WOODBRIDGE SENIOR HIGH SCHOOL
Parent/Student Handbook
2017-18

A RESOURCE GUIDE FOR WOODBRIDGE SENIOR HIGH SCHOOL PARENTS AND STUDENTS
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The Prince William County School division does not discriminate in employment or in its educational programs and activities against qualified individuals with disabilities, nor on the basis of age, gender, race, color, religion, or national origin.
Dear Students,

Welcome to the Viking family! Our theme this year has expanded to “Building Bridges, Closing Gaps, Leaving Legacies, and It Takes a Village.” We are thrilled that you will be a part of this journey!

We have created this handbook to serve as your guide throughout the school year. Please take time to read through it and ask any questions that you may have. In addition to your teachers and counselors, your administrator is another resource you have. We all want you to have a successful year. Below are a couple of tips on how to make this your best school year yet!

- Stay organized: Find a system that works for you! I personally found that labeling two-folders for each class helped me when I was in school. I also recommend a calendar to write down important due dates and upcoming events.

- Schedule time to study: You may not have homework every night, but it is highly recommended that you set aside a certain amount of time each evening to review your school work. Getting in a routine will help you stay on track!

- Ask for help: Your teachers want you to be successful, and you will find that they are more than willing to help you! We have Flex periods built into our schedule and these are great opportunities for you to request to see teachers in classes that you may need some extra support. Also, remember to seek out assistance from your school counselor!

- Have fun: Four years will fly by. There are so many opportunities here at Woodridge for you to get involved! In addition to sports, we have a wide variety of clubs and other organizations. See Mr. Washington in the Athletics/Activities office for more information.

Again, welcome to Woodbridge Senior High School! My contact information is as follows:

- Main office: stop by to see me at any time.
- Twitter: @abney_heather (I tweet out a lot of information about school events); WSHS Twitter—@WoodbridgeHS
- Facebook: https://www.facebook.com/WoodbridgeHS/
- WSHS Website: https://woodbridgehs.pwcs.edu
- Email: AbneyHL@pwcs.edu

Mrs. Abney
Principal
WSHS Vision & Mission

Vision
Through acceptance, integrity, perseverance, and Viking pride, our school community will build bridges and close gaps as we become lifelong learners leaving legacies of excellence.

Mission
The mission of Woodbridge Senior High School is to empower all members of the Viking family by cultivating the knowledge, skills, attributes, and values needed to successfully engage in the global community.

School Theme
“Building Bridges, Closing Gaps, Leaving Legacies, and It Takes a Village.”

Viking Values
As Vikings, we are committed to…

- Striving for academic excellence,
- Embracing diversity,
- Fostering an inclusive environment,
- Accepting personal responsibility,
- Demonstrating integrity,
- Building positive relationships,
- Seeking feedback for continuous growth,
- Putting forth our best effort at all times,
- Developing leadership capacity,
- And using our energy and talent to positively impact our school community.

WSHS Fight Song
Onward Woodbridge, Onward Woodbridge
Wave those colors high
Stand behind the green and gold
And show your Viking pride!
GO! GO! GO!
Onward Woodbridge, Onward Woodbridge
GO team! Fight! Fight! FIGHT!
We are headed for the top
GO…Mighty Vikes!
## STUDENT CLASS SCHEDULE

<table>
<thead>
<tr>
<th>Period</th>
<th>Class</th>
<th>Room/Teacher</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Flex</td>
<td>Rotations Through Periods 1 – 7</td>
<td>Rotations Through Periods 1 – 7</td>
</tr>
<tr>
<td></td>
<td>See Schedule</td>
<td>See Schedule</td>
</tr>
<tr>
<td>4</td>
<td>Lunch (A, B, C, D, E)</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Lunch (A, B, C, D, E)</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## PWCS INTERIM & REPORT CARD SCHEDULE (2017-18)

**First Nine Weeks:**
- August 28 – September 9/November 3
- Interim: October 11
- Report Card: November 16

**Second Nine Weeks:**
- November 8-December 11/January 26
- Interim: December 20
- Report Card: February 6

**Third Nine Weeks:**
- January 30 – March 2
- Interim: March 13
- Report Card: April 25

**Fourth Nine Weeks:**
- April 17 – May 9/June 8
- Interim: May 18
- Report Card: Mailed home by June 20
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
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<tr>
<td>August 17-18</td>
<td>PWCS Connect</td>
</tr>
<tr>
<td>August 21</td>
<td>All Teachers Report</td>
</tr>
<tr>
<td>August 21-25</td>
<td>Teacher Professional Development/Workday</td>
</tr>
<tr>
<td>August 28</td>
<td>School Begins</td>
</tr>
<tr>
<td>September 4</td>
<td>Labor Day Holiday</td>
</tr>
<tr>
<td>October 9</td>
<td>Teacher Professional Development/Workday Touchbase # 1 (No school for all students)</td>
</tr>
<tr>
<td>October 10</td>
<td>Veterans Day Holiday</td>
</tr>
<tr>
<td>November 3</td>
<td>End of First Grading Period</td>
</tr>
<tr>
<td>November 6</td>
<td>Teacher Professional Development/Workday (No school for all students)</td>
</tr>
<tr>
<td>November 7</td>
<td>Teacher Professional Development/Workday (No school for all students)</td>
</tr>
<tr>
<td>November 10</td>
<td>Winter Break for Students/Teachers</td>
</tr>
<tr>
<td>November 22-24</td>
<td>Winter Break for Students/Teacher</td>
</tr>
<tr>
<td>January 1</td>
<td>School Reopens</td>
</tr>
<tr>
<td>January 15</td>
<td>Martin Luther King Holiday</td>
</tr>
<tr>
<td>January 26</td>
<td>End of Second Grading Period</td>
</tr>
<tr>
<td>January 26</td>
<td>End of First Semester</td>
</tr>
<tr>
<td>January 29</td>
<td>Teacher Workday</td>
</tr>
<tr>
<td></td>
<td>(No school for all students)</td>
</tr>
<tr>
<td>February 19</td>
<td>Presidents’ Day Holiday</td>
</tr>
<tr>
<td>March 26-30</td>
<td>Spring Break for Students/Teachers</td>
</tr>
<tr>
<td>April 13</td>
<td>End of Third Grading Period</td>
</tr>
<tr>
<td>April 16</td>
<td>Teacher workday (No school for all students)</td>
</tr>
<tr>
<td>May 28</td>
<td>Memorial Day Holiday</td>
</tr>
<tr>
<td>June 8</td>
<td>End of Fourth Grading Period</td>
</tr>
<tr>
<td>June 8</td>
<td>End of Second Semester</td>
</tr>
<tr>
<td>June 8</td>
<td>Last Day of School</td>
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<td>June 11-13</td>
<td>Teacher Professional Development/Workday</td>
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ADMINISTRATIVE ASSIGNMENTS & DUTIES
The administrative team at Woodbridge Senior High School is committed to the well-being and educational success of the entire student body, as well as the leadership, enrichment, and development of the school faculty. The administrative team is listed below, complete with these individuals’ roles and major duties/responsibilities are listed in the chart below.

<table>
<thead>
<tr>
<th>Administrator</th>
<th>Role</th>
<th>Discipline</th>
<th>Major Duties &amp; Responsibilities</th>
</tr>
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<tbody>
<tr>
<td>Mrs. Heather Abney</td>
<td>Principal</td>
<td>N/A</td>
<td>Advisory Council, School Improvement Plan, Staff Development</td>
</tr>
<tr>
<td>Mr. Rory Millette</td>
<td>Administrative Coordinator, Specialty Programs Coordinator, AP Coordinator</td>
<td>A-C</td>
<td>World Languages</td>
</tr>
<tr>
<td>Mr. Chris Beemer</td>
<td>Assistant Principal</td>
<td>D-K</td>
<td>P.E./Health, Science</td>
</tr>
<tr>
<td>Mr. Ralph Block</td>
<td>Teacher on Special Assignment</td>
<td>A-K</td>
<td>Attendance, Bullying, Mediations, Touchbase, Sophomore Class</td>
</tr>
<tr>
<td>Ms. Shelia Coleman</td>
<td>Assistant Principal</td>
<td>R-Z</td>
<td>Business, FACS, JROTC, Social Studies</td>
</tr>
<tr>
<td>Mr. Aaron Greenfield</td>
<td>Teacher on Special Assignment</td>
<td>L-Z</td>
<td>Attendance, Bullying, Mediation, Touchbase, Junior Class</td>
</tr>
<tr>
<td>Ms. Michele Sullivan</td>
<td>Assistant Principal</td>
<td>Special Education</td>
<td>Fine Arts, Library, Special Education</td>
</tr>
<tr>
<td>Mrs. Kathleen Hugh</td>
<td>Teacher on Special Assignment, Department Chair</td>
<td>Special Education</td>
<td>Attendance, Bullying, Mediations, Touchbase, Freshmen Class</td>
</tr>
<tr>
<td>Mrs. Cynthia Treichler</td>
<td>Teacher on Special Assignment</td>
<td>N/A</td>
<td>Instructional Leadership Council (ILC), Interventions, School Data, Staff and Student Recognition, Senior Class</td>
</tr>
<tr>
<td>Mr. George Washington</td>
<td>Director of Activities</td>
<td>N/A</td>
<td>Coaches and Sponsors</td>
</tr>
<tr>
<td>Mr. Hilary Jenkins</td>
<td>Director of Safety &amp; Security</td>
<td>Entire student body</td>
<td>Drills, Emergency Responses, Parking, Safety, Security</td>
</tr>
</tbody>
</table>

COUNSELING & STUDENT SUPPORT SERVICES
The members of the counseling staff at Woodbridge Senior High School provide services which are designed to address three major elements in student development: educational, personal, and career. These services include assistance with the following: education, planning, interpretation of test scores, information regarding occupations and careers, personal counseling, financial aid information, college applications, and any other questions or concerns a student may present.

