

We wish you a successful, healthy, and happy school year. If you are attending WOODBRIDGE MIDDLE SCHOOL for the first time, or if you are returning to WOODBRIDGE MIDDLE SCHOOL, we welcome you.

Together with the WOODBRIDGE MIDDLE SCHOOL PTO, we are providing you with a School Agenda/Planner. We think hearing, seeing, and writing assignments will help you increase your learning and improve your grades.

You are expected to use your planner to record homework assignments and activities and to bring your planner to parent-teacher-student conferences. Your teachers will help you to learn the skill of planning; listen to them, for planning is an important skill for now as well as your future. Middle school can be challenging--this is a busy time with many things to remember.

The agenda allows you an organized framework to write your short- and long-term assignments.

May this school year be your best academic year yet! We are here to teach you, and you are here to learn.

### THESE PEOPLE ARE HERE TO ASSIST YOU

Mr. Skyles A. Calhoun, Jr.	Principal
Mr. David R. Luke, Jr.	Assistant Principal
Mrs. Angela B. Owens	Assistant Principal
Mr. Adam McLaughlin	Athletic Director
Mr. Steve Madison	Security Specialist
Mrs. Pat DeMain, RN	School Nurse
Mrs. Debbie Roche	Guidance Director
	6 <sup>th</sup> Grade Counselor
Mr. Thomas Johnson	7 <sup>th</sup> Grade Counselor
Mrs. Lien Weakland	8 <sup>th</sup> Grade Counselor
Mrs. Annemarie Auffant	Bookkeeper
Mrs. Sonia Thompson	Admin. Secretary
Mrs. Debbie Warncke	Front Office
Mrs. Debbie Venus	Front Office
Mrs. Aura Testerman	Guidance Secretary
Mrs. Kellye Moore	Data Tech. Spec.
Mrs. Anne Westley	Librarian
Mrs. Rae Costello	Library Media Asst.
Mr. Shawn Jones	Instructional Tech.
Mrs. Claudia Winter	Cafeteria Manager
Mr. Horace Jefferson	Custodial Manager

## PARENT INVOLVEMENT

Parents/guardians are valued members of our learning community. We encourage you to view your children's notebook and the 2007-08 Planner on a regular basis. This is an opportunity to reinforce the importance of planning, completing assignments and maintaining an organized notebook.

## MISSION STATEMENT

### ***"We Get Better Together"***

At Woodbridge Middle School we are committed to providing a quality education for every student. Our mission is to work together to ensure that each student will acquire skills and knowledge to achieve success. By doing so, all students will be empowered with the confidence and the desire to continue a lifetime of learning.



### SCHOOL FACTS

- Opened as Woodbridge High School in 1964
- Became Woodbridge Middle School in 1973
- Facility has 124,511 sq. ft.; on 37 acres
- Selected as **A Vanguard School in Virginia**, 1989
- Selected as a **V-QUEST School** in 1992
- Colors: Red, Black, and White
- Mascot: Seminole Indians
- Recognized for Excellence in Education in 1998 by Virginia Tech for an exemplary community partnership-- students and staff of W.M.S. and the congregations of local churches.
- Selected for a site visit by the Blue Ribbon Committee, 2000.
- Selected for a site visit and Bill signing by Governor Mark Warner. Commonwealth of Virginia, December 2002.
- Fully accredited, Commonwealth of Virginia, 2002.
- School of Excellence Award, 2002, 2003, 2004, and 2005.
- Visit by Commonwealth of Virginia Attorney General Jerry Kilgore, June 2004.
- Site visit and C-Span program by Congressman Tom Davis.
- Nine million dollar building renovation 6/02-11/03

# CLASS SCHEDULE

of \_\_\_\_\_  
Name

Guidance Counselor \_\_\_\_\_ Team Leader \_\_\_\_\_

Grade Level Administrator \_\_\_\_\_ Lunch Shift \_\_\_\_\_

Locker No. \_\_\_\_\_ Bus Number \_\_\_\_\_

PERIOD	TIME	CLASS	TEACHER	ROOM NO.
1				
2				
3				
4				
5				
6				
7				
ARTS ROTATION 1st 12 wks. _____ 2nd 12 wks. _____ 3rd 12 wks _____				

## IMPORTANT TELEPHONE NUMBERS

Office 703.494.3181  
FAX 703.491-1441

Prince William County Public Schools <http://www.pwcs.edu>  
Woodbridge Middle <http://woodbridge.ms.groupfusion.net>

Virginia Department of Education <http://www.pen.k12.va.us/>

## AGENDA USE

The Student Agenda's main purpose is to provide each student with an organizational tool. This Student Agenda is also to be used as one means of communication between the home and school. Students are expected to carry this Agenda with them daily.

