 YORK, DRIVE
WOODBIDGE, VA 22191
703-494-3181



The following are prohibited at Woodbridge Middle School

Students are not permitted to wear or display items which represent drugs, alcohol or tobacco products, gang membership, or which promote violence.

Clothing and accessories that contain vulgar, derogatory, or suggestive diagrams, pictures, slogans or words that may be interpreted as racially, religiously, ethnically, or sexually offensive and which cause a disruption within the school environment.

Necklines of garments which are lower than the straight line from top of underarm across to opposite underarm should not be worn. No cleavage should show.



Not acceptable



Acceptable

Sheer garments or short shirts which expose the midriff.

(See Below)



Outerwear, long trench coats or bulky, oversized coats within the school building (fleece hoodies are allowed).



Not acceptable

Dress/appearance/hygiene which disrupts or interferes with the orderly operation of the school will not be tolerated.

Sunglasses, beachwear, sleeping apparel, and undergarments worn as outer garments.

Excessively tight and form-fitting garments or exposed undergarments (mesh or lace) or boxers.

(See Below)



Not acceptable

Jewelry or other items which could be regarded or used as a weapon (i.e., studded belts or collars, large rings, etc.)

Bedroom slippers, bare feet, stockings/socks (without shoes) are not permitted.

Gloves, hats, and non-jewelry chains attached to clothing.

Dresses, skirts, shorts, and culottes that are form-fitting or shorter than the extended tip of the longest finger with arms hanging naturally at the sides.

(See Below)



Not acceptable

Spaghetti-strap, strapless tops, tube tops, or tank tops. Shirts must have a "defined sleeve".

(See Below)



Not acceptable

Gang-related clothing, jewelry or paraphernalia.

Hats, scarves, skull caps, visors or any other type of head covering unless related to one's religious beliefs or practices.



Jeggings, leggings, or tight fitting spandex-type pants with side slits or holes, including regular jeans, above the knees, see-through pants, tights or leotards worn as outer garments.

(See Below)



Not acceptable

NO

1. Form-fitting skirt/dress or shorter than fingertips
2. See-through mesh top/neckline lower than underarm to underarm
3. Midriff exposed or exposed undergarments
4. Tube-top, bare shoulders/tank tops



Student dress should reflect the expectation that school is a place of business where students are learning both academic and social skills.

If you have any questions regarding our dress policy, please call 703.494.3181



STUDENT
DRESS
CODE

WOODBIDGE
MIDDLE SCHOOL



STUDENT ACHIEVEMENT

Woodbridge Middle School takes pride in recognizing our students' academic success through our quarter honor roll recognitions and VISA program that offers students special privileges for their dedication to their school work. The rewards include breakfast or lunch off campus, free admission to selected school events, ice cream socials, and private dining in our Seminole Courtyard and Sculpture Garden, are just a few of the treats for student achievement.



REPORT CARDS AND INTERIMS

Report cards are issued four times a year. Interim reports will be issued midway between each nine-week grading period. Both interims and report cards will be mailed home to parents/guardians.

All incomplete grades are given only in those cases where a student has been unable to complete assignments due to illness, emergency, or pre-arrangement.

An incomplete grade on a report card becomes an "F" if work is not completed within three weeks of beginning of the next marking period. Make-up work is the responsibility of the student. During each grading period, a student who has a passing grade but does not complete 65% of the assigned, evaluated work will be subject to a failing grade of 64%.

GRADING SCALE

A = 90 - 100	4.0
B+ = 87 - 89	3.4
B = 80 - 86	3.0
C+ = 77 - 79	2.4
C = 70 - 76	2.0
D+ = 67 - 69	1.4
D = 60 - 65	1.0
F = Below 59	0

STUDENT-LED CONFERENCES

Woodbridge Middle is proud to present and share with PWCS, our community, and families, a school-wide approach to Student-Led Conferences. Our purpose is to bring families together to talk about learning, progress, and future needs during this process. All parents, teachers, students and administrators will work together to discuss academic success, personal goals, homework, social issues, and personal struggles with middle school students.

Parents: This process will allow our students to take more responsibility and ownership for their learning. One aspect critical to the success of student-led conferences is parental involvement. We are expecting and encouraging 100% participation. The administrators will work with all families to ensure we reach our goal. In order for this to happen, parents will come to school on specific dates and follow the process at the end of each quarter.

Students: All students have been trained in the process of planning, preparation, and delivery. WMS students are excited about this process and ready to ROLL.....See you there!



PARENT PORTAL

*Only *parents* need to register online

**Students* will automatically receive a login account to the parent portal

*NOTE: The parent that registers and receives the email for the account must be the parent who presents photo ID. If more than one parent would like an account, each must register separately.

Beginning in August to Register Online:

1. Click the Parent Link at the top of our web page or at the top of PWCS web page. (See Parent Portal)
2. Click Request Account button. NOTE: (Click Yes or OK) on Security Alert Dialog Box if you receive one.
3. Fill out both Parent and Student information. *NOTE: You must choose birth date in this order: Month First, Year Second, and then Day last. *NOTE: Request access to ALL your children/students at this time. This allows parents to register at ONE school for parent identification.
4. Click Submit to complete process.
5. An email will be sent with a login account (username, password) along with the names of the students the user account can access. You must VISIT the School with photo ID to activate the account with your signature.
6. Print the mail and sign bottom.
7. Stop by school during designated times with your form and ID.
8. Your account will become active within TWO business days.
9. Change your password when your account becomes active.

New User Account: Parents will be able to: View/edit your student contact information online; view student attendance; view student schedules; view student grades.

To Change Passwords:

*Go to school's website and click Parent Portal:

1. Click Login button (use same username, password) given in the email
 2. Click Settings Link (upper right corner of screen)
 3. Enter New password (at least 8 characters) in "New Password Box"
 4. Enter it a second time in the "Confirm Password Box"
 5. Click Apply
-

To Revise email:

1. Click Settings (Link on top right) Type new email and click apply
2. Revise email address (Student Information Section) of Parent Portal.
3. Click Student Information (left Link)
4. Click General Tab, then Modify next to your name



CLASSROOM ENVIRONMENT AND INTEGRITY

Parents/guardians and students are reminded that the integrity of the classroom environment will be upheld so that all students may learn. A teacher reserves the right to have a student removed from the classroom after all attempts (i.e., conference, redirection, positive reinforcement, detention, etc.) have been utilized but still positive outcomes have not been achieved. In the event that a student is not able to remain in the classroom, the parent/guardian must pick up their child. Woodbridge Middle School takes pride in its reputation of having a positive environment for all in the educational process.

EMERGENCY CARD POLICY



Emergency cards must be on file for every student. Parents are asked to complete the information requested on the front and back of the card and send the completed card to school with your child. Remember that each student and parent must sign the back of each Emergency Card. Please make every effort to list all emergency contact persons with a telephone number who is available during the school day. As the information changes (such as employer and telephone numbers for parents), please take the time to update this information with the office staff. This is important as this card is utilized in cases of illness or injury to a student while at school.

COMMUTING STUDENTS/CARPOOL POLICY



Parents/guardians who are dropping off their student in the morning or picking up their student at dismissal, cannot park or remain stationary on any part of YORK DRIVE. This is a safety issue for the student. Drivers must use the drop-off/pick-up designated point.

PWCS/WMS BYOD POLICY

For purposes of BYOD (Bring Your Own Device), “Device” means a personally owned wireless and/or portable computing device that includes, but is not limited to, existing and emerging mobile communication systems, portable Internet devices, hand held entertainment systems or portable information technology systems that can be used for word processing, and wireless Internet access.

- Personal electronic devices may be used for instructional purposes at the discretion of the classroom instructor.
- Students will access only files and Internet sites that are relevant to the curriculum.
- When not in use for instructional purposes, personal electronic devices must be turned off and stored in student lockers.

REMEMBER: Share your locker with no one! / Do not give out your combination!