School Counseling Personnel
Mrs. Charmelle Ackins       Director of Counseling
Mrs. Sandi Casillas         ESOL Levels 1 – 6; Level 6, 2nd Year
Mrs. Lynne Wooten-Mitchell  A – Cha
Ms. Kylie Bopp              Che-Gol
Mrs. Kayce Swanson          Gom-Lar
Mr. Joe Lederman            Freshman Academy & Las-Ni
Mrs. Karen Eaton            No-Se
Mrs. Beth Edwards           Sh-Z
Mrs. Patrice Richardson     Career Counselor
Mrs. Kristina Wittman       Testing Coordinator
Ms. Joanne Estoclet         Registrar
Mrs. Debbie Bardwell        Secretary
Student Services Personnel
In addition to principals, counselors, and teachers, Woodbridge Senior High School has additional staff members to assist a student with various problems. The locations of these individuals are listed next to their names.

Mr. Seth Solondz—Social Worker—Counseling Office
Works with school, home and community in helping students alleviate personal and social adjustment problems.

Mrs. Pam Smith—School Nurse—Hallway next to the Middle Administrative Office
Provides immediate emergency medical attention and counsels students on health-related issues.

Mrs. Lauren Gonzalez—School Psychologist—Counseling Office
Assists the students with psychological evaluation, consultation, and counseling.

Ms. Tina DiGiacomo—New Horizons Counselor—Counseling Office
Counsels students dealing with issues related to substance abuse and anger management.

Mr. Gary Wortham—Truancy Officer—Room 1819
Works with school, home, and community in helping students solve attendance problems.

24-Hour a Day Crisis Hotlines
Prince William County Dept. Of Social Services ... 703.792.7500
Teleteen................................................................. 703.368.8069
Runaway Hotline .................................................. 800.786.2929
Crisis Link............................................................... 703.527.4077

**ASK FOR HELP**
Students are encouraged to contact any member of the staff if they have a problem, would like to express a concern or complaint, or if they feel their rights have been violated.

College & Career Planning
All college, NCAA, and scholarship applications must be processed by the Counseling Office secretary. All transcripts must be requested online using the Naviance Program. Please allow 10 working days for the application to be processed. (According to County Regulation 790-2, the first transcript, mid-year and final transcripts, sent for up to three schools, by the school of record are free. Additional transcripts issued are $5.00 per copy.)

GRADE PLACEMENT
The requirements for membership in grades 9-12 are as follows:

** Ninth Grade:** Successful completion of grade eight
Tenth Grade: Five units of credit, three of which must be in required courses
Eleventh Grade: Eleven units of credit, six of which must be in required courses
Twelfth Grade: Sixteen units of credit, nine of which must be in required courses

SCHEDULING
Course Selection—Prince William County Course Catalog
When selecting courses for the upcoming school year, students and parents/guardians should read the Prince William County Course Catalog closely and should choose courses carefully. The course selection process will occur during the month of February and/or March of each school year. Counselors will meet with students through their English classes. The courses selected should be based on the student’s ability, past record of academic achievement, interest in the subject, career goal(s), and teacher recommendations. The pursuit of a course of studies leading to entrance into college may
include those courses not directly related to college entrance. Art, music, and career and technical education courses offer students the opportunity to explore new areas of study as well as to gain knowledge and skills that may likely prove useful to them in whatever career they choose.

Through careful course selection and close cooperation between the student and the school counselor, a student will be able to pursue a career goal and still have time for other course offerings without excluding any particular area of study.

The Course Catalog includes a listing of courses taught in Prince William County Public Schools’ high schools. All courses are not taught in all high schools. Course offerings are contingent on sufficient student interest. This may result in some courses not being available in certain schools even though they are listed for those schools. Numbers 1-11 and 99 shown below the course’s descriptive paragraph in the Course Catalog indicate the schools in which each course is taught. The code number for each high school is as follows:

<table>
<thead>
<tr>
<th>Code Number</th>
<th>School Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1)</td>
<td>Brentsville</td>
</tr>
<tr>
<td>(2)</td>
<td>Gar-Field</td>
</tr>
<tr>
<td>(3)</td>
<td>Osbourn Park</td>
</tr>
<tr>
<td>(4)</td>
<td>Potomac</td>
</tr>
<tr>
<td>(5)</td>
<td>Stonewall</td>
</tr>
<tr>
<td>(6)</td>
<td>Woodbridge</td>
</tr>
<tr>
<td>(7)</td>
<td>Hylton</td>
</tr>
<tr>
<td>(8)</td>
<td>Forest Park</td>
</tr>
<tr>
<td>(9)</td>
<td>Battlefield</td>
</tr>
<tr>
<td>(10)</td>
<td>Freedom</td>
</tr>
<tr>
<td>(11)</td>
<td>(11) Patriot</td>
</tr>
<tr>
<td>(12)</td>
<td>Colgan (99) Virtual</td>
</tr>
</tbody>
</table>

For easy reference, this code is repeated at the bottom of each page of the Course Catalog wherever courses are described. A student desiring to take a course offered at a school other than his/her assigned school should contact his/her school counselor for details.

**SCHEDULE CHANGE POLICY & PROCEDURES**

There will be no schedule changes during the 2017-18 school year. Extenuating circumstances will be dealt with on an individual basis. In the event of an error in a student’s schedule, please notify the appropriate counselor as soon as possible. Student schedule changes made to correct an error will not result in any grading penalty.

Based on the course, the procedures listed below will be followed to address an extenuating circumstance warranting a schedule change:

<table>
<thead>
<tr>
<th>Pre-AP Schedule Change Procedures</th>
<th>AP Schedule Change Procedures</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Student/parent contacts student’s teacher to request course concerns and/or a potential course change.</td>
<td>1. Student/parent contacts student’s teacher to request course concerns and/or a potential course change.</td>
</tr>
<tr>
<td>2. Teacher records student/parent concerns. Teacher can reach out to alpha-counselor for preliminary support.</td>
<td>2. Teacher records student/parent concerns. Teacher can reach out to alpha-counselor for preliminary support.</td>
</tr>
<tr>
<td>3. Teacher passes along student concerns to supervising AP and Mr. Millette via e-mail.</td>
<td>3. Teacher passes along student concerns to supervising AP and Mr. Millette via e-mail.</td>
</tr>
<tr>
<td>4. Teacher meets with student to address concerns. Instructional support plan provided to increase student success in current course, which must include a minimum of 5 scheduled sessions of Flex, before, or after school help to address student issues in course.</td>
<td>4. Teacher and Mr. Millette meet with student to address concerns. Instructional support plan provided to increase student success in current course, which must include a minimum of 5 scheduled sessions of Flex, before, or after-school help to address student issues in course.</td>
</tr>
<tr>
<td>5. Teacher makes contact with parents by phone after meeting with student to discuss concerns and proposed instructional support plan, including the agreed to sessions of help, in an effort to get student back on track in current course.</td>
<td>5. Teacher makes contact with parents by phone after meeting with student to discuss concerns and proposed instructional support plan, including the agreed to sessions of help, in an effort to get student back on track in current course.</td>
</tr>
<tr>
<td>6. If a schedule change is deemed appropriate, the AP will contact the alpha-counselor to execute a schedule change.</td>
<td>6. If a schedule change is deemed appropriate, the parent will put this schedule change request in writing to Mr. Millette. Mr. Millette will contact the alpha-counselor to execute a schedule change.</td>
</tr>
<tr>
<td>7. Counselor will contact all appropriate parties (i.e. teachers, AP, student, and parents) with schedule revision if deemed appropriate.</td>
<td>8. Counselor will contact all appropriate parties (i.e. teachers, AP, Mr. Millette, student, and parents) with schedule revision if deemed necessary.</td>
</tr>
<tr>
<td>9. If AP denies schedule change request, final appeals must be sent to Mrs. Abney in writing.</td>
<td>9. If Mr. Millette denies schedule change request, final appeals must be sent to Mrs. Abney in writing.</td>
</tr>
</tbody>
</table>

Schedule changes are made through a student’s alpha-counselor. Students must comply with the schedule change process established at their school. Should a student elect to change a class, the following rules will apply:
• In the event a student has a schedule change, the grades from the previous class will be averaged in with the grades from the new class in proportion to the amount of time spent in each class. The student is, however, responsible for the material that was already presented in the new class.

• If a student drops a one-year course during the first semester, a notation will be made on the student transcript indicating either “Withdrawn—Passing” (WP) or “Withdrawn—Failing” (WF). If a student drops a one-year course after the first semester, a failing grade (F) will be recorded on the student’s transcript. This procedure will become effective within one week after the issuance of the first interim.

• Students enrolled in a one-semester course who drop the course before the end of the nine weeks, will have the notation “Withdrawn—Passing” (WP) or “Withdrawn—Failing” (WF) recorded on the student transcript. If a one-semester course is dropped after the nine-week marking period, a failing grade (F) will be recorded on the student’s transcript.

• If a student moves from one level to another level of the same course, the grades earned in the initial course will transfer to the second course.

**GRADING**

**Grading Policy**

A numerical grading system from 0-100 will be used for the averaging of grades within a nine-week marking period. A student must complete 65% of the work within a grading period in order to receive credit for the grading period. As of the 2016-17 school year, teachers are required to have a minimum of nine quality grades recorded in the gradebook per nine-week marking period.