While the agenda is given to the student, it is considered school property and should not be destroyed. If it is lost, students will be expected to replace it at a cost of \$5.00.

It is our hope that student organizational skills will improve with the daily use of the Agenda. While not the sole source of parent/teacher communication, the improvement of home and school communication is another goal of Woodbridge Middle School that can only be enhanced through regular, monitored Agenda use by students, teachers, and parents.

**Parents are requested to sign the agenda weekly.**

## SUPPLY REQUIREMENTS

Certain materials will be required of all students in 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade. Below is a list of these required materials. Students will need to replenish supplies throughout the year.

- 1 - three-ring notebook at least 2" in width
- 8 – pocket dividers with 3 holes
- 1 – plastic, zippered pencil pocket (3 holes)
- 6 - #2 lead pencils
- 2 – blue or black ballpoint pens
- 1 – small package of colored pencils
- 1 – 12" ruler
- 1 – small package of paper reinforcers
- 1 – loose-leaf notebook paper
- 1 – glue stick or small bottle of glue
- 1 – box of Kleenex to be donated to your first period teacher for class throughout the year

**\*\*Individual teachers or teams may require additional supplies.**

**\*\*Every student should have a dictionary and thesaurus to use at home.**

The following items **WILL NOT** be needed and **SHOULD NOT** be brought to school:

- White-out correction fluid
- Rubber bands
- Permanent markers

Also, bookbags with rollers **SHOULD NOT** be purchased for use. They will not fit in lockers.

## ATHLETIC SCHEDULE

**\*\*A CURRENT Sports Physical is required to try-out.**

**Fall:** Football  
Boys' Soccer  
Girls' Track  
Volleyball

**Winter I:** Girls' Basketball

**Winter II:** Boys' Basketball  
Wrestling

**Spring:** Baseball  
Softball  
Boys' Track  
Girls' Soccer

## GENERAL RULES CARE OF THE BUILDING

Everyone should take pride in our school building and campus and do everything that they can do to keep it clean and attractive. Students are expected to pick up all paper and litter from the classroom and hallway floors at the end of each class period. Please be a thoughtful citizen and pick up paper and rubbish when you see it instead of walking by.

Students marking on or damaging school equipment or property in any way will be required to clean the article and pay for the damage done. The law specifically provides that parents and students are responsible for damage to school property or materials loaned to the students.

## SCHOOL DANCES

School dances at night begin at 7:00 P.M. and end at 9:00 P.M. sharp. Afternoon dances begin at 3:00 P.M. and end at 5:00 P.M. Students **MUST** bring a signed "Parent Permission Form" in order to purchase a ticket at lunch. Parents **MUST** come in the school to pick up their children to go home following the night dances. Parents may park in the teachers' parking lot. Activity buses are available for students following the afternoon dances.

1. Only WMS students may attend the dance.
2. Students on the conduct ineligibility list may NOT attend dances.
3. Students must maintain proper dance conduct.

## CAR TRANSPORTATION

Parents/Guardians to ensure the safety of your student(s), and to create an easier traffic pattern for parents, the drop-off and pick-up point for all students arriving or being picked up by car, has been revised.

All students, whether in the AM or PM are to be dropped off and picked up at the side of the school, adjacent to the baseball field. Students are to enter the building at the door closest to York Drive and exit the same door in the PM.

## LOCKERS

Lockers and combinations locks are issued to students at the beginning of the year. Lockers should be kept locked at all times. **STUDENTS ARE CAUTIONED AGAINST TELLING THEIR COMBINATION TO EACH OTHER OR THEY CANNOT EXPECT THEIR PROPERTY TO BE SAFE.**

Students may visit their lockers at times designated by their team.

Students should purchase and use a lock to put on their gym locker during gym class to ensure safety of their property.

## ATTEND SCHOOL REGULARLY

Attending school regularly is important to the learning process. Absence from school and missed assignments may result in gaps of learning.