SEMINOLE PRIDE

What?	How to display EXPECTED BEHAVIORS	Going BEYOND the call of duty
P ositive Attitude	<ul style="list-style-type: none"> • Follow WMS procedures • Keep the school clean • Greet others respectfully • Use productive language • Display courteous behavior • Avoid physical actions 	<ul style="list-style-type: none"> • Show concern for others • Help adults to clean beyond your space • Encourage peers to make good choices • Be a successful mediator with peers
R espect	<ul style="list-style-type: none"> • Use a low, calm tone of voice • Listen attentively • Make eye contact • Honor confidentiality • Use manners • Exhibit positive body language • Be on time • Tell the truth • Respond to verbal correction compliantly 	<ul style="list-style-type: none"> • Remind peers to use low, calm, tone of voice • Compliment a job well done • Positively support students in need • Report acts of vandalism or destruction • Be considerate of a new or less socially accepted peers
I nvolvement	<ul style="list-style-type: none"> • Actively participate • Complete/turn in homework • Use agenda • Politely wait your turn • Ask topic-related questions • Raise hand to be acknowledged • Face and listen to speaker 	<ul style="list-style-type: none"> • Politely encourage peers to arrive to class on time • Seek adult help with possible crisis situations • Helps peers to organize • Seek adult to help resolve issues • Go beyond task to enhance lesson without prompting • Help teacher and/or peers
D etermination	<ul style="list-style-type: none"> • Do your best • Have correct book/notebook/agenda ready • Maintain a quiet learning atmosphere • Focus on classroom tasks • Set goals for success 	<ul style="list-style-type: none"> • Encourage others to do their best and stay on task • Remain positive during crisis • Make good choices during stressful moments

= Excellence



STUDENT RIGHTS & RESPONSIBILITIES



RIGHTS

- To be provided a quality education compatible with individual needs to include curriculum modifications as required so the student can achieve his/her fullest potential.
- To contribute ideas for school policy and procedures.
- To have an elected student government.
- To learn in a safe, orderly and clean environment free from threats.
- To be treated fairly by teachers, students, and staff.
- To learn in an atmosphere of mutual respect.
- To receive papers and projects back in a timely manner.
- To be informed of assignments and school activities.

RESPONSIBILITIES

- To attend school daily for the purpose of learning.
- To follow the Code of Behavior, all school, and all classroom rules.
- To accept responsibility for their own actions at all times.
- To support decisions made by the school administration, faculty, and student government.
- To report any weapons, dangerous materials, safety concerns, or threats.
- To allow others to learn.
- To respect students, teachers, staff, substitutes, bus drivers, parent volunteers, and school property.
- To arrive at class on time with all assignments and learning materials.
- To be responsible for showing parents home-school communications and returning appropriate responses in a timely manner.



PARENT/GUARDIAN RIGHTS & RESPONSIBILITIES



RIGHTS

- To have a safe and orderly environment in school and on the school bus.
- To have student receive quality instruction.
- To be informed of student's progress at appropriate intervals and to receive communication if a problem arises.
- To air concerns and/or grievances without fear of repercussions against one's child.
- To expect that school personnel and students will behave with respect toward students and parents in both actions & language.
- To expect a positive, creative, learning environment without over emphasis on negative behavior and its consequences.
- To have a clearly defined, consistently enforced set of rules (bus, conduct, etc.) and consequences.
- To expect the published dress codes to be enforced.
- To expect that the primary focus in the classroom be on instruction.
- To have access to school and support personnel.
- To expect confidentiality on the part of school personnel.

RESPONSIBILITIES

- To promote and support the learning environment of the school.
- To be accountable for their child's behavior, both in and out of class.
- To monitor the student's academic and behavioral progress and attend end-of-quarter conferences.
- To understand that the teacher's primary responsibility is to teach.
- To respond promptly to all communications from the school.
- To create the expectation that school work comes first for their child.
- To listen and keep an open mind when discipline is implemented in school.
- To treat school personnel with respect.
- To be responsible for what their children wear to school.
- To supply students with basic school supplies (pen, pencil, paper, folders, etc.)
- To inform the school of pertinent family, home, medical and learning problems.
- To be responsible for making arrangements outside of school for an ill child during school.
- To have student considered as an individual.



TEACHER RIGHTS AND RESPONSIBILITIES



RIGHTS

- To have instructional time protected from interruption.
- To have sufficient instructional supplies and materials to maintain our high standards of learning.
- To have a safe, clean, and secure school environment.
- To have administrative support under circumstances concerning problems with student achievement and/or behavior.
- To have cooperation of parents/guardians in matters affecting student achievement and behavior.
- To be respected as an academic professional by parents, students, other teachers, administrators and staff.
- To participate in the school decision-making processes by having the Planning Council bring all decisions directly affecting teachers to the body at large.
- To have available a means of communications with parents/ guardians.
- To have timely and complete evaluations with detailed conferencing.
- To receive information (due dates) in a timely manner.
- To have a clearly defined, consistently enforced set of rules and penalties.
- To have an unencumbered planning period every day.

RESPONSIBILITIES

- To make connections with students. To efficiently use instructional time and supplies.
- To teach the curriculum as directed by the County and make modifications as necessary for the success of the students.
- To be observant and proactive in safety and security issues.
- To enforce school policies and rules.
- To hold students accountable for compliance with school rules and regulations.
- To understand the school community and be sensitive to their needs.
- To develop a rapport with parents or guardians through regular communication.
- To supervise students.
- To treat school personnel, colleagues, parents and students respectfully.
- To improve instructional curriculum by keeping informed of current educational research and policies.
- To support decisions made through the school decision-making processes.
- To maintain a professional manner.
- To deal with preliminary discipline problems in the classroom.
- To maintain accurate records of student progress and to communicate these to parents.
- To have an available process for right of redress for grievances.



ADMINISTRATOR RIGHTS AND RESPONSIBILITIES



RIGHTS

- To expect assistance from the Central Office.
- To be respected as an administrative leader.
- To expect support and assistance from the faculty, community, and students.
- To institute change for the betterment of the school based on qualified research.
- To expect teachers to deal with minor discipline problems in the classroom.
- To observe meaningful instruction going on at all times.
- To have the final say in the school policy-making decision process in accordance with site-based management policy while ensuring due process.

RESPONSIBILITIES

- To address needs/problems of students, parents/guardians and staff members.
- To understand the community and be sensitive to its needs.
- To supervise and monitor the instructional process.
- To emphasize that teachers teach and students learn.
- To hold teachers and students accountable for compliance with rules and regulations.
- To treat students, parents and school personnel respectfully.
- To improve instructional curriculum by disseminating appropriate information.
- To analyze surveys, tests and other data to be able to plan for the needs of the faculty, community and students as they affect learning and in order to implement changes in the instructional program.
- To listen and evaluate suggested policies put forth by the entire staff.
- To ensure a safe appropriate instructional climate in the classroom.
- To provide adequate instructional supplies and materials for educational uses.