<table>
<thead>
<tr>
<th>Letter</th>
<th>Grade Description</th>
<th>Percentage</th>
<th>GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>90-100</td>
<td>4.0</td>
</tr>
<tr>
<td>B+</td>
<td>Very Good</td>
<td>87-89</td>
<td>3.4</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>80-86</td>
<td>3.0</td>
</tr>
<tr>
<td>C+</td>
<td>Above Average</td>
<td>77-79</td>
<td>2.4</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
<td>70-76</td>
<td>2.0</td>
</tr>
<tr>
<td>D+</td>
<td>Below Average</td>
<td>67-69</td>
<td>1.4</td>
</tr>
<tr>
<td>D</td>
<td>Poor</td>
<td>60-66</td>
<td>1.0</td>
</tr>
<tr>
<td>F</td>
<td>Failure</td>
<td>59 and below</td>
<td>0</td>
</tr>
</tbody>
</table>

**TRANSPORTATION**

**Automobile (Student Driver)**

Bus transportation is provided for all students in the Woodbridge Senior High School attendance area, and students are encouraged to ride the bus to school. Those students who drive private vehicles are subject to regulations regarding their use. Student operators must obtain a parking application form and a parking decal from the Safety/Security Office. The cost of a parking decal is $100.00 for the year. Student drivers are responsible for knowing and abiding by all rules governing the student use of vehicles on school grounds. Violations of any driving/parking rules may result in disciplinary action, the withdrawal of driving privileges, and/or the vehicle being towed at the owner’s expense. No student may drive or park a private vehicle at school once parking passes are sold. Students are not permitted to park in the faculty parking lot, elementary school parking lot, grassy areas on school property, driver’s education range, reserved spaces for staff, or any visitor spots. **Chronic disciplinary and/or attendance/tardy issues may result in a revocation of parking pass privileges.**

**Bus Regulations**

School bus service is provided to all students in the Woodbridge Senior High School attendance area. Students are expected to ride the same bus each day and to comply with all posted bus rules and safety regulations. Students are reminded that buses do not line up in the tunnel in the same order each day. As a result, students should review the bus lane assignment boards located at both ends of the bus tunnel. **Buses depart daily in the afternoon at 2:18 p.m. Once the buses are set to depart, the bus tunnel must be completely cleared of all students.** Running after buses or other dangerous behavior will result in appropriate discipline and possible suspension of bus privileges. Requests for bus and/or bus stop changes must have parental and administrative approval. Transportation’s number is 571.402.3903.
CAFETERIA INFORMATION

Breakfast, lunch, and a la carte items are available each day. All food and beverages must be consumed in the cafeteria or senior lounge. No opened containers of food or drink may be removed from the cafeteria. No glass bottles or containers will be allowed in the cafeteria. If students are found with food in other areas of the building, they will be asked to dispose of the food in the nearest receptacle. During all lunch shifts, students will remain in the cafeteria or senior lounge, except for the use of the restrooms. Students are only permitted to use the restrooms in the gym lobby on the second floor. Students are not permitted to remove trays and/or utensils from the cafeteria. The use of vending machines during school hours is prohibited. Students found in unauthorized areas will be referred to their administrator for disciplinary action. Free/reduced lunch applications are mailed directly to the home and are to be returned directly to Food Services or you may print one for completion at the following Website: www.pwcs.edu. The www.mylunchmoney.com service for prepayments into school cafeteria accounts is available.

Cafeteria Rules

1. Please enter the lunch line at the back and wait your turn.
2. Assist others who cannot carry their tray.
3. All opened food items must be consumed in the cafeteria.
4. Please return trays, trash, and utensils to their appropriate place as soon as you have finished eating.
5. Please leave the cafeteria (including tables, chairs, and the floor) clean and free from spills and trash.
6. Outside food from a restaurant is not allowed in the cafeteria. Parents are not permitted to drop off outside food for student pickup.

SCHOOL CLOSINGS & DELAYS

In the event of severely inclement weather or emergencies, school may be closed (code red- no school for anyone or code green – school for administrators and custodial staff) or the starting time delayed. The same conditions may necessitate an early dismissal. School closing, delayed starting time, or an early dismissal will be announced over the local radio and television stations. We will post school closings and cancellations on the county Website at www.pwcs.edu. This information is also available by telephone at 703.791.2776.

Announcements

Daily morning announcements inform students and staff of activities, school news, and procedures. Announcements are made only for school-sponsored events and must be approved by a staff member. Daily announcements can be found on our Webpage.

EXAMS/EXEMPTION POLICY

There will be no semester exams for yearlong courses. The first marking period grade and the second marking period grade will be averaged together for the first semester grade. Double-period examinations of approximately two hours in length are required in all subject areas for the final exam. The final exam will be cumulative and constitutes 10 percent of the year grade. A student who fails to take/complete the examination or culminating activity will receive a 0 for the exam grade. Make up examinations will be given only to those students who have prior approval of the principal and to those students with verified absences.

No early dismissals will be processed, nor passes delivered while regular exams, AP exams, or SOLs are being administered.

Juniors and seniors who have an “A” first semester and an “A” average for the year going into the final exam are not required to take the final exam. However, students may elect to take the exam to improve their grade. If they take the exam, the exam grade must be calculated into their year-end grade. Students enrolled in semester, one-half credit courses, may not be exempt. Students may be exempt from the final exam in a course which requires an SOL test if he/she passes the SOL test as follows:

- Pass/Advanced – Student receives a 100 “A” on the final exam
- Pass – Student is exempt from the final exam
Students that pass their SOL and are failing the class should check with their teacher to see if passing the exam would provide enough percentage points to pass the class. In this situation, students should attempt to take the exam. The exam must be calculated into their year-end grade. All students should carefully weigh the options and effect on their grade before using an exam exemption.

Prince William County Public Schools supports a no use policy related to the use of tobacco, alcohol, and all other drugs except prescribed medication. Students who choose to ignore this policy often find their use is causing problems in their lives. If you think you or a friend has a substance abuse problem, confidential help is available from your school counselor, teachers, a substance abuse school counselor, or other school staff. Other resources for any student in need of counseling/help can be found below.

**FLEX PERIOD INFORMATION**

The purpose of the FLEX period is to improve student achievement by providing more opportunities for students to receive targeted assistance that addresses their specific needs, more time for quality feedback, and more options for enrichment and extension. Also, flex time can be used for standardized testing remediation, pep rallies, meetings, and other non-instructional activities that would otherwise impact regular instructional time.

FLEX can be used as additional class time within certain guidelines. Since individual students may be out of the classroom for remediation, group meetings, rehearsals, mediation, etc., it **may not** be used for new or required class work.

**Suggested Uses:**
- Pre-testing (non-evaluative assessment)
- Individual Help
- Re-teaching a Concept
- Re-testing Material
- Make-up Work/Testing
- Review for major assessments
- Feedback (return assessments, student conferencing, etc.)
- Extra Time for Projects/Group Work
- Homework completion
- Make-up Labs
- Skills practice
- Discussion
- SSR (Sustained Silent Reading) with accompanying activity
- Enrichment
- Gifted Services
- Flexible groupings (combination of more than one activity at one time)
- Develop real-world and study skills

**FLEX is NOT to be used for:**
- New Testing
- Teaching New Concepts (unless instructed by administration)
- Free Time

**FLEX periods may also be used for the following activities:**
- SOL Remediation/Tutoring (approved by administration)
- AP Scholars/CFPA Meetings
- School Assemblies and Pep Rallies
- Other activities approved by the administration (in advance)

**FLEX PERIOD FAQs**

**What are “Flex” Periods?**

Flex periods are additional (shortened) meeting times of classes built into the bell schedule for each of the seven scheduled classes on a rotating basis. Typically, they will cycle through every two weeks or so.

How is this extra time intended for use by teachers and students that differs from the regular instructional block?

**Why has WSHS implemented a FLEX Bell Schedule?**

Flex Periods offer several significant benefits that will better help WSHS meet the needs of our students:

- Provides targeted interventions- If students are not succeeding in certain classes, they will also use this time to work with teachers to receive additional instruction, remediation, or re-assessment.
- Enhances current instructional time- Flex periods will optimize regular classroom time by reducing the frequency of student pull-outs for various reasons. This will serve as the exclusive time for class and specialty program meetings, pep rallies, and the many other programs that distract from the instructional time.
- Additional time for help - Students who cannot stay after school have class time to ask questions, make up missed work, get extra help
Opportunity for enrichment- teachers can plan activities and experiences that go beyond the basic curriculum

Can students get passes to see other teachers?
Yes, students can “flex in” or “flex out” from one flex period to another. There is a process in place that students must follow to obtain pre-approval from the teachers.

How does “flexing in” or “flexing out” work?
There is a process in place that students must follow to obtain pre-approval from the teachers.
Example: Block 2 is scheduled for flex period this week, but a student needs to make up a test in their Block 6 class. If that student obtains permission from both teachers in advance, this change from Block 2 to 6 can occur for that student during the scheduled Block 2 Flex period.

- FLEX attendance will be taken by the regularly scheduled teacher in SMS.
- Students must prearrange and request any changes to their FLEX period with both teachers. The “receiving” teacher will issue the student a pass in advance to be shown to the regularly scheduled FLEX teacher at the beginning of the FLEX period. With the “sending” teacher’s permission, the student is permitted to move to the receiving teacher’s room at the beginning of the period. Students **may not** leave any class without a pre-arranged pass from the receiving teacher.
- The “sending” teacher has the option to say no if he/she feels the student needs to remain in the assigned flex period to accomplish work.
- Students must sign in/out on the FLEX log located in each classroom when they travel.
- Student travel is only permitted in the first five minutes of the flex period. A student must present the flex pass at the beginning of the period and may not leave to “flex out” after the five minute travel time has passed.
- Hallways during FLEX periods will be monitored for the first five minutes while students are flexing in and out of classes; they will not be permitted to wander the halls.
- The receiving teacher must supervise any students they accept for the **entire FLEX period** (even if their work does not take up the whole time; they must stay).

What is the procedure for OER/Study Hall students?
- Students assigned to the Study Hall in the Upper Cafeteria may flex out using similar procedures. They must request a flex pass from a “receiving” teacher in advance. At the start of a flex period they should report to the Upper Cafeteria to sign out on the flex log and report to their destination during the first five minutes of a flex period.
- Early Release (OER) students are assigned to a teacher/room for that particular flex period for study hall all year. Students with early release are not permitted to leave school during flex time. For example, if a student has early release for 7th period, he or she will report to an assigned location for study hall every time 7th period meets during the flex block and may not leave the building for 7th period flex.