Students are excused for:

- Illness
- Death in the immediate family
- Religious holidays

## TARDY TO SCHOOL

Students must report to the office upon arriving late to school to sign in. Before going to class, the office staff will note the tardy and time and issue a pass. Coming to school tardy will be excused for the following reasons:

- personal illness
- medical and dental appointments
- death in the family
- observation of a religious holiday
- emergency conditions at home that require special help from the student
- late buses
- emergencies arising from unusual weather conditions

## IN CASE OF ABSENCE

A reasonable effort will be made to notify, by telephone, the parents or guardians of students who fail to report to school and for whom no prior notice has been received. **We urge parents/guardians to write a note so that the absence can be counted as excused.**

Absences will be classified as unexcused, based on the following reasons:

- all-day truancy
- class truancy
- missing a ride or a bus
- disapproved-prearranged absence
- failure to produce an appropriate explanation for an absence

## HOMEWORK REQUEST

If a student is absent for three or more days in a row, homework assignments may be requested by calling the guidance office. Please give twenty-four hours notice for homework to be gathered. Parents may pick up these assignments in the front office.

Woodbridge Middle participates in the Edulink Intouch Online program. By signing up for and using Edulink Intouch Online, parents have access to their student's computer-based records, which include the teachers' electronic grade book, attendance records, interims and report cards, and much more. To use Edulink Intouch Online, a parent needs only to sign up online, you will be asked to come to Woodbridge with a photo ID to receive your user name and password.

## GUIDANCE

The counselors in our guidance department are primarily here to help make the middle school years as smooth and productive as possible. Through individual and group counseling sessions, students are assisted in making wise decisions when confronted with the many problems of early adolescence. Both parents and pupils are invited to fully utilize our counseling staff while making the transition between elementary and high school.

Counselors are:

<b>Mrs. Roche</b>	<b>Grade 6</b>
<b>Mr. Johnson</b>	<b>Grade 7</b>
<b>Mrs. Weakland</b>	<b>Grade 8</b>

## MIDDLE SCHOOL - GRADING SCALE

<b>A</b>	<b>93 - 100</b>	<b>4.0</b>
<b>B+</b>	<b>90 - 92</b>	<b>3.4</b>
<b>B</b>	<b>84 - 89</b>	<b>3.0</b>
<b>C+</b>	<b>81 - 83</b>	<b>2.4</b>
<b>C</b>	<b>74 - 80</b>	<b>2.0</b>
<b>D+</b>	<b>71 - 73</b>	<b>1.4</b>
<b>D</b>	<b>65 - 70</b>	<b>1.0</b>
<b>F</b>	<b>64 and below</b>	<b>0.0</b>

**Grades 6 and 7:** Letter grades will be averaged.

**Grade 8:** Numerical grades, rather than letter grades, will be averaged. Note--> This is a significant change from grade 7. It is wise for students to take this change seriously so there are no surprises.

Achievement is based on actual academic performance on assignments directly related to the curriculum, whereas effort and conduct are based on the observed behaviors of the student.

In order to receive a passing grade each nine weeks, 65% of the assigned, evaluated work MUST be completed.

## HONOR ROLL and PRINCIPAL'S HONOR ROLL

Both the Honor Roll and Principal's Honor Roll are based on a nine-week grading period. Both are published at the end of each grading period.

## HONOR ROLL CRITERIA

The student must have a "B" average with no more than one "C" in achievement. There must be at least one "A" to bring the "C" to a "B" average.

## PRINCIPAL'S HONOR ROLL CRITERIA

The student must have all "A's" in achievement.

## SCHOOL CLINIC

Mrs. Pat DeMain, school nurse, handles all in-school medical emergencies and daily medical concerns. In cases of medical emergencies, parents are contacted immediately and the student is usually transported by ambulance to the hospital. Emergency card information supplied by parents each year provides guidelines in these cases, therefore, care should be taken in completing the requested information. It is critical that the school retain the most current information on the emergency cards.

## BE SURE THE INFORMATION ON THE EMERGENCY CARD IS ACCURATE AND UP TO DATE.

Under no circumstances will medications be used or distributed to students reporting to the office for illness or injury. When a student feels too ill to remain in class, the student will obtain a pass from his/her teacher and report to the nurse. Once the student's condition is evaluated, one of the following actions will be taken

- Administer minor first aid
- Contact parent or guardian listed on emergency card to send student home from school
- Return student to class

## ADMINISTERING MEDICATION

It is the intent of the Prince William County School System--and Woodbridge Middle School--to assist parents/guardians when they are unable to come to school to administer medication, by giving needed medication to students so that the student may maintain school attendance.