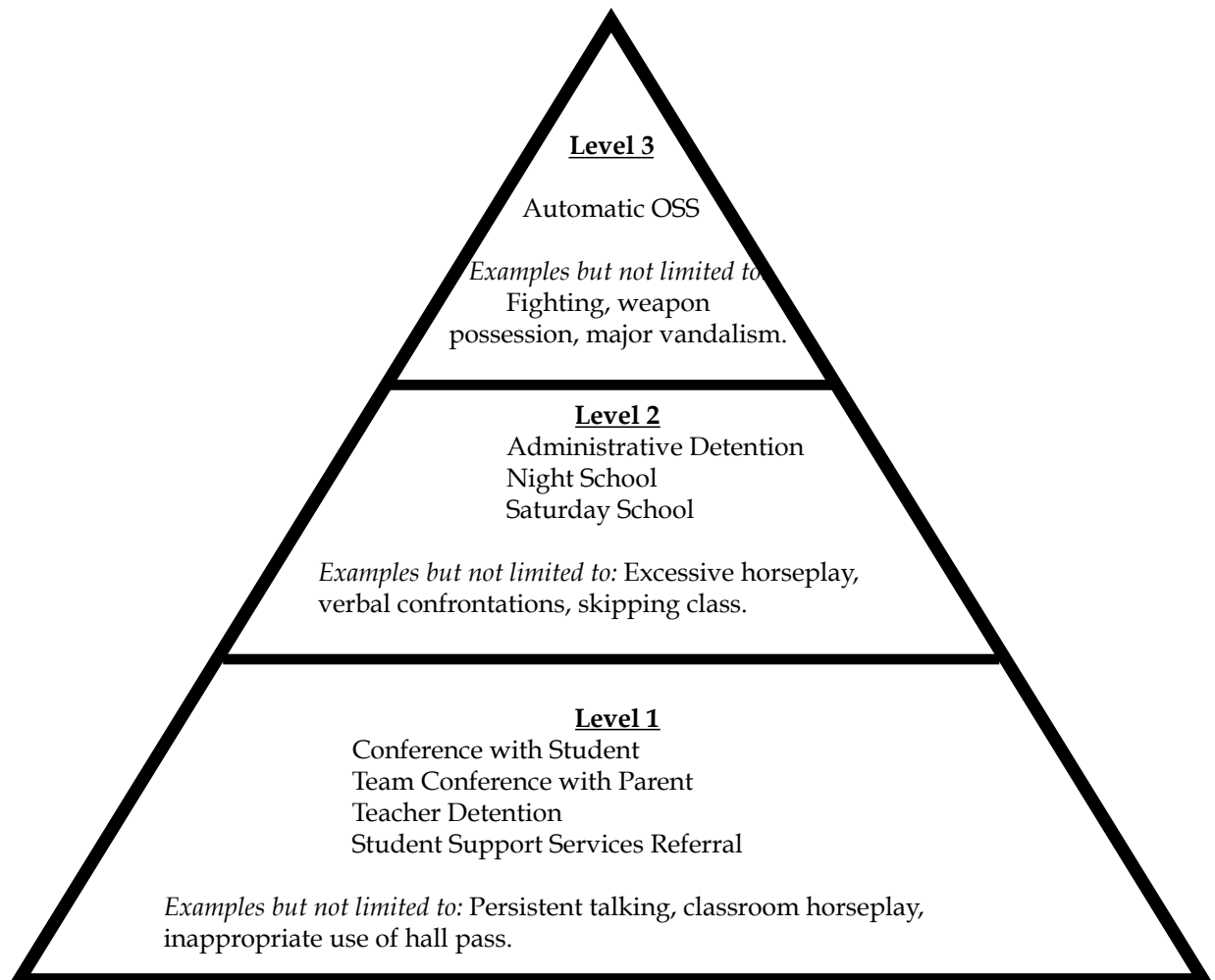
BEHAVIOR MANAGEMENT

**Disclaimer:*

- Disciplinary consequences are guidelines only, and a student's previous record may be used to determine the next steps.
- Any property can be **confiscated** by school personnel if viewed as a disruption to the learning environment and/or refusal to put away (i.e., toys, articles of clothing, sports equipment, cell phone, etc).

BEHAVIOR ON SCHOOL GROUNDS

The student developed Code of Expectations establishes behaviors, attitudes, and actions the promote responsibility and success in school. Teachers will use a variety of proactive classroom management strategies in order to maintain an environment conducive to learning. Routine classroom procedures will be established in all classes and expectations will be taught to the students. When these strategies fail to produce positive results, and minor infractions (Level 1) are continuing to disrupt the learning environment, the teacher will work with students and parents to provide appropriate interventions. In some instances, infractions (Levels 2 & 3) are more egregious. In those instances, the administration will work with students and parents to provide appropriate interventions.



LEVEL 1 INFRACTION

An infraction that causes an interruption to instructional time. These infractions will be handled through teacher/guidance interventions. If more than one infraction occurs simultaneously, the student will serve the intervention of the more serious offense.

Once the infraction has occurred the teacher will:

1. Contact the parent/guardian (phone or email)
2. Initiate intervention; possible interventions:
 - Team Conference with student
 - Team Conference with student and parent
 - Teacher assigned detention
 - Student Support Service Referral
3. Fill out the anecdotal record to include the date of the infraction, the infraction and intervention used.

The administration will provide support when/where needed.

Level 1 Infractions

Examples include but not limited to:

- Persistent talking
- Writing and passing notes
- Consumption of food or drinks in class without permission
- Getting out of seat and walking across the room without permission
- Attempting to get attention with inappropriate behavior
- Horseplay (in the classroom)
- Inappropriate use of hall pass
- Forgery/Cheating (First offense)
- Misuse/Possession of Electronic Devices (Cell Phones, Tablets, etc...)-*See Electronic Device Policy Page 30*



LEVEL 2 INFRACTION

An infraction that threatens the safety of students and staff, repeated Level 1 infractions, and/ or repeated interruption to instructional time. (*Note: A level 2 infraction will result in an immediate referral to a school administrator. No prior intervention is required.*) These infractions will be handled through administrative interventions. If more than one infraction occurs simultaneously, the student will serve the intervention of the more serious offense. Failure to comply with the intervention will result in the imposition of the next step intervention. Once they are given due-process, the student will leave the administrator's office with a copy of the discipline referral in hand to deliver to parents. A copy for parents will follow in the mail (sent by an administrator). Parent phone contact will be made by administration for any Level 2 or 3 rule violations.

Once the infraction has occurred, the teacher/staff member will:

1. Contact Administration
2. Contact the Parent/Guardian (phone or email)
3. Write the referral
 - Attach any anecdotal record (if applicable)

Once the Administration has been notified, the Administrator will:

1. Contact the parent/guardian via phone call
2. Initiate intervention (In step order)
 - Step 1: Administrative Detention
 - Step 2: Night School and no participation in after-school activities on that day.
 - Step 3: Saturday School and 5 days of school probation for each day of assigned Saturday School
 - Step 4: Out-of-School Suspension and 5 days of school probation. Any Out-of-School Suspension will require contact with an administrator prior to the student's return to school.
 - *NOTE: At the end of the school year when all Level 2 interventions (Administrative Detention, Night School or Saturday School) are not an option, Out of School Suspension will be assigned.*
4. Ensure the incident is entered into SMS
5. Ensure the student has a copy of the Referral to take home
6. Mail a copy of the Referral to the Parent/Guardian



Level 2 Infractions

Examples include but not limited to:

- Repeated Level 1 Infractions
- Horseplay (hallway)
- Display of physical affection during not only the school day, but also at extracurricular school events, which includes but is not limited to holding hands, kissing, and hugging
- Use of inappropriate, vulgar or indecent language, whether written or spoken, i.e., cursing, profanity, or innuendos
- Instigating a fight
- Posturing to fight
- Theft (student/school property)
- Bullying: includes physical, verbal, and/or harassment
- Dangerous running in the hall
- Release of a stink bomb
- Forgery/Cheating (second offense)
- Inappropriate hallway behavior
- Minor Vandalism, willful, or malicious damage to or destruction or defacing of property within the school building or on school grounds
- Throwing objects in a dangerous or hazardous way
- Leaving school grounds without permission
- Skipping class
- Skipping school
- Behaving inappropriately during fire drills
- Failure to serve teacher-assigned detention
- Failure to serve administrative previous assigned interventions (Detention, Night School, Saturday School)



LEVEL 3 INFRACTION

An infraction that threatens the safety of students and staff or repeated Level 2 infractions (*Note: A level 3 infraction will result in an immediate referral to a School Administrator. No prior intervention is required.*) These infractions will be handled through administrative interventions. If more than one infraction occurs simultaneously, the student will serve the intervention of the more serious offense. Failure to comply with the intervention will result in the imposition of the next step intervention. Once they are given their due-process, the student will leave the administrator's office with a copy of the discipline referral in hand to deliver to parents. A copy for parents will follow in the mail (sent by an administrator). Parent phone contact will be made by administration for any Level 2 or 3 rule violations.

Once the infraction has occurred, the teacher/staff member will:

1. Contact Administration
2. Write the referral
 - Attach any anecdotal record (if applicable)

Once the Administration has been notified, the Administrator will:

1. Contact the parent/guardian via phone call
2. Initiate intervention
3. Ensure the incident is entered into SMS
4. Ensure the student has a copy of the Referral to take home
5. Mail a copy of the Referral to the Parent/Guardian

<u>Level 3 Infractions</u>	
Examples include but not limited to: <ul style="list-style-type: none">• Repeated Level 2 Infractions• Fighting, which includes kicking, hitting, punching*• Weapons possession*• Possession of fireworks*• Release of a stink bomb*• Major Vandalism, willful, or malicious damage to or destruction or defacing of property within the school building or on school grounds*• Gambling• Profane or inappropriate language, directed at an adult*	<ul style="list-style-type: none">• Pulling the fire alarm*• Tampering with portable fire extinguishers• Smoking, possession of tobacco products, matches, or lighters in WMS school building*• Possession of and/or use of controlled substances to include alcohol*• Indecent exposure*

*Infractions that could lead to a Principal's Informal Hearing. At any time, for serious and specific actions, a Principal's Informal Hearing may be recommended and/or legal action may be taken for the purpose of considering expulsion of the student from school (see Code of Behavior).