*Inclement Weather - If we miss a flex period because of a snow day/late opening, will the next flex period be the originally scheduled one for the snow day or the one that is the next rotation on the calendar?*
- **Code Red or Code Green:** if school is closed for inclement weather on an even/flex day, the originally scheduled flex periods will occur during the next day school is in session. The flex calendar would then be adjusted to reflect the “shift” due to the school closure.
- **2-hour delay:** if there is a 2-hour delay on an even/flex day, the flex periods that day are canceled and are not made up. The next even/flex day will have the next flex periods on the rotation calendar. The flex calendar would not be adjusted.

What is the impact on students in CTE programs (culinary, nursing, cosmetology, etc.)?
- If their program conflicts with the flex period, these students, along with Governor’s School students, will not attend flex. A list of these students will be distributed to teachers at the beginning of the year so they can be marked as having an excused absence during flex period attendance.
## SAMPLE 9TH GRADE SCHEDULE WITH FLEX

### Week 1

<table>
<thead>
<tr>
<th>Schedule</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Block 1</strong></td>
<td>1st Period Biology</td>
<td>2nd Period Algebra I</td>
<td>1st Period Biology</td>
<td>2nd Period Algebra I</td>
<td>1st Period Biology</td>
</tr>
<tr>
<td>7:30 – 8:58</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Block 2</strong></td>
<td>3rd Period HPE I</td>
<td>Flex A: P1 Biology</td>
<td>3rd Period HPE I</td>
<td>Flex A: P4 World History I</td>
<td>3rd Period HPE I</td>
</tr>
<tr>
<td>9:04 – 10:31</td>
<td></td>
<td>Flex B: P2 Algebra I</td>
<td></td>
<td>Flex B: P3 HPE I</td>
<td></td>
</tr>
<tr>
<td><strong>Block 3</strong></td>
<td>5th Period English 9</td>
<td>4th Period World History I</td>
<td>5th Period English 9</td>
<td>4th Period World History I</td>
<td>5th Period English 9</td>
</tr>
<tr>
<td><strong>Block 4</strong></td>
<td>7th Period CIS</td>
<td>6th Period Spanish I</td>
<td>7th Period CIS</td>
<td>6th Period Spanish I</td>
<td>7th Period CIS</td>
</tr>
<tr>
<td>12:42 – 2:10</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Week 2

<table>
<thead>
<tr>
<th>Schedule</th>
<th>Monday</th>
<th>Tuesday</th>
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<th>Thursday</th>
<th>Friday</th>
</tr>
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<tr>
<td><strong>Block 1</strong></td>
<td>2nd Period Algebra I</td>
<td>1st Period Biology</td>
<td>2nd Period Algebra I</td>
<td>1st Period Biology</td>
<td>2nd Period Algebra I</td>
</tr>
<tr>
<td>7:30 – 8:58</td>
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<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td><strong>Block 2</strong></td>
<td>Flex A: P5 English 9</td>
<td>3rd Period HPE I</td>
<td>Flex A: P7 CIS</td>
<td>3rd Period HPE I</td>
<td>Flex A: P3 HPE I</td>
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<tr>
<td>9:04 – 10:31</td>
<td>Flex B: P6 Spanish I</td>
<td></td>
<td>Flex B: P1 Biology</td>
<td></td>
<td>Flex B: P2 Algebra I</td>
</tr>
<tr>
<td><strong>Block 3</strong></td>
<td>4th Period World History I</td>
<td>5th Period English 9</td>
<td>4th Period World History I</td>
<td>5th Period English 9</td>
<td>4th Period World History I</td>
</tr>
<tr>
<td>10:37 – 12:36</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Block 4</strong></td>
<td>6th Period Spanish I</td>
<td>7th Period CIS</td>
<td>6th Period Spanish I</td>
<td>7th Period CIS</td>
<td>6th Period Spanish I</td>
</tr>
<tr>
<td>12:42 – 2:10</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## Green (Even) Day with FLEX

<table>
<thead>
<tr>
<th>Bell &amp; Lunch Schedule</th>
<th>Time</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Warning Bell</td>
<td>7:25 a.m.</td>
<td></td>
</tr>
<tr>
<td>Block 2</td>
<td>7:30 - 8:59 a.m.</td>
<td>(89 min.)</td>
</tr>
<tr>
<td>FLEX Block</td>
<td>9:04 - 10:31 a.m.</td>
<td>(87 min.)</td>
</tr>
<tr>
<td>FLEX A</td>
<td>9:04 - 9:45 a.m.</td>
<td>(41 min.)</td>
</tr>
<tr>
<td>FLEX B</td>
<td>9:50 - 10:31 a.m.</td>
<td>(41 min.)</td>
</tr>
</tbody>
</table>

### Block 4

<table>
<thead>
<tr>
<th>Lunch Schedule</th>
<th>Lunch</th>
<th>Class</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>10:31 - 10:56 a.m.</td>
<td>11:01 a.m. - 12:36 p.m.</td>
<td>Cosmetology, Music, P.E./Health, World Languages</td>
</tr>
<tr>
<td>B</td>
<td>10:36 - 11:21 a.m.</td>
<td>11:26 a.m. - 12:36 p.m.</td>
<td>CTE, Social Studies</td>
</tr>
<tr>
<td>C</td>
<td>10:36 - 11:21 a.m.</td>
<td>11:51 a.m. - 12:36 p.m.</td>
<td>Business, Math</td>
</tr>
<tr>
<td>D</td>
<td>10:36 - 11:46 a.m.</td>
<td>11:46 a.m. - 12:11 p.m.</td>
<td>Art, English, ESOL, SPED</td>
</tr>
<tr>
<td>E</td>
<td>10:36 a.m. - 12:11 p.m.</td>
<td>12:11 - 12:36 p.m.</td>
<td>FACS, JROTC, Science, Theatre</td>
</tr>
</tbody>
</table>

### Gold (Odd) Day

<table>
<thead>
<tr>
<th>Bell &amp; Lunch Schedule</th>
<th>Time</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Warning Bell</td>
<td>7:25 a.m.</td>
<td></td>
</tr>
<tr>
<td>Block 1</td>
<td>7:30 - 8:59 a.m.</td>
<td>(89 min.)</td>
</tr>
<tr>
<td>Block 3</td>
<td>9:04 - 10:31 a.m.</td>
<td>(87 min.)</td>
</tr>
<tr>
<td>Block 5</td>
<td>10:36 a.m. - 12:36 p.m.</td>
<td></td>
</tr>
</tbody>
</table>

### Block 6

<table>
<thead>
<tr>
<th>Lunch Schedule</th>
<th>Lunch</th>
<th>Class</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>10:31 - 10:56 a.m.</td>
<td>11:01 a.m. - 12:36 p.m.</td>
<td>Cosmetology, Music, P.E./Health, World Languages</td>
</tr>
<tr>
<td>B</td>
<td>10:36 - 11:21 a.m.</td>
<td>11:26 a.m. - 12:36 p.m.</td>
<td>CTE, Social Studies</td>
</tr>
<tr>
<td>C</td>
<td>10:36 - 11:21 a.m.</td>
<td>11:51 a.m. - 12:36 p.m.</td>
<td>Business, Math</td>
</tr>
<tr>
<td>D</td>
<td>10:36 - 11:46 a.m.</td>
<td>11:46 a.m. - 12:11 p.m.</td>
<td>Art, Business, Math</td>
</tr>
<tr>
<td>E</td>
<td>10:36 a.m. - 12:11 p.m.</td>
<td>12:11 - 12:36 p.m.</td>
<td>FACS, JROTC, Science, Theatre</td>
</tr>
</tbody>
</table>

### Block 7

<table>
<thead>
<tr>
<th>Lunch Schedule</th>
<th>Lunch</th>
<th>Class</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>10:31 - 10:56 a.m.</td>
<td>11:01 a.m. - 12:36 p.m.</td>
<td>Cosmetology, Music, P.E./Health, World Languages</td>
</tr>
<tr>
<td>B</td>
<td>10:36 - 11:21 a.m.</td>
<td>11:26 a.m. - 12:36 p.m.</td>
<td>CTE, Social Studies</td>
</tr>
<tr>
<td>C</td>
<td>10:36 - 11:21 a.m.</td>
<td>11:51 a.m. - 12:36 p.m.</td>
<td>Business, Math</td>
</tr>
<tr>
<td>D</td>
<td>10:36 - 11:46 a.m.</td>
<td>11:46 a.m. - 12:11 p.m.</td>
<td>Art, Business, Math</td>
</tr>
<tr>
<td>E</td>
<td>10:36 a.m. - 12:11 p.m.</td>
<td>12:11 - 12:36 p.m.</td>
<td>FACS, JROTC, Science, Theatre</td>
</tr>
</tbody>
</table>
### Green (Even) Day (No FLEX)

**Warning Bell**
- Block 2: 9:30 - 10:45 a.m. (75 min.)
- Block 4: 10:50 a.m. - 12:50 p.m.

<table>
<thead>
<tr>
<th>Lunch Schedule</th>
<th>Lunch Time</th>
<th>Class Time</th>
<th>Subjects</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>10:45 - 11:10 a.m.</td>
<td>11:15 a.m. - 12:50 p.m.</td>
<td>Cosmetology, Music, P.E./Health, World Languages</td>
</tr>
<tr>
<td>B</td>
<td>10:50 - 11:10 a.m.</td>
<td>11:10 - 11:35 a.m.</td>
<td>CTE, Social Studies</td>
</tr>
<tr>
<td>C</td>
<td>10:50 - 11:35 a.m.</td>
<td>11:35 a.m. - 12:00 p.m.</td>
<td>Business, Math</td>
</tr>
<tr>
<td>D</td>
<td>10:50 a.m. - 12:00 p.m.</td>
<td>12:00 - 12:25 p.m.</td>
<td>Art, English, ESOL, SPED</td>
</tr>
<tr>
<td>E</td>
<td>10:50 a.m. - 12:25 p.m.</td>
<td>12:25 - 12:50 p.m.</td>
<td>FACS, JROTC, Science, Theatre</td>
</tr>
</tbody>
</table>