Every effort shall be made by the parents/guardians for the student to receive needed medication outside of the school day. Prescription or over-the-counter drugs, pain relievers, cough medicine, inhalants. etc., should be administered to students by parents/guardians outside of school hours except in unusual circumstances.

It is the responsibility of parents/guardians to provide the following for prescription or non-prescription medication:

1. The parents'/guardians ' written authorization for other school staff to medicate their child.
2. A written statement (Pharmacy labels will be acceptable) from the parent/guardian designating:
  - The title of the prescription or Non-prescription medication
  - The required dosage
  - The time intervals
  - The duration of administration
3. Medication, which has not exceeded the expiration date.
4. Medication shall be in the **original** container.

Students may keep in their possession certain medications such as prescription inhalers; epinephrine (bee sting medication) when the need for such medication is urgent and a delay could result in serious problems. This is permitted provided it is cleared through the school office in advance and the following requirements are met:

- A. The parent/guardian presents to the school administration a physician's prescription for the medication;
- B. The school has a note from the parent/guardian, requesting that the child be allowed to carry the medication and stating the reason for the request;
- C. The student has received instruction regarding the discreet use of the medication, including keeping it from being used by other students.

If medication requires refrigeration, parents should check with the school first before

sending in the medication to see if refrigerated storage is available. Health Department rules do not permit the storage of medication in food service refrigerators. The school will not be responsible for lost or spilled medications. *Medication is to be brought to the **main office** at the beginning of the day (Excerpted from PWPCS Regulation 757-4).*

## EXTRACURRICULAR ACTIVITIES/CLUBS

Cheerleading  
Chess Club  
Computer Club  
Drama  
Ecology Club  
HER-O  
International Club  
Mathcounts Club  
National Junior Honor Society\*  
Odyssey of the Mind  
Peer Partners  
Pride  
Robotics  
SCA  
Seminolettes Dance Team  
Step Team  
Study Sessions  
Tennis  
Yearbook

\*Open to academically qualified seventh and eighth grade students.

## SETTLING ARGUMENTS WITHOUT VIOLENCE

- Identify the problem. Focus on the problem, not the person.
- Keep an open mind. Things aren't always the way you think they are.
- Be honest. Tell the other person how you feel.
- Listen carefully. Take time to hear what the other person is saying. Put yourself in his or her shoes.
- Brainstorm solutions.
- If you anticipate a difficult situation, plan ahead. Think of alternatives that can peacefully resolve a dispute.
- Postpone decision if possible. Give yourself time to calm down and avoid overacting.
- Be open to compromise.
- Consider avoiding conflict. Sometimes it is not worth it to argue.

- Ask someone else to listen to both sides and help you work out a reasonable, nonviolent solution.

*Source: Turn Off the Violence, Northern Virginia Turn Off the Violence Coalition, c/o Friends of the Fairfax County Victim Assistance Network.*

# CHARACTER EDUCATION

**Trustworthiness**---*honesty, integrity, reliability, and loyalty*

**Respect**---*the precepts of the Golden Rule, tolerance, and courtesy*

**Responsibility**---*hard work, economic self-reliance, accountability, diligence, perseverance, and self-control*

**Fairness**---*justice, consequences of bad behavior, principles of non-discrimination, and freedom of prejudice*

**Caring**---*kindness, empathy, compassion, consideration, generosity, and charity*

**Citizenship**---*patriotism, the Pledge of Allegiance, respect for the American Flag, concern for the common good, respect for authority and the law, and community-mindedness.*

**Source:** *Code of Virginia § 22.1-208.01*

# Seminoole Pride

What?	How to display the EXPECTED BEHAVIORS	Going BEYOND the call of duty
Positive Attitude	Follow WMS procedures Keep the school clean Greet others Use productive language Display courtesy Avoid physical actions	Show concern for others Help adults to clean beyond your space Encourage peers to make good choices Be a successful mediator with peers
Respect	Use a low, calm tone of voice Listen attentively Make eye contact Honor confidentiality Use manners Present positive body language Be on time Tell the truth Respond to verbal correction compliantly	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 peer
Involvement	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	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
Determination	Do your best Have correct book/notebook/agenda ready Maintain a quiet learning atmosphere Focus on classroom tasks Set goals for success	Encourage others to do their best and stay on task Remain positive during crisis Make good choices during stressful moments

=Excellence

## THE RECIPE FOR SUCCESS AT WMS