ADMINISTRATIVE DETENTION POLICY

1. Detention will be held from 3:05 p.m. to 4:15 p.m. on Tuesdays and Thursdays.
2. Students will answer questions related to the PATS Learning Document. They WILL NOT do homework. Students should bring PATS Document to Detention.
3. Students will complete the Administrative Detention packet. Therefore, they will not talk, sleep, or have snacks in detention.
4. **Non-compliance with the rules, failure to show up for detention, or tardiness to detention will result in a Night School assignment.**

NIGHT SCHOOL POLICY

1. Night School will be held from 6:00 p.m. to 8:00 p.m. on Wednesdays. Parents/guardians MUST provide transportation to and from Night School.
2. Students will answer questions related to the PATS Learning Document as well as complete reflection activities. They WILL NOT do homework.
3. Students will complete the Night School packet. Therefore they will not talk, sleep, or have snacks during Night School.
4. **Non-compliance with the rules, failure to show up for Night School, or tardiness to Night School will result in a Saturday School assignment.**

SATURDAY SCHOOL POLICY

1. Saturday School will be held from 9:00 AM - 12:00 noon.
2. Students will address the issues related to their Saturday School assignment and reflect on the choices they are making in school. They WILL NOT do homework.
3. Students will complete the Saturday School packet. Therefore, they will not talk, sleep, or have snacks in Saturday School.
4. **Non-compliance with the rules, failure to show up for Saturday School, or tardiness to Saturday School will result in Out of School Suspension.**



"REMOVAL OF STUDENTS FROM CLASS" POLICY

The following guideline addresses the removal of a student from class by teacher for disruptive behavior. The Code defines "disruptive behavior" as:

A violation of School Board regulations governing student conduct that interrupts or obstructs the learning environment.

We understand that the removal of a student from class negatively affects that student's academic achievement; however, his/her remaining in class would adversely affect a larger number of students. Therefore, every effort will be made to ensure appropriate conduct so the learning process may continue.

Conditions for Removal

A student may be removed from class by a teacher under the following conditions:

- The teacher determines that if the student is not removed from class, the misbehavior will stop the learning process for the entire class;
- The student is causing physical/verbal harm to another student(s);
- The student is causing physical/verbal harm to herself/himself; OR
- The student is causing major property damage

Requirement for Incident Reporting and Written Referral to an Administrator

The Security Officer and/or Administrator will escort the student from the classroom and the Administrator will process the discipline referral.

- The teacher will provide a discipline referral and any supporting documentation of student behavior for any incident requiring the removal of a student from class.

Procedures for the Written Notification to Students' Parent(s), Including Contents of the Referral Form, and the Offer of the Opportunity to Meet with the Teacher and School Administrators to Discuss the Student's Behavior and the Possible Consequences if Such Behavior Does Not Cease

- The nature of the misbehavior will be communicated by the teacher to the parent by phone and a copy of the information sent home for a parent signature.
- In the event misbehavior continues, the level of consequence will follow the PATS Document and PWCS Code of Behavior (i.e.; parent conference, after-school detention, Night School, Saturday School, and/or Out-of-School Suspension). All documentation will be filed in the student's discipline record.
- Alternative methods of addressing the behavior will be determined by an administrator with input from parent and teacher. Examples of alternative methods are: change of teacher or, depending on seriousness of offense, an alternative location to continue schooling. For example: Home Based Instruction, Alternative School.

Guidelines for the Alternative Assignment and Instruction of Such Students for the Duration of Such Removals

- Alternative assignments will be given by the Administrator or school counselor
- Make-up class assignments will be provided by the teacher; the Administrator will determine if credit will be given.
- The Administrator and teacher will determine the length of time the student is removed.



"REMOVAL OF STUDENTS FROM CLASS" POLICY Con't...

Procedure for the Return of Students to Class, for Teacher Participation in any Decision by the Principal to Return a Student to Class from Which the Student Has Been Removed, and for the Resolution of Any Agreements Regarding Such

- The Administrator may meet with the teacher and the student separately, then jointly with parents to determine readiness of the student to return to class.
- A review of expectations for appropriate conduct may be discussed with all parties. An agreement in writing will be made by all parties.
- The case may be appealed in the event an agreement cannot be made by all parties.



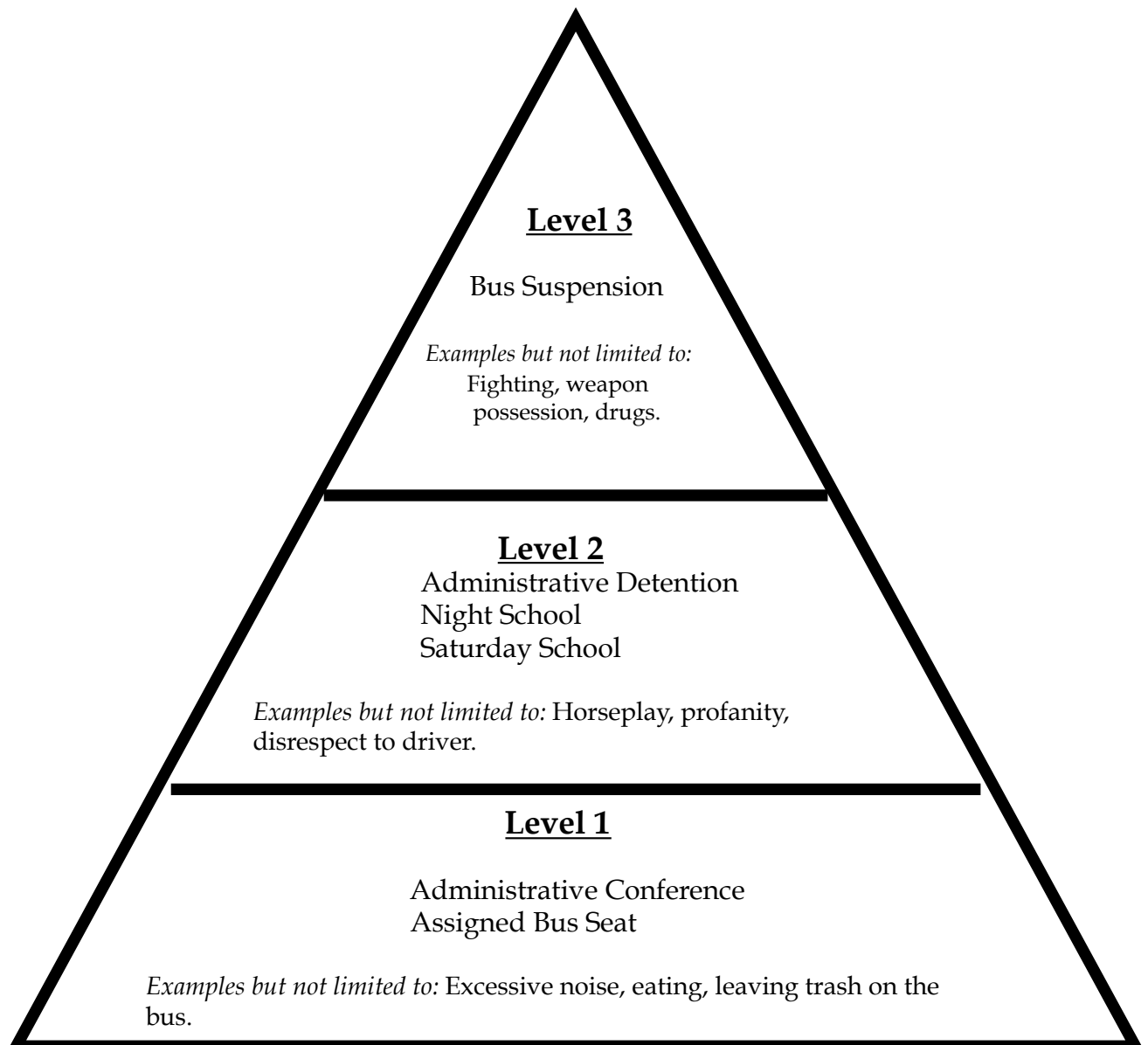
BUS BEHAVIOR MANAGEMENT

This policy is essential for the safe and orderly transportation of WMS students to and from school.



Students and parent(s) must understand that riding the school bus is a **privilege**. In other words, should a student be reported to the principal, the principal will be responsible for disciplinary action which may include the loss of the privilege of bus transportation until the parent, the bus driver, and the principal can arrive at an understanding which will correct the problem. **The parent(s) will be responsible for the transportation of the student(s) who have lost bus transportation privileges.**

The School Bus Regulations are premised on the Code of Virginia (§22.1-76) which permits school boards to provide transportation for pupils but does not require them to do so.