**Block 6**
- 12:55 - 2:10 p.m. (75 min.)

### Gold (Odd) Day

**Warning Bell**
- Block 1: 9:30 - 10:19 a.m. (49 min.)
- Block 5: 10:24 a.m. - 12:24 p.m.

<table>
<thead>
<tr>
<th>Lunch Schedule A</th>
<th>Lunch Time</th>
<th>Class Time</th>
<th>Subjects</th>
</tr>
</thead>
<tbody>
<tr>
<td>B</td>
<td>10:19 - 10:44 a.m.</td>
<td>10:49 a.m. - 12:24 p.m.</td>
<td>Cosmetology, Music, P.E./Health, World Languages</td>
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<td>C</td>
<td>10:24 - 11:09 a.m.</td>
<td>11:14 a.m. - 12:24 p.m.</td>
<td>CTE, Social Studies</td>
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<tr>
<td>D</td>
<td>10:24 - 11:34 a.m.</td>
<td>11:39 a.m. - 12:24 p.m.</td>
<td>Art, Business, Math</td>
</tr>
<tr>
<td>E</td>
<td>10:24 - 11:59 a.m.</td>
<td>11:59 a.m. - 12:24 p.m.</td>
<td>English, ESOL, SPED</td>
</tr>
</tbody>
</table>

**Block 3**
- 12:29 - 1:17 p.m. (48 min.)
**Block 7**
- 1:22 - 2:10 p.m. (48 min.)
SAT TESTING SCHEDULE

<table>
<thead>
<tr>
<th>Test Date</th>
<th>Registration Deadline</th>
<th>Scores Returned</th>
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<tbody>
<tr>
<td>August 26, 2017</td>
<td>July 28, 2017</td>
<td>September 15, 2017</td>
</tr>
<tr>
<td>October 7, 2017</td>
<td>September 8, 2017</td>
<td>October 20-26, 2017</td>
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<tr>
<td>November 4, 2017</td>
<td>October 5, 2017</td>
<td>November 17-23, 2017</td>
</tr>
<tr>
<td>December 2, 2017</td>
<td>November 2, 2017</td>
<td>December 15-21, 2017</td>
</tr>
<tr>
<td>March 10, 2018</td>
<td>February 9, 2018</td>
<td>March 23-29, 2018</td>
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<tr>
<td>May 5, 2018</td>
<td>April 6, 2018</td>
<td>May 18-24, 2018</td>
</tr>
<tr>
<td>June 2, 2018</td>
<td>May 3, 2018</td>
<td>July 11, 2018</td>
</tr>
</tbody>
</table>

SAT Prep Course
WSHS is currently the only school in Prince William County to offer an in-house preparatory program designed specifically to help students prepare for the SAT examination and potentially raise their scores through direct instruction with various faculty members. In its second year of operation, the SAT prep sessions at WSHS occur roughly every month. For the most part, the scheduling of these prep sessions occurs right before an actual SAT test date, giving students much-needed strategies, practice, and feedback prior to attempting the high-stakes test. Several WSHS teachers run these sessions, which occur on Saturday mornings from 9 a.m.-12 p.m. Students who sign up for the course are provided with a Kaplan prep book, which students work through in the sessions. Students are also highly encouraged to work through the practice book independently, while utilizing the strategies and techniques examined through the actual prep course. One of the best features of this course is its affordability/accessibility—at $50 a session (the fee drops to $40 for returning students), the SAT prep sessions are designed to assist all members of the school community, not simply the most academically skilled or gifted, or the students who make up our AP or APS programs.

Cost: $50 per session (cost drops to $40 once book is purchased)
Contact: Mr. Millette (MilletLF@pwcs.edu OR 571.492.3973)

<table>
<thead>
<tr>
<th>Prep Session Dates</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 16, 2017</td>
<td>9 a.m.-12 p.m.</td>
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<tr>
<td>October 21, 2017</td>
<td>9 a.m.-12 p.m.</td>
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<tr>
<td>November 18, 2017</td>
<td>9 a.m.-12 p.m.</td>
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<tr>
<td>January 27, 2018</td>
<td>9 a.m.-12 p.m.</td>
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<tr>
<td>February 24, 2018</td>
<td>9 a.m.-12 p.m.</td>
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<tr>
<td>March 17, 2018</td>
<td>9 a.m.-12 p.m.</td>
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<tr>
<td>April 21, 2018</td>
<td>9 a.m.-12 p.m.</td>
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<tr>
<td>May 26, 2018</td>
<td>9 a.m.-12 p.m.</td>
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*Prep Session dates are subject to change. Please check the WSHS website and school calendar or contact Mr. Millette directly via e-mail (MilletLF@pwcs.edu) for further information about the SAT Prep Session.

EXTRACURRICULAR ACTIVITIES, PROGRAMS, SPECIALTY PROGRAMS, SPORTS, & CLUBS
Extra-curricular and co-curricular activities are an integral part of Woodbridge’s educational program. These activities include athletics, clubs and organizations, plays, concerts, assemblies, student publications, and dances. Students are encouraged to participate in the extra and co-curricular activities available to them. High school students participating in any school sponsored club or organization, interscholastic athletics, marching band, drill team and dance teams must earn 5 credits and earn a “C” or better in two subjects at the end of the first semester and at the end of the school year in order to remain eligible for participation. The regulation applies to participation in practice as well as games. The initial determination of eligibility at the beginning of new semester is made on the first calendar day following the end of the previous semester. In order to participate in school activities students must be in attendance for at least half of the school day. For specific team information check the Website at www.vikingsathletics.org.

Advanced Placement (AP) Program
WSHS is one of several high schools in Prince William County to offer Advanced Placement (AP) courses, which represent challenging, thought-provoking, college-level material in a variety of academic disciplines. Each AP course
culminates with an AP test/exam in early May, and students are able to receive college credit hours if they score high enough on their respective AP exams (generally a 4 or a 5, depending on the institution). WSHS currently offers a variety of AP courses in various subject areas, such as English, mathematics, social studies, science, foreign language, etc. For instance, WSHS offers AP Language and Composition, AP Literature and Composition, AP Calculus AB & BC, AP Statistics, AP Psychology, AP World History, AP U.S. History, AP Government, AP Economics, AP Chemistry, AP Environmental Science, AP Physics, AP French V, and AP Spanish V. Our dedicated staff members and support structures designed to assist our students along the way are what make our AP program special here at WSHS. Even though our total number of students taking AP tests declined slightly from the 2014-15 school year, the number of students who received passing scores on our AP exams increased by nearly 10%, which signifies the dedication of both students and staff.

**Advanced Placement Scholars (APS) Program**

Each Prince William County high school has a unique specialty program which focuses on a specific academic area and/or skill. In essence, the specialty programs provide students with engaging educational avenues, and in some instances, career and technical education prior to students joining the workforce. The Advanced Placement Scholars Program (APS) is the specialty program available at WSHS. The APS Program is a four-year college preparatory program designed to provide students with an educational foundation of critical thinking and analytical skills as well as the improvement of written, oral, and presentation skills. By participating in Advanced Placement (AP) courses offered at Woodbridge Senior High School (based on AP curricula outlined by the College Board), students in the AP Scholars program are given unique opportunities to analyze data, synthesize information from multiple sources and points of view, problem solve for real-life situations, work both independently and collaboratively, and communicate effectively in multiple formats. Students may also earn college credit for qualifying scores on AP exams (college credit for AP scores varies by college/university and by subject).

Within the framework of the APS Program, WSHS students are motivated to challenge themselves academically, will develop the requisite skills needed to achieve success in AP courses, improve SAT and ACT scores, and establish the academic foundation necessary to move on to either a two or four-year university program after graduation.

Through the APS Program, faculty, administration, and parents will work together to develop an instructional environment that supports, validates, and encourages WSHS students to reach beyond the standard high school course progression toward a more rigorous academic program focused on challenging motivated students to achieve at the highest levels.

Membership in the APS program culminates in a student’s senior year with two major tasks required for our program’s highest designations. Students must complete 60 hours of community service, and students must also submit the APS Senior Portfolio. This recently revised component of the program requires students to select roughly four artifacts from previous AP courses, which represent the most impactful or meaningful assignments students have had to complete over the course of their high school career. Additionally, students must write reflections on their artifacts, exploring how these assignments helped the students personally, academically, or for their future pursuits. The Senior Portfolio has been developed with the idea that students can and will reflect on the meaning behind their total experience at WSHS, and potentially in the future, students will have the opportunities to share some of their best work and accomplishments with admissions boards, prospective employers, etc. In short, the Senior Portfolio is an attempt to create a “snapshot” of what each student has experienced and accomplished during their time at WSHS.

**AP Capstone**

The AP Capstone track (consisting of AP Seminar and AP Research) includes two of the newest and most challenging AP courses in our entire AP program at WSHS. Currently, AP Capstone (both Seminar and Research) is only offered at select Prince William County high schools, including Patriot, Osbourn Park, and WSHS. One of our most dedicated and talented English teachers, Mr. Andrew McCarthy, has spearheaded AP Capstone, and he is currently the sole AP Seminar and AP Research teacher in the building.

**AP Seminar**

AP Seminar is a year-long course, whereby students develop and strengthen their analytical and inquiry/investigation skills. Students examine two to four topical issues/problems, which students select through collaboration and direction from the teacher. Using an investigative-based framework, students practice a variety of research skills as outlined by the
AP College Board, including the following: reading/analyzing articles; conducting research studies; examining foundational, literary, and philosophical texts; listening to and viewing speeches, broadcasts, and personal accounts; and experiencing artistic works and performances. Students learn to consider an issue from multiple perspectives or lenses, which is a highly important component of the course and future undergraduate and graduate course work (if applicable). Additionally, students evaluate the strength of various arguments and make logical, fact-based decisions. Students also question, research, explore, pose solutions, develop arguments, collaborate, and communicate using various media sources. After taking AP Seminar, students will have the opportunity to further hone their inquiry and analytical writing skills in AP Research. Without a doubt, this is one of the most beneficial courses students can take at WSHS in terms of preparation for future academia.

AP Research
AP Research is a year-long course, whereby students design, plan, and conduct a research-based investigation on a topic of individual interest. Student documentation of this research process is the primary goal/focus of the course, and it culminates with a student research portfolio by the conclusion of the year. This process allows students to demonstrate the ability to apply scholarly understanding (arguably comparable to graduate-level work) to real-world problems and issues. Students further the skills developed in AP Seminar by learning how to understand research methodology, employ ethical research practices, and access, analyze, and synthesize information to build, present, and defend an argument. The AP Research course concludes with an academic paper of 4,000 to 5,000 words and a presentation with an oral defense. Once again, this course, in conjunction with AP Seminar, is one of the most demanding and rewarding courses offered at WSHS, and AP Capstone provides students with the skills necessary to achieve tremendous success at the undergraduate and graduate levels of education.

Cosmetology
Cosmetology students are educated on how to become successful salon professionals, which at the end of their learning leads to state licensure from the State Board of Cosmetology and Barbering. Cosmetology students also participate in a Breast Cancer fundraiser each year to help support this very important cause. We team up with JROTC and offer discounted haircuts for cadets who are not able to go to a barbershop. We open our doors to the community to provide and offer services at a discounted rate to gain experience for our students and offer affordable services to our community. We also work with other activities and clubs in our school community offering services for community service. Our program has helped our students to prepare for a successful career in the industry of cosmetology. We have had many Woodbridge graduates that have thrived and succeeded in the industry and still do so today. With this program they are now supporting themselves and their families doing what they love.

Dual Enrollment Courses
The 2016-17 school year marked our first semester of Dual Enrollment English 12 and Government—the college equivalent of English and Government introductory level courses at Northern Virginia Community College. During the 2017-18 school year, WSHS is proud to now offer an additional Dual Enrollment course in mathematics. As a result, students at WSHS who are interested in taking Dual Enrollment courses can continue to challenge themselves while securing introductory level college credits.

Eddas
Eddas, the literary/art magazine of WSHS, is named for the collection of old Norse poetry compiled in the 13th century. It is a student-run publication that aims to showcase the creative work of the student body. Eddas also sponsors the monthly coffee houses that were initiated to provide an audience for writers, musicians, visual artists, dancers, and theatre and comedy performers. Over the years, we have come to rely on the coffee house forum as a source of revenue to pay for the magazine's publication. Eddas 2016 Menagerie won Trophy Class from the Virginia High School League, First Place with Special Merits from the American Scholastic Press Association, Gold Medalist from the Columbia Scholastic Press Association, and Superior ration from the National Council of Teachers of English. In short, Eddas is one of the many jewels of WSHS, which showcases the creativity and talent of our student body.

Junior Reserve Officer Training Corps (JROTC)
Prince William County schools offers Junior Reserve Officer Training Corps (JROTC) programs for the four major branches of the military across nine different high schools. At WSHS, the JROTC program is a preparatory program for the Army that students can apply for membership in during 9th grade and continue for the remainder of their high school
careers. Each year, members of the WSHS JROTC program devote their time to various initiatives and service projects. Here’s just a glimpse at our JROTC’s investment in the school and surrounding community during the 2016-17 school year:

**Mighty Viking Marching Band**

The WSHS Band program is very competitive in both concert and Marching Bands. The program has earned 21 Virginia Honor Band Awards as well as the prestigious Disney Honor's Award. The program offers three levels of band, as well as Percussion Ensemble, Marching Band, Winter Drumline and Winter Guard. We are proud to be the only school in Prince William County to offer both indoor drumline and indoor guard.

**Project Lead the Way (PLTW)**

WSHS was the first Project Lead the Way (PLTW) School in Prince William County. It quickly got its accreditation from PLTW in 2004 and began its mission to engage students in meaningful STEM-based education geared to inspire students to pursue engineering as a college major. With four core engineering classes and a senior capstone course (not to be confused with AP Capstone), PLTW students at WSHS are challenged with college-level curricula in topics such as electronics, mechanics, civil engineering, and design principles. Many graduates of the program report that they feel they were better prepared for their college engineering programs with what they learned at WSHS through our own PLTW program. PLTW's success at WSHS has gone on to change the nature of technical education in Prince William County, as each high school in the county has adopted their own version of the program sequence. Our program was innovative and impactful enough to enhance curriculum planning and development countywide.

**Robotics**

In its 8th year, WSHS Robotics is an after-school, STEM-based student extracurricular program. With 65 students from all walks of life and high school disciplines, WSHS Robotics offers students the chance to prove that they have what it takes to design a robot from scratch and compete against any team in the state for the right to move on to the VEX World Robotics Championships. This year, the team is structured into nine squads, each with its own plan for success. Currently, WSHS is 4-0 in tournament play, which has consisted of robots from as far south as Portsmouth and Richmond to all of the best teams in Fairfax and Loudoun counties. That level of success has earned six WSHS bots a spot at the 2017 Virginia VEX State Championships, the most of any school in Virginia. If WSHS Robotics continues on this trend, there is little doubt that it will win a chance to represent Prince William County and Virginia at the VEX World Championships again for the sixth straight year.

**Student Activities Leadership Council (SALC)**

One of the unique programs at WSHS is the Student Activities Leadership Council (SALC). SALC is an empowering student-run government organization that gives a voice and a vote to students in determining the culture of their school. The class allows students to make a difference here and in the community through the organization and promotion of student and community activities.

SALC produces major school-wide events and projects including Homecoming, Operation Holiday Help, New Student Orientation, the Winter Leadership Summit, Prom, awareness months and appreciation weeks.

**The Valkyrie—School Newspaper**

The Valkyrie is the school newspaper. It is completely student run and student driven. Students are free to choose their own topics and write on what interests them. Each month, the publication is given out to students in all lunch shifts.

**The Viking Learning Center**

The newly formed Viking Learning Center is a comfortable place away from the classroom where students may get help from other students on their writing and mathematics skills. Student and staff volunteers offer assistance throughout the course of the school day and after school as well.
Sports
- Baseball
- Basketball (Men’s & Women’s)
- Cheerleading
- Crew
- Cross Country
- Field Hockey
- Football
- Golf
- Indoor Track
- Lacrosse (Men’s & Women’s)
- Outdoor Track
- Soccer (Men’s & Women’s)
- Softball
- Swimming (Men’s & Women’s)
- Tennis (Men’s & Women’s)
- Vikettes Dance Team
- Volleyball
- Wrestling

Clubs
- American Sign Language
- Asian Student Union
- Black Student Union
- Book Club
- Chess Club
- Choir Club Council
- Ecology Club
- French Honor Society
- Gay-Straight Alliance
- Girls Who Code
- JROTC
- Key Club
- Math Honor Society
- Muslim Student Association
- National Honor Society
- Robotics
- Technology Student Association
- Unity Club
- Valkyrie Newspaper
- VHSL Eddas
- VHSL Scholastic Bowl Quiz
- Valkyrie Newspaper
- Vikettes Dance Team
- Wrestling

Eligibility Requirements (Extracurricular Activities)
The following applies to VHSL interscholastic athletics, marching band, drill team, and dance teams.

- A student must earn five credits and earn a “C” or better in two subjects at the end of the first semester, and at the end of the school year, in order to remain eligible for participation. This applies to practice as well as to games.
- Initial determination of eligibility at the beginning of a new semester is made on the first calendar day following the end of the previous semester.
- Student assistant electives such as science lab assistant, library lab assistant, physical education assistant, and student assistant for special education shall not be counted toward meeting the standards.
- **In order to participate in school activities, students must be present for at least half of the school day.**

## ATTENDANCE POLICIES & PROCEDURES

### Absences
1. Parents/guardians will sign and submit an excuse note to the alpha administrator **within 48 hours of the student returning to school.**
2. This note must contain: student’s full name, date of absence, reason for absence, and parent/guardian signature. All notes must have a telephone number for verifying the absence.
3. Notes received more than 48 hours after the student has returned to school will be referred to the student’s administrator.
4. **No excused absences will be approved/granted by telephone or personal e-mail (a documented work e-mail from a parent/guardian is acceptable.)** A faxed note will be accepted if it contains a parent/guardian signature and there is a signature card on file in the alpha administrator’s office.
5. **After 10 excused absences, students will need a doctor’s note to excuse any further absences.**

### Attendance Signature Cards
1. Parents/guardians are required to have on file in their student’s alpha administrator’s office a completed Attendance Signature Card for each student.
2. This card is to be signed by a parent/guardian and must be notarized or signed and witnessed by WSHS personnel.

### Corrections to Attendance
1. It is the student’s responsibility to contact the teacher who entered the attendance in question.
2. The student’s alpha administrator’s office will only accept attendance corrections from teachers.
**Early Dismissals**

1. Students should present all early dismissal notes to their alpha administrator’s office before 7:30 a.m. but no later than 9 a.m. on the day of the dismissal. Early dismissal notes dropped off after 9 a.m. may not allow for enough time to be processed.

2. Early dismissal notes must contain the student’s full name, date, reason for the dismissal, time of dismissal, parent/guardian signature, and contact number.

3. **No early dismissals will be approved by telephone or personal e-mail (a documented work e-mail from a parent/guardian is acceptable).** A faxed note will be accepted if it contains a parent/guardian signature and there is a signature card on file in the alpha administrator’s office.

4. In order to avoid unnecessary class disruption and delay in locating students, parents/guardians are strongly encouraged to dismiss their student through early dismissal notes sent to their student’s alpha administrator’s office with their student on the morning of the dismissal. In the event that the parent/guardian has not sent a note to their student’s alpha administrator’s office before 9 a.m., the following will be required:
   - Parent/guardian must report to the main office in person with a picture ID.
   - Parent/guardian must park in a visitor’s space on the Mohican Road (Old Bridge Elementary) side of the school and check in at the main office.
   - Parent/guardian that requests an early dismissal in person during their student’s lunch period will be required to wait until the student has reported back to class.