BULLYING BEHAVIOR CHART

PHYSICAL Harm to another's body or property	EMOTIONAL Harm to another's self esteem	SOCIAL Harm to another's group acceptance
<i>verbal</i>	<i>verbal</i>	<i>verbal</i>
<ul style="list-style-type: none"> • Taunting • Expressing physical superiority • Threatening physical harm • Blaming victim • Making repeated and/or graphic threats • Practicing extortion • Making threats to secure silence: "If you tell, I will..." 	<ul style="list-style-type: none"> • Insulting remarks • Calling names • Teasing about possessions, clothes • Saying someone has germs or is unclean • Insulting family • Harassing with phone calls • Insulting intelligence, athletic ability, etc. • Frightening with phone calls or internet messages • Challenging in public 	<ul style="list-style-type: none"> • Gossiping • Starting/spreading rumors • Testing publicly about clothes, looks, etc. • Insulting race, gender • Increasing gossip/rumors • Undermining other relationships • Threatening total group exclusion
<i>non-verbal</i>	<i>non-verbal</i>	<i>non-verbal</i>
<ul style="list-style-type: none"> • Making threatening gestures • Defacing property • Pushing/shoving • Taking small items from others • Damaging property • Stealing • Initiating fights • Scratching • Tripping or causing a fall • Assaulting • Destroying property • Setting fires • Biting • Physical cruelty • Making repeated, violent threats • Assaulting with a weapon 	<ul style="list-style-type: none"> • Facial expressions of an insulting manner (i.e., sticking out tongue, mocking one's culture, etc.) • Holding nose or other insulting gestures • Defacing school work • Falsifying school work • Defacing personal property, clothing, etc. • Ostracizing • Destroying personal property or clothing 	<ul style="list-style-type: none"> • Passively not including in group • Playing mean tricks • Making someone look foolish • Excluding from the group • Arranging public humiliation • Total group rejection/ostracizing



COMPLAINT OF BULLYING

The Prince William County Public Schools “Code of Behavior” states, “Any aggressive and unwanted behavior that is intended to harm, intimidate, or humiliate the victim; involves a real or perceived power imbalance between the aggressor or aggressors and victim; and is repeated over time or causes severe emotional trauma. ‘Bullying’ includes cyber bullying. ‘Bullying’ does not include ordinary teasing, horseplay, argument, or peer conflict.” The principal and staff of this school are committed to the enforcement of the “Code of Behavior” and will respond promptly and appropriately to complaints of bullying. Any student can complain about bullying by talking to an administrator and/or completing this form and returning it to an assistant principal or principal. This form may be photocopied or obtained from the school counseling office.

PLEASE PRINT!

Name of Student completing this form: _____

School: _____

Name(s) of Student(s) accused of bullying:

Description of the Incident (who, what, when, where, why and how). Use specific dates, times, locations, witness names, etc. if possible.

Signature of student completing this form: _____

Date: _____

NOTE: All complaints will be followed by an investigation. Those accused as well as the parents of students involved will be informed of complaints, witnesses will be interviewed, and all information will remain confidential except for that which must be shared as part of the investigation.



DISCIPLINE APPEALS PROCESS

The appeals process is one in which a discipline incident is disputed by a student and/or parent/guardian and is governed in accordance with PWCS Regulation 744-1. The purpose of the appeals process is to review, in a professional and cooperative manner, the incident. It is assumed that the consequences in the document are given in light of the cooperative effort of the Woodbridge Middle School community in creating this document. Therefore, we would assume that appeals usually will be based on a denial of wrongdoing. The student/parent/guardian will be responsible for starting the appeals process in accordance with County policies. Volunteer members of the WMS Discipline Committee will initially serve as the Appeals Committee. Eventually, this duty will be shared by all faculty members throughout the school year.

The following steps will be followed:

1. The consequence for the student's infraction is explained to the student and parent/guardian in accordance with the established rules and consequences.
2. A student and/or parent/guardian may appeal the suspension within three (3) school days. The request must be in writing, using the appropriate form and returned to the administration. The parent/guardian, as well as the school, is obligated to follow the established timelines in order to meet due process requirements. In this appeals process, it is critical for the person appealing to answer in writing the question of why an exception should be made, as well as the impact of any such exception.
3. The administration will set the date and time of the appeal and communicate such to the parent/guardian, the Appeals Committee, and the referring teacher. Appeals will be heard within five school days and will occur at either 7:30 a.m. or 3:15 p.m. No appeals will be heard on Friday afternoons.
4. The Appeals Committee will meet at the prescribed date and time with the parent/guardian, student, and administrator, and possibly the referring teacher. At this time, all details which are pertinent to the situation shall be given by the administrator, parent/guardian, student, and possibly the referring teacher. The Committee will ask questions to help clarify any issues dealing with the situation.
5. The parent/guardian and student will be told that the Committee will deliberate privately on the information provided and advise the administration of its decision.
6. The Committee will deliberate on the appeal and come to a consensus. They may choose to uphold the original decision, offer an alternative to the consequence, or rescind the consequence altogether. The Committee may not increase the severity of the consequence. They will notify the administration of the decision reached.
7. The administration will contact the parent/guardian and/or student and advise them of the Committee's or administrator's decision within 24 hours.
8. If the parent/guardian does not agree with the decision of the Committee and/or administration, the parent/guardian may appeal in writing to the Area Associate Superintendent within three school days.



PETITION TO APPEAL DISCIPLINARY CONCERNS

Student Name _____ Today's Date _____

Referred by _____ Violation Date _____

Violation _____

Consequence _____

Why do you believe that there should be an exception made in this instance? _____

How would be explain this exception to the rest of the WMS students? _____

Signature _____ Phone _____
(Student/Parent/Guardian)

Review Date _____ Committee Members _____

Committee Notes _____

Committee Recommendation _____

Parent/Guardian Notified _____



TARDY TO CLASS POLICY

Our expectation is that students will *move with a purpose* from one class to the next in order to maximize instructional time.

Our tardy policy will work in conjunction with student anecdotal records and be linked to student conduct grades.



1st - 3rd Tardies Warning and Parent Contact
4th Tardy Administrative Detention and Parent Contact
5th Tardy Night School and Parent Contact
6th Tardy Saturday School and Parent Contact
7th Tardy OSS and Parent Contact

- A bell will ring at the end of each period. Teachers need to release students on the bell. If any student is held for any reason, a pass needs to be written. This is especially important for students moving from core to encore or encore to core, as these moves require more time.
- Teachers must be in the hall as students are dismissed to actively move students into your classrooms.
- Teachers should expect students to move from one class to the next within five minutes.
- Arrival five or more minutes after the bell without a pass is considered an unexcused tardy.
- Class change time is not to be used to get drinks, go to lockers, or use the restroom:
 - Woodbridge Middle School follows the 10-10 RULE. Students are not allowed to leave the learning environment in the beginning 10 minutes of class or last 10 minutes of class.
 - Locker times are before 1st period, before lunch, after lunch, and at dismissal (Exceptions may be made with teacher or administration's discretion.)
- NOTE: Acceptable passes:
 - Restroom pass (red plastic pass)
 - Signed agenda
 - Written, official red school pass
 - *No student is ever to be released from the classroom without a pass, even if the water fountain or restroom is just outside your door.*



BOOK BAG POLICY



Students are not allowed to carry book bags and/or large purses except to and from school or as outlined in the following paragraph.

Gym bags (string mesh bags) may be used to transport gym materials to and from the gym. These gym bags will be only large enough for gym clothes and personal hygiene products. Under no circumstances will they be used for any other purpose. Small purses may be used for this purpose as well.

Failure to comply with the above policy will result in an after-school detention.

DRESS CODE POLICY

It must be understood that the guidelines exist to ensure that there is no disruption to the school environment and to ensure that all students are safe. The wearing of a garment or accouterment by any Woodbridge student that distracts from the good order and discipline in the school and/or classroom is prohibited.



NOTE: The dress code brochure is located on page 11 and is on our school website.

If a student is not in compliance with the dress code, the Parent/Guardian will be called to bring appropriate attire for the student. Student will not be given clothing to wear or permitted to “find” appropriate attire.

The dress policy is to be adhered to for all school functions. Uniforms for participation in after-school activities are exempt from this rule except during the regular school day and will be selected based on the professional judgement of the school sponsor. Students are dressing for school. We do not need to be making fashion statements or dress in a manner that is **not age-appropriate**.

Repeated violations of the dress code may result in further disciplinary action.