5. **No early dismissals will be processed, nor passes delivered while regular exams, AP exams, or SOLs are being administered.**

**Leaving School**

Students must check out through their administrator or the school nurse before leaving school. Students that do not follow this procedure will receive disciplinary action.

**Pre-Arranged Absences**

For any pre-arranged absence to be classified as excused, the student’s administrator shall be notified in writing within a reasonable amount of time prior to the absence (at least five days.) Parents/guardians will be strongly encouraged to schedule family trips during school holidays. Pre-arranged absences that extend beyond 15 school days will result in the withdrawal of the student from school. In this situation, parents/guardians would be required to re-enroll their student. **Excessive pre-arranged absences may result in absences being unexcused.** If the absence is determined to be unexcused, the student would receive a “0” for any graded work which occurred during the day of the unexcused absence. Due to the varied demands on teachers for makeup work, teacher discretion shall determine the type/amount of work and when students shall make up work for prearranged absences.

**Excused Absences, Excused Tardies, and Early Dismissals Will Only Be Excused for the Following Reasons:** Illness of the student, medical or dental exams (every effort should be made to schedule these appointments after school hours), court, observation of a religious holiday, visiting a sick relative in the hospital, death in the family, college visits, approved prearranged absences, or a documented medical emergency involving a family member living in the home.

**Unexcused Absences and Unexcused Tardies Will Be Documented As Such for the Following Reasons:** Waking up late, car problems, missing the bus, traffic delays (unless traffic delays have also delayed a significant number of school busses), broken alarm clock, finishing homework or project, babysitting, trips to the airport, loss of electricity, family discussions, unexplained family emergencies and/or unexplained personal reasons/issues.
Tardies to School

1. Students that arrive UNEXCUSED TARDY to school must immediately report to their alpha administrator’s office. Any student reporting tardy to school, without a signed note or prior phone call to their administrator’s office from the parent/guardian, is considered unexcused tardy. Students arriving after 8 a.m. must check in at the main office regardless of the status of the tardy.

2. Students that arrive EXCUSED TARDY to school must report immediately to their alpha administrator’s office and present a tardy note with an acceptable tardy reason. Students not following this procedure will be subject to disciplinary action. Students arriving after 8 a.m. must check in at the main office regardless of the status of the tardy.

3. Students must present a tardy note when signing in. **Tardy notes will not be accepted late and emails will not be accepted for tardy excuses.** A faxed note will be accepted if it is received before the student’s arrival and if it contains a parent/guardian signature and there is a signature card on file in the alpha administrator’s office.

4. The note must contain the following information: student’s full name, date of tardy, reason for tardy, parent/guardian signature, and contact number.

5. In the event that the parent/guardian is unavailable to sign the note, a phone call from the parent/guardian must be made to the student’s alpha administrator’s secretary, **prior to the student’s signing in at that office.**

Tardies to Class

Once students are in school, they are expected to report to each class on time, according to the bell schedule. If a student is tardy, without a pass, they should report directly to their alpha administrator’s office. They will receive an unexcused tardy and the teacher will record their attendance as UTY.

Tardy Policy

The following policy has been adopted to alleviate several issues with student tardiness to class and to reduce the impact on instruction and learning.

1. Teachers will promptly close classroom doors at the tardy bell each period. Students must be inside the classroom when the tardy bell rings to not be considered tardy. Tardy students must immediately report to their administrator’s office, where they will receive a pass to class once their tardy has been recorded. Teachers will only admit students to class if they have a hall pass.

2. Once a student receives their tardy pass, they will have four minutes to return to their classroom, otherwise the teacher may submit a referral for class cut.

3. Students will be given five minutes passing time between classes, without a warning bell. Further, students will not be permitted to leave the classroom for the first 10 or last 10 minutes of any class. Because of the shortened class transition time, teachers will allow reasonable restroom use as needed for students in class.

4. Students who are more than 15 minutes tardy will receive a class cut referral.

5. Unexcused tardies to class are cumulative for all classes each quarter and will reset at the start of each marking period. Teachers will shut and lock the classroom door when the bell rings to start each period, and students who are not in the classroom at this time will need to report to their administrator.

6. Consequences:

   1st Unexcused Tardy: Warning
   2nd Unexcused Tardy: Warning
   3rd Unexcused Tardy: Warning w/ Parent Contact
   4th Tardy: 2-hour after school detention*
   5th Tardy: 4-hour after school detention*
   6th Tardy: Two 4-hour after school detentions*
   7th Unexcused Tardy: 1-day In-School Suspension
8th Unexcused Tardy: 2-days In-School Suspension; Possible revocation of Parking Privileges, Social Probation
Any Additional Unexcused Tardies will result in additional days of ISS and/or an Informal Principal’s Hearing

*Failure to attend assigned detention will result in In-School Suspension

7. We will implement a student recognition program for students who do not have any unexcused tardies in a quarter and for the year.

DISCIPLINE

Academic Violations
Students are NOT allowed to give or receive assistance (written, oral or otherwise) on tests, examinations, class assignments, and/or projects that are to be graded as the work of a single individual or as an individual component of a group project. Cheating 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. Cheating encompasses any violation of rules where the violation involved dishonesty. Academic violations shall include other expressions of dishonesty to include being aware that cheating is taking place and not reporting it to the teacher or an appropriate staff member. An academic violation is a serious offense and will be treated accordingly. Any student found committing an Academic Violation will be assigned to Academic Intervention and will be required to redo the assignment.

Detention
Detention is an alternative to suspension. Detention will be assigned for certain infractions of school rules as determined by the administration. Detention is held on Tuesday and Thursday afternoons. Detention will no longer be held on Saturday mornings. Students will be given detention rules at the time the detention is assigned. Students who break the rules of detention, or those who fail to report, will be given in-school suspension.

In-School Suspension (ISS)
In-school suspension is an alternative to a regular suspension, which removes students from the building for specific period of time. ISS occurs in a small, supervised group setting where students will be able to reflect on their behavior leading to the suspension. Additionally, students will also be provided a quiet location to attempt to complete any outstanding work and/or work ahead on important assignments.

- **Location:** Room # 1708
- **Frequency:** One day each week on an odd (1,3,5,7) day.
- **Student Expectations:** To successfully complete an assigned ISS day, students will:
  - Arrive on time
  - Complete assigned work without disruption throughout the day
  - Refrain from unauthorized use of electronic devices
  - Actively work throughout the day (no sleeping or putting head down)
  - Follow all directions of ISS teacher monitors
  - Refrain from socializing with other students assigned to ISS

- Failure to successfully complete a full day of ISS will result in Out-of-School Suspension and a Possible Principal’s Hearing. Students who are absent on an assigned ISS date will be handled as follows:
  - **Excused Absence:** ISS reschedule for next available ISS date
  - **Unexcused Absence:** 2 days ISS or OSS; Parent Conference and Possible Behavior/Attendance Contract

Out of School Suspension
Out-of-School Suspension (OSS) is an unexcused absence. Missed work must be completed. The administrator will determine if the student will receive credit.

Expulsion
Regulation 745-1. The Prince William County School Board may expel students for sufficient cause. A student may be permanently denied the right to attend any Prince William County School when:

a. The individual is a potential or continuing danger to the health, welfare, and/or safety of others.
b. The conduct presents an ongoing threat of disruption, in that the individual infringes upon the rights of others to an education and/or prevents the learning activities of other students.

c. There is an accumulation of offenses for which the student has been assigned detentions and/or suspension.

d. Other circumstances are determined in which the expulsion of a student is in the best interest of the local school or school division.

Furthermore, the distribution or attempted distribution of drugs, alcohol, inhalants, intoxicants, or look-alikes (placebos) on school property, at school functions, or going to and from school shall result in recommendation for expulsion. Other drug, alcohol, or look-alike (placebos) related incidents may also constitute grounds for expulsion. Distribution is any attempt or actual completion of the act of giving or selling alcohol, drugs, placebos, or look-alikes by one student to another while on the way to school, during the school day, on the way home from school, or while in attendance at any school sponsored function. Additionally, the use/possession of any type of operable or inoperable weapon or look-alike weapon may also result in expulsion. Items which may be considered as weapons are firearms, bullets, and any explosives, or chemical devices, B-B guns, knives, pocketknives, slingshots, nun chuck sticks, or other fighting devices, chains, blackjack, firecrackers, water guns, switchblades, brass knuckles, pipes, jewelry with metal spikes, razors, darts, poison gasses, wallets and chains, look-alike weapons/items or any item carried for the purpose of threatening or physically harming another individual. Students are reminded that if they feel threatened by another student, it is their responsibility to inform a staff member rather than bring weapons to school to protect themselves. School should be a safe place for everyone. Weapons have no place at school! It shall be the responsibility of the student to notify a teacher or administrator IMMEDIATELY if they have reason to believe that there is a weapon in school, on school grounds, or at any school related activity. Disciplinary action, up to and including expulsion, may be taken against any student who knows of a weapon and fails to report it. For your safety and the safety of your friends and others….REPORT IT! NOTE: Possession of weapons on school property or any school function may be punishable as a felony under Virginia law.

**Appeal Procedure**

Parents/guardians have the right to appeal decisions made concerning their student. In general, problems and concerns can best be resolved at the school. A classroom-related problem would be most effectively resolved by first calling the teacher or the counseling center to arrange a conference with the teacher(s) involved. If the teacher conference fails to resolve the matter, the first contact should be with the student’s alpha administrator. If a resolution cannot be reached, a letter should be submitted to the appeals administrator within three school days of notification of action, stating reason for the appeal and the outcome being sought. The appeals administrator will respond in writing within five school days or as soon as practicable. If parent/guardian is not satisfied with that decision, then the principal should receive the appeal in writing within three days of the response from the appeals administrator. If the parent/guardian is still not satisfied with the final decision made at the school level, they can reach the appropriate person in the central office to continue their appeal.