PHYSICAL EDUCATION DRESS CODE POLICY



Dressing out is vital to success in the physical education program in order to avoid disruptions and provide a safe learning environment. P. E. clothing must be worn in accordance with County and school policies. The student's name must be clearly marked on the outside of the shirt and shorts. Students will be properly dressed for physical activity in:

- WMS gym suit, athletic socks, and tennis shoes
- Plain t-shirt and gym shorts when gym suit is being washed
- Gym suits from other schools (in the case of a transfer student)
- Sweatshirts and/or sweatpants over the gym suit during periods of cold weather
- Students shall not wear jewelry during activity periods

Woodbridge Middle School and school staff will not be responsible for lost/stolen items. Belongings should be kept in **LOCKED** lockers at all times. If a student breaks into a locked locker, we will investigate and do our best to find the missing items; otherwise, there is nothing we can do.





GUM/CANDY/FOOD/DRINK POLICY

While students are permitted to bring their school lunch from home via lunch bag/box, large containers of food, cakes, cupcakes, family size bags of chips, party platters, etc. are not permitted unless authorized by administration for specific school functions (i.e., sports banquet, induction ceremony, club celebration). While we realize students do have birthdays and other celebrations, these are to be celebrated at home.

Students may carry water bottles from class to class and consume water during class, as proper hydration is extremely important. Please note: **Only water may be consumed.** Students may chew gum in the building if it is done maturely and disposed of properly. This could change if gum is found on the floor and under furniture. The classrooms belong to the teacher, and the teacher's rules related to the consumption of snacks and chewing gum in their rooms are to be adhered to by all students.

BREAKFAST POLICY

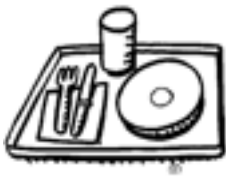
The goals of this policy are:

- To ensure that students entitled to free and reduced meals, as well as other students using the breakfast program, are able to get breakfast in a timely efficient manner.
- To ensure that only students who are eating breakfast will be in the Cafeteria.
- To ensure that students participating do so in the most efficient manner.
- To ensure students are able to maximize their opportunities to learn.



The **BREAKFAST POLICY** will be implemented as follows:

- Students will go **IMMEDIATELY** to the cafeteria by the way of the Tech. Ed. and Music hallway.
- Upon entering the cafeteria, the student will purchase his/her meal and proceed out of the cafeteria and **DIRECTLY** to their homeroom class to eat their breakfast. The student is encouraged to eat a healthy complete breakfast.
- **CAFETERIA DOORS WILL BE CLOSED AT 8:10AM.**



CAFETERIA POLICY

Violations of cafeteria expectations will result in an Administrative Detention assignment.

Cafeteria expectations include, but are not limited to the following, must be followed:

- Students will enter promptly within 5 minutes of dismissal from previous class
- There will be no more than 16 students at each table
- Students will not cut in the food line, nor will they allow friends to join in their line
- Students will not leave the cafeteria for any reason without a pass
- Students will remove trays, utensils and trash to proper areas/containers
- Students will respond to direction from cafeteria monitors without argument
- Students will respect cafeteria property and use it only for its intended purpose
- Students may use this time to socialize with peers, however, trash and trays are to be properly taken care of prior to leaving their area

Food and drinks will not leave the cafeteria.



SUBSTITUTE TEACHER POLICY



This policy is needed to ensure quality substitute teachers when a WMS staff member is sick or is not present in the classroom for any reason. In order to ensure quality substitutes, students must extend the same respect to substitutes that they extend to regular staff members.

Students will receive an **appropriate administrative consequence** if a WMS administrator is called to deal with a legitimate student infraction of the PATS rules. Students will serve the consequence **as soon as possible after the commission of the infraction**.

RESTROOM USE POLICY

Students should try their best to take care of restroom needs before school and before, during, and immediately after their lunch periods. We ask for students not to use the restrooms during classroom transitions due to the limited built-in transition time between classes to maximize their learning potential.



Within the restrictions of the 10-10 rule, students are to use the classroom restroom pass to take care of restroom needs. Students are to follow the guidelines established by the teacher for the use of this pass and not abuse the privilege. Abuse could lead to individual privileges being revoked.

POLICIES FOR PERFORMING ARTS CLASSES

Because of the unique nature and demands of performing arts classes (band, chorus, orchestra, drama), each department publishes its own handbook of guidelines and rules that pertain to the special circumstances of each class (instruments, concert policies, appropriate concert attire, etc.). These policies are in accordance with the school PATS document but offer further details regarding specific class issues. Music handbooks are provided in the beginning of the school year. For more information please consult your child's music teacher.



LOCKER USE POLICY

Having a locker is a **privilege**, not a right. Misuse of the locker will result in a student losing their locker privileges. Lockers are provided for students and are the students' responsibility. Periodic checks will be made to assure lockers are kept clean and neat. **Lockers may be searched at any time by an administrator/designee or instructional facilitator for good cause.** All students may go to their lockers before homeroom and at the end of the day. Other specified locker times will be established according to grade level teams.

DO NOT SHARE LOCKERS and DO NOT give your combination to other students! Students are to padlock their belongings when in PE class. The lock is student-owned and must be removed after PE class.



FIRE DRILL POLICY

Orderly fire drills are a necessity if we are to assure a quick and safe evacuation. All drills are to be conducted as if they were real emergencies. When the alarm sounds, follow the guidelines below which apply to ALL students:

- **There is to be no talking.**
- **Walk rapidly in an orderly manner towards the exit.**
- **Walk in single file, with no pushing and/or shoving.**
- **Exit quickly.**
- **Do not attempt to close windows, but do close the door.**
- **The first student in line will hold open the exit door.**
- **Students will walk at least fifty feet from the exit and face away from the building.**
- **Students will not walk between cars while crossing the parking lots.**
- **Wait for further instructions.**



Students who are not in their class at the time of a fire drill (i.e., in Guidance, the bathroom, or elsewhere) will:

- **Have a pass in their PATS Handbook.**
- **Report to the nearest exit and be accounted for on the teacher's roll at the nearest exit. The student should obtain a signature/time from that teacher to return to your class or to go to Guidance . . . the pass should then be signed again when the student leaves Guidance.**

After the fire drill is completed, students will:

- **Re-enter the building when given the signal in the same manner as they exited without talking.**

During any other emergency situations, such as a tornado drill or a "Lock Down" situation, students will be silent and follow all directions of the teachers/administrators. Failure to do so will result in punishment of at least Extended Day severity.



FIELD TRIP POLICY

A field trip is defined as **any trip taken by students under teacher supervision which leaves the school grounds**. Such trips are designed to afford students an opportunity to enrich their educational experiences.

If there are concerns regarding a student outside of the school environment, a parent/guardian may be asked to chaperone. This will ensure that there are no distractions to those students attempting to enrich their educational experience. It will also ensure the safety of those in attendance at the field trip.

Exceptions will exist for:

- 1. An instructional field trip where a grade is associated with it.
(I.E.-a musical performance)**

Students involved in any misbehavior while on a school field trip may be denied participation in future school field trips. This will be a school-level decision.



Student Behavior on Field Trips

1. All bus regulations will be enforced if bus transportation is being used.
2. Students are to wear appropriate school clothes or as directed by the teacher.
3. Students must stay with their groups.
4. All school regulations will apply on field trips.
5. Lunches are the only source of food permitted on the bus.
6. Students will be allowed to attend the trip when they return a Field Trip Permission Form.
7. Probation status will prohibit students from participating in any after- school extracurricular field trip.



LIBRARY POLICIES

The library provides access to books, magazines, and online resources to be used for class assignments, research projects, and pleasure reading. While students are in the library or using library resources, they are to follow all school rules, the PATS document, the PWCS Code of Behavior, and the PWCS Acceptable Use Policy governing the use of telecommunication technologies.



Students may come to the library with a class or with a pass. Students may not be in the library unsupervised.

Library Checkout Policy

Students are permitted to check out up to two items for a period of three weeks. (Some resources are subject to a more limited checkout period). When students checkout books and other items, they are expected to return these materials by the due dates. Failure to return library materials timely will result in the following:

- As long as students have any overdue items, they are not permitted to checkout additional materials from the collection. They can only have access to the Read & Return rack, which has a limited selection of books.
- A total of two overdue notices will be sent to students via their homeroom or language arts teachers.
- If the library materials have been lost, students are to pay for them. [Refunds will be issued if students find their lost item and return it to the library within 30 days of the item being paid for]
- If, after three notices, students do not return or pay for overdue items, additional measures will be taken in an effort to retrieve these materials, including any of the following as needed:
 - Parents will be notified by phone or e-mail.
 - A bill will be sent home by mail or delivered during SLC conferences
 - The number of items students may be checked out may be reduced even when the library account is cleared.
 - Students may be ineligible from extra-curricular activities if overdue items are not returned or paid for

Using library computers and printers:

- As a rule, online resources are to be accessed for class assignments only. Playing games on the computers are not permitted during school hours, as it becomes a distraction to others in the library.
- Students must ask permission to print documents. Permission is granted for printing class assignments only.



ACADEMIC/CONDUCT ELIGIBILITY POLICIES

ACADEMIC

If a student fails more than one class for the nine-week reporting period, the student shall be declared **ineligible** for the next grading period. This period of ineligibility begins the day after report card distribution. First marking period eligibility will be determined by the student's previous year's 4th marking period grades. (See Below) Transfer students must have grades reviewed from the transferring school and these grades must meet our standards. Students declared **eligible** as a result of an end-of-the-grading-period report cannot be declared **ineligible** as a result of an interim report.



CONDUCT

CONDUCT GRADE CRITERIA

O- Outstanding

- Zero tardies and zero incidents of misbehavior

S- Satisfactory

- No more than five total tardies or incidents of misbehavior in any combination

U- Unsatisfactory

- More than five tardies or recorded discipline issues (anecdotal record) in any combination

When a student is two tardies or discipline issues away from an unsatisfactory conduct grade, a verifiable parent contact must be made warning the parent of the issue that needs to be corrected to avoid an unsatisfactory grade.

When a student reaches the unsatisfactory conduct level, a verifiable parent contact must be made informing the parent of the pending conduct grade.

NOTE: If a student has an unsatisfactory conduct grade on the day the interim is given to them, they may receive a satisfactory at the end of the grading period if there are NO additional tardies or discipline issues for the remainder of the grading period.



EXTRACURRICULAR CONSEQUENCES FOR INELIGIBILITY

Ineligible students are not allowed to attend or participate in any extracurricular programs during the ineligible period. An exception will be made if participation is in conjunction with a curricular event for which the student receives a grade. For example, a band student would be expected to attend an evening band concert in order to receive a grade.



ACADEMIC/CONDUCT ELIGIBILITY CONTINUED....

1ST MARKING PERIOD ACADEMIC/CONDUCT INELIGIBILITY

Rising 7th/8th graders declared "ineligible" as a result of 4th marking period grades/conduct will be able to participate in the fall activities (to include dances, clubs, etc.) if that student achieves ELIGIBILITY grades and conduct marks on the first marking period INTERIM. Failure to do so will continue the student's ineligibility to participate in any extracurricular activities as laid out in the PATS Document. Eligibility for sports will be in accordance with currently published Prince William County Schools athletic guidelines.

PROCEDURE FOR BEING DECLARED ELIGIBLE AS A RESULT OF INTERIM REPORTS:

If academic and/or conduct grades meet the required standards, the student's name will be removed from the list. Guidance will maintain an updated ineligibility list. Mid-grading period official interims will allow ineligible students meeting eligibility criteria to become eligible. As far as athletic team participation is concerned, a student who becomes eligible as a result of an interim may try out for a team and, if selected, may practice with this team; however, the student may not participate in any scheduled athletic contests until the academic standard is met at the end of a reporting period. Ineligible students who become eligible after a team is selected may not join a team.

(Code of Virginia, §22.1-276.1)



ACCEPTABLE USE POLICY FOR ALL COMPUTER FACILITIES

The Following Applies to All Persons including those employed by the School Division, students, parents, and guests.

1. PWCS Regulation 295-1, known as the "Acceptable Use Policy," applies to all persons using computers at Woodbridge Middle School.
2. Changing settings on school computers, including aesthetic (appearance) settings, language settings, or other settings that may inhibit others from using the computer easily and effectively, is prohibited.
3. Food, gum, or drink of any kind (including water) is prohibited in any computer facility at any time, or in any room in which a Mobile Lab is currently in use, to ensure the equipment remains functional and available for use.
4. Accessing personal email accounts at any time, for any reason, using Woodbridge Middle School computers or connections is prohibited. In addition, students are not permitted to use external storage devices, such as floppy disks or flash drives. School Fusion is the preferable method of transmitting and saving documents for transportation and/or later use.
5. Theft or destruction of school division property will be held as a debt against the offender.



TECHNOLOGY EQUIPMENT USE POLICY

Computers and other electronic resources are essential elements of the instructional and learning processes. In order to safeguard and prolong the use of these resources, they must be handled in an appropriate manner. Students are to follow the PWCS Acceptable Use Policy governing the use of telecommunication technologies. Disciplinary action will be taken as the result of the misuse or abuse of any technology equipment, whether in the labs, library or classrooms. The consequences below are keyed to the Rules and Consequences matrix.

Listed below are the expectations of computer/other technology equipment use:

- Computers and other technology equipment, whether in the labs, library, or classrooms, will be used only in an appropriate manner for specified class assignments.
- Students will use equipment, software and network resources only as instructed. (Students are expected to ask for assistance if unsure how to use resources.)
- Students will not access personal e-mail or instant messaging.
- There will be no gum, food, candy, or drinks near equipment.
- Students will not detach any hardware parts or peripherals, or attempt to delete software applications
- Students will not vandalize, alter or reconfigure hardware or software
- Students will access online resources (such as the INTERNET) only as directed by the teacher.
- Students will not access, download/upload or communicate with materials that are pornographic, illegal, or that advocate drugs, alcohol, sex or violence.

Failure to comply with computer/other technology expectations may result in a Level I infraction, a Level II infraction, and/or further use of WMS electronic resources may be denied.





ELECTRONIC DEVICE POLICY

Students may possess electronic entertainment devices on school grounds provided that these devices are not visible and are not activated before or during the school day except at the direction of the teacher for educational purposes. The power on these devices must be turned **off** prior to entering the school and be stored **in** the student's locker. Leaving the device on "vibrate", "silence", or "ringer off" is not acceptable. Students may utilize electronic entertainment devices while traveling to and from school provided that these items are not a distraction to the bus driver and/or do not compromise safety. In addition, the use of these devices should not distract from or disrupt activities.

Students may not record (audio or video) classroom activities without permission of the principal/designee. Violators are subject to confiscation of the communication device and/or other corrective action. School Division staff does not assume responsibility for the security of communication and/ or electronic devices that are brought onto school property. While on school property, at any school-related activities or while traveling to and from school or any school-related activities, students shall neither take nor display video graphic or still images of a person who is undressed or partially undressed. Violators may be subject to disciplinary action up to and including expulsion. Under Virginia Code, § 18.2-386.1, this crime is a misdemeanor if the victim is an adult, but a felony if the victim is under 18.

When a teacher has given permission for students to use their electronic devices, the teacher will supervise the hallway as their students gather their electronic device from their locker. When the technology-based lesson has been completed, students are to be supervised again as they return their device to their lockers. In order to minimize distractions in the hallways, teachers should avoid class transition times when gathering or returning devices to the lockers (obey 10-10 rule).

Once the infraction has occurred, the teacher/staff member will:

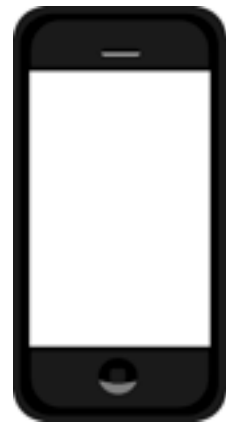
1. Confiscate the device
2. Contact the Parent/Guardian (phone or email)
3. Turn over the device to the School Security Officer

Once the device has been turned over to the School Security Officer, SSO will:

1. Secure the Device in the SSO Office
2. Enter the infraction into SMS
3. Notify the Grade Level Administrator

Once the Administration has been notified, the Administrator will:

1. Contact the parent/guardian via phone call
2. Initiate intervention (in step order):
 - o First Offense-Confiscation and warning
 - o Second Offense-Confiscation and After School Detention
 - o Third Offense-Confiscation and Night School
 - o Fourth Offense-Confiscation, loss of device privileges, Saturday School
 - o 5 or more offenses-Confiscation and Out of School Suspension



Note: Devices may be picked up by a Parent/Guardian between the hours of 8:30 AM and 2:30 PM



TERMINOLOGY

The following definitions of terms are provided in order to eliminate disputes as to interpretations of inappropriate actions/behaviors:

10-10 RULE - Students are not allowed to leave the learning environment in the beginning 10 minutes of class or last 10 minutes of class.

ACCUMULATED OFFENSES - Receiving numerous discipline referrals. When a student receives 6 or more discipline referrals, they are considered for a Principal's Informal Conference.

ASSAULT - An attempt or threat to strike another person. An attempted battery.

BATTERY - Touching which harms or hurts another.

BOOK BAGS - Parcels used to carry books and school material to and from school.

BULLYING - Actions which cause the physical, verbal or emotional abuse of others will not be tolerated. Taunts, threats, insults, gossip, humiliation, teasing, pushing, tripping, and hitting are all considered to be bullying behaviors. Violators are subject to corrective action up to and including suspension and expulsion. See "Bullying Behavior Chart" for more specifics.

CHEATING - The giving or receiving assistance (written, orally or otherwise) on tests, examinations, final evaluations or class assignments that are intended to be graded as the work of a single individual. It also includes the giving or receiving of a computer file program, part of a program or other computer-based information without specific teacher direction or approval.

CONFISCATION - the action of taking or seizing someone's property with authority.

CONTRABAND - Item which is illegal or prohibited by legal authority . . . be it civil or school related authority. This term might include, but would not be limited to, guns, weapons, drugs, etc.

DEFACING/MISUSE OF SCHOOL PROPERTY - (See VANDALISM)

DEFIANCE - Refusing to follow prompts or directions from adults in school and/or on the bus.

DETENTION - A period of time before school, during lunch, or after school that a student is held for disciplinary reasons.

DISCLAIMER - A statement that is meant to prevent an incorrect understanding of something.

DISRESPECT - The lack of consideration/tolerance for someone's self, beliefs, possessions, privacy, space, property, and/or authority.

DISRUPTION - Any behavior/action which interrupts/disturbs the orderly operation of all aspects of the school.

DRESS CODE - See the Woodbridge Middle School dress code.

EXPULSION - Decision by School Board permanently denying a student the right to attend school and school-related activities.

FIGHTING - Any physical exchange, including mutual combat, which may hurt or upset others.



FLAGGING - Pulling down pants or raising up shirts.

FORGERY - Copying, falsifying or altering printed matter for the purpose of fraud.

GANG - Any collection or group of two or more students assembled with the intention of committing assault or other unacceptable behavior.

GYM BAGS - Small-size bag (mesh or see-through) used to carry gym materials to and from the gym. This bag is not for the transport of books and materials to and from academic or other ENCORE classes.

HARASSMENT - Repeated words, gestures, sounds, or actions which offend, threaten intimidate, or make someone feel uncomfortable.

HORSEPLAY - Rough or boisterous play or pranks. Hitting (even if “friends”) is not considered horseplay.

INDECENT EXPOSURE - Inappropriate behavior including, but not limited to, mooning/ flagging, public displays of private areas.

INSTIGATING - Words (written or spoken) or actions that perpetuate a situation.

LEVEL 1 DISCIPLINE INFRACTION - Less severe behaviors that do not cause danger to self or others. For the most part, these deal with disruptions within the classroom.

LEVEL 2 DISCIPLINE INFRACTION - Behaviors that result in destruction of property, severe disruption of class or physical harm or serious disrespect toward adults. Level 2 infractions are referred directly to Administration for intervention

LEVEL 3 INFRACTION- An infraction that threatens the safety of Students and Staff or repeated Level 2 infractions. Level 3 infractions are referred directly to Administration for intervention.

NIGHT SCHOOL - An administrative disciplinary action held on Wednesday from 6- 8 PM. Parents **MUST** provide transportation.

OUT-OF-SCHOOL SUSPENSION (OSS) - A discipline action in which the student is suspended for serious discipline infractions. A disciplined student is not allowed on school grounds during the OSS, and will receive unexcused absences.

PASSES - Official written permission for student to be out of class. Student agendas or “official” WMS passes should be used.

PHONE USAGE - Emergency use of the office phone to call **ONLY** a parent or guardian. It requires written permission from the teacher.

PLAGIARISM - To pass off as one's own ideas and writings, those that belong to another.

PREPAREDNESS - In possession of and ready to use appropriate materials for each class as designated by the teacher/instructor. This also includes an appropriate attitude for learning.

PRINCIPAL'S INFORMAL HEARING - A course of proceedings to assure the protection of student privacy when dealing with serious disciplinary infractions.



PROFANITY/CURSING - Use of vulgar or indecent language or gestures.

PUBLIC DISPLAY OF AFFECTION - Inappropriate behavior including, but not limited to "mooning," public displays of private areas, or showing of affection by hugging, kissing, fondling.

REFERRAL - Official written notification to appropriate administrator/designee requiring administrative action and parent signature, regarding a student's inappropriate behavior.

RUNNING - Moving at a speed that may endanger the physical safety of self and/or others.

SATURDAY SCHOOL - An administrative disciplinary sanction held on Saturday from 9:00 AM - 12:00 noon.

SCHOOL PROBATION - Loss for a specified period of time of the privilege to attend all extracurricular activities, to include sports.

SEXUAL HARASSMENT - Sexual harassment is an illegal form of discrimination based on a person's gender (male or female). It occurs when a student is treated unfairly because of his or her gender, or when a student feels hurt or uncomfortable because of what is said or done by another person (student or adult). Words (spoken or written), actions, or bodily contact may be considered sexual harassment if they are connected in some way with gender, and if they are considered to be unwanted or harmful by the student.

SKIPPING CLASS - Student is missing for an entire class during the school day without a valid excuse/reason for the absence. A student who skips an entire class will receive a "zero" for the class activities and assignments they skipped.

SKIPPING SCHOOL - Student misses an entire day of school without a valid excuse/reason for the absence. A student who skips a day of school will receive "ZEROS" for the day's activities and assignments that they skipped.

TARDY - Student is not in classroom at scheduled time.

Excused Tardy - Late to class with permission from teacher or administrator as evidenced by signature of that person or subsequent e-mail notification.

Unexcused Tardy - Late to class without a note.

THEFT/STEALING - Taking and/or attempting to take others property without their permission and knowledge.

THREAT - An expression of an intention to inflict evil, injury, or damage on another person (or thing or place) usually, but not necessarily, as retribution or punishment for something done or left undone. It can be in verbal or written form.

TRUANCY - Attendance is compulsory until age eighteen unless the student has been exempted by law, has graduated, or has completed a G.E.D. program. School attendance officers are authorized to enforce attendance requirements and to refer students and/or parents to the courts for legal action, if necessary. In addition, Virginia law stipulates that if a court has found facts which justify that a student thirteen years of age or older has failed to comply with school attendance and meeting requirements, the court shall order the denial of a child's driving privileges for a period of at least thirty days.



VANDALISM - The malicious or willful damaging or destroying of school property or personal belongings of school employees. This includes computer and other electronic vandalism. This infraction can include the damage/destruction of another student's property.

WRONGFUL POSSESSION - The removal of any materials belonging to the school, a staff member, or a student without permission of the classroom teacher. This may include, but is not limited to, classroom lab chemicals, material, materials belonging to individual student projects.

ZERO TOLERANCE POLICY - The School Board and school staff have a position of “Zero Tolerance” on weapons, Drugs, violence and group assaults, and threats and/or assaults and/or battery against staff. Any student accused of violating this policy shall have a conference with the administrator of the school. If the circumstances of the offense support a violation of this policy, a recommendation by the principal and Area Associate Superintendent concerning expulsion or long-term suspension shall be forwarded to the Office of Student Management and Alternative Programs. In determining whether to forward and expulsion recommendation to OSMAP, the Area Associate Superintendent will take into consideration all relevant factors, including any special circumstances under Virginia Code §22.1-1-277.06.



PATS Signature Page
(Must be returned before student is assigned a locker)



PLEASE SIGN AND RETURN THIS FORM TO SCHOOL

I understand Woodbridge Middle School has a **ZERO TOLERANCE POSITION** regarding violations of rules and regulations in the "PATS" Document which prohibit drugs, weapons, acts of violence and other violations. Students who violate these rules and regulations may be assigned consequences up to being expelled from Prince William County Public Schools. I am aware of the Electronic Device Policy in the "PATS" Document. Signatures are an acknowledgement of receipt of the above information.

Signature of Student _____ Date _____

Signature of Parent/Guardian _____ Date _____