**DISCIPLINE GUIDELINES/OVERVIEW OF OFFENSES**

One of the most important lessons students can learn is discipline. While it does not appear as a subject, it underlies the whole educational structure. It is the training that develops self-control, character, orderliness, and efficiency. It is the key to good conduct and proper consideration for other people. Discipline records will be maintained as part of a student’s educational record in accordance with Virginia law. The following is a partial list of the established standard of conduct for students at Woodbridge Senior High School. These are intended as minimum penalties. Please refer to the Code of Behavior which is provided to all students in Prince William County Public Schools.

**Battery of a Teacher**

In accordance with Virginia law, battery of a teacher, administrator, school counselor, or staff member results in incarceration for a period of two days; if a gun is used, mandatory incarceration is for six months.
Bullying/Intimidation

Students are expected to treat one another with respect. Words, gestures, symbols, or physical contact which offend, intimidate, threaten or persecute others will not be tolerated. This includes such behaviors as non-physical intimidation, posturing or “stare-downs.”

Bullying means 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” also includes cyber bulling, which involves the transmission, receipt, or display of electronic messages and/or images. Please see Mr. Block, Mr. Greenfield, or Mrs. Hugh, based on your alpha-administrator assignment, if you feel you are a victim of bullying/intimidation. Bullying does not include teasing, horseplay, arguments, or peer conflict.

Code of Behavior

The Code of Behavior is available online at www.pwcs.edu.

Cult, Occult, and Ritualistic Activities

Cult, occult, and associated ritualistic activities and recruitment for members of these groups will not be tolerated. Actions, speech, gestures, clothing, symbols or other signs of cult membership or activity are prohibited at school and at school related activities.

Disruption

No student, while on school property, shall behave in a disorderly manner, engage in horseplay, or interrupt or disturb the orderly operation of the school. Bystanders – Students who, by their presence and/or actions, encourage disruption, fights, or other violations of the Code of Behavior are subject to corrective action, including one to three (1-3) days of Out of School Suspension. This includes, but is not limited to, bystanders who refuse to move or follow other directions of school staff during disruptions, fights, etc.

Dress & Appearance

This dress code follows the Code of Behavior established by the Prince William County School Board. Students shall be appropriately dressed for school as determined by the dress code which is developed cooperatively at the school by students, parents and school staff. Student dress and overall appearance must meet basic standards of health, safety, cleanliness, and decency. Students are not permitted to wear or display items which represent drugs, alcohol or tobacco products, gang membership, or which promote violence. Students are not permitted to wear long trench coats or bulky oversized coats within a school building.

Dress/appearance/hygiene which disrupts or interferes with the orderly operation of the school will not be tolerated. If dress/appearance/hygiene violates school standards, the student may be required to remove the offensive items(s), change into something appropriate, or the principal/designee may send the student home to be properly prepared for school.

Repeated violations will result in disciplinary action. Please bring an extra set of clothing to store in your locker in the event you have a dress code violation. Parents will be notified of the infraction, and students must be properly dressed prior to returning to class.

Fingertip rule: Arms are extended fully downward by the sides with fingers extended. The length of the clothing must be as long as the longest finger.

All clothing that is very tight/form fitting and/or made of spandex/stretch types of fabric must be worn with a top that is fingertip length all the way around.
The following items are considered improper dress. Principals have the right to include additional items as they deem necessary.

1. No head coverings, including hats, bandanas, and hoods, unless related to one’s religious beliefs or practices
2. Sunglasses
3. Beachwear
4. Sleeping apparel, bedroom shoes/slippers
5. Undergarments worn as outer garments
6. Garments which do not meet the fingertip rule guidelines (stretch pants/skirts/dresses)
7. Sheer “see-through” garments
8. Clothing with lewd, obscene, patently offensive, or sexually suggestive signs, slogans, pictures or messages. Clothing with profane language, suggestive graphics, or offensive graphics (offensive graphics are those that disrupt the instructional environment such as graphics depicting death and dying, portraying excessive violence, promoting sex, making negative references regarding race, ethnic origin, religious affiliation or any graphics determined to be inappropriate or disruptive)
9. Garments which expose the midriff
10. Garments which are too revealing, expose undergarments, are excessively tight and form-fitting or which have very low necklines or do not meet fingertip rule guidelines
11. Jewelry or other items which could be regarded or used as a weapon (i.e., belt buckles that conceal weapons, studded belts or collars, large rings, etc.)
12. Tops with oversized arm openings, strapless tops, tube tops, tops with spaghetti straps, tank tops, racer back tops. If sleeveless, the shoulder must be covered.
13. Bare feet, stockings/socks only
14. Cleats (except while at athletic activities)
15. Gloves
16. Non-jewelry chains attached to clothing
17. Gang-related clothing, jewelry, or paraphernalia. Clothing related to gang membership. Clothing displaying items which represent drugs, alcohol or tobacco products, gang membership, or which promote violence.
18. Trench coats/coats exceeding jacket length.
19. Athletic shoes with removable/retractable rollers/wheels

The following dress code violations will be monitored very closely as these are the areas violated most frequently by students:
- Length of clothing not fingertip length and must conform to “all the way around” rule
- Form fitting/stretch type clothing not covered by a top meeting the fingertip guidelines (and remains this length when walking)
- Shoulders not completely covered – undergarment straps are visible
- Head coverings to include hats, crocheted hats, scarves, and wraps that are not a part of religious observations
- Pants worn low so undergarments are visible
- Garments which expose the midriff

Electronic Device/Cell Phone Policies
Although we are allowing usage between classes and at lunch, all electronic devices must be turned off and completely out of sight before entering a classroom. This includes the device and all headphones, ear buds, etc. They cannot be visible (worn around the neck) at any time in the classroom.

Students may use approved electronic devices at the following times:
- In the morning until the time they enter a classroom
- During class changes
- During all lunch shifts
• After they exit their last period class

Students may NOT use approved electronic devices at the following times:
  • Once you enter a classroom
  • When leaving class to go to guidance, the bathroom, another classroom, etc.
  • While serving as an aide in one of the offices

*Please note: The current electronic devices policy is currently under review for the 2017-18 school year by the WSHS Technology Committee, which is tasked with trying to integrate student devices/technology into the classroom in a meaningful way.

Additional procedures regarding phone usage:
  • Students will not be permitted to use the classroom telephones.
  • Students will not be called from class to receive telephone calls.
  • Sick calls must be placed from the nurse’s office or an alpha-administrator’s office. Emergency calls should be placed from the alpha-administrator’s office.
  • We request that parents call 703.497.8000 or the student’s administrator in the event of an emergency or if a message needs to be relayed to a student.
  • Please do not call or text your student’s cell phone during school hours.

The administration reserves the right to amend or terminate any of the aforementioned privileges for reasons that cause disruptions to the effective operation of the school day. For example, students at lunch who text students in class will have cell phones confiscated, discipline assigned, and/or the loss of cell phone privileges during lunch. The administrative team will monitor and make adjustments to these guidelines/policies as situations dictate.

The policy includes the following guidelines:
  • All electronic devices and components must be off and out of sight before entering the classroom.
  • If internet use is allowed, it must be connected using the PWCP network.
  • Assemblies, pep rallies, concerts, testing, safety drills (fire drill), etc. are considered extensions of the classroom and classroom policies apply.
  • Prince William County Acceptable Use Guidelines for the Use of Technology applies to the use of all electronic devices.

Electronic Device Violations (Classroom Setting)
The following consequences that result from electronic devices will be strictly enforced. There are no warnings.
  • 1st Offense: Two-hour detention
  • 2nd Offense: Four-hour detention
  • 3rd Offense: Two four-hour detentions
  • 4th Offense: One day of In School Suspension
  • 5th Offense: One day of Out of School Suspension; Parent Conference
  • 6th Offense: Three-five days of Out of School Suspension; Possible Principal’s Hearing

*General Procedures: Teachers will instruct student to put the electronic device away and a referral will be written. Security will be called if student refuses to put the device away. Student will be assigned Out of School Suspension (OSS) due to refusal to put the device away in the classroom setting. Teachers will not confiscate electronic devices.

Failure to Report Violations
In order to maintain safety and security in our schools, students are responsible for reporting serious violations of the Code of Behavior to teachers, administrators, other appropriate staff, or the Prince William County Schools Tip Line 703.791.2821. Failure to report may result in corrective action.
**Fighting**
Students are responsible for settling confrontations that may arise in a peaceful manner without the use of violence. Students guilty of fighting will be removed from school until an administrator can assess determination of participation. Students experiencing continuing problems have a responsibility to seek mediation with Mr. Block, Mr. Greenfield, or Mrs. Hugh based on their alpha-administrator assignment.

**Gambling**
Gambling on school property is strictly prohibited.

**Gangs**
Gang activity, recruitment, and expressions of gang membership will not be tolerated.

**Hall Passes**
Dismissal from a classroom will be monitored using the teacher green hall pass or green student hall pass. This includes using the restroom. The hall pass must be signed by a staff member and include the student’s name, date, time, and destination. Students possessing or using unauthorized passes will receive disciplinary action. Students are reminded to return to their classrooms in a timely manner and adhere to the time range noted on the pass to avoid disciplinary action.

**Harassment**
Words, gestures, symbols, or physical contact which offends, intimidates, threatens, or persecutes others will not be tolerated. This includes such behavior as nonphysical intimidation, posturing or “stare down.”

**Harassment (Sexual)**
Sexual Harassment is defined as unwelcome sexual advances, request for sexual favors, and other verbal, written or physical conduct of a sexual nature, when one or more of the following applies:
- Submission to such conduct is made a term or condition of employment, instruction, or participation in school activities.
- Submission to or rejection of such conduct is used as the basis for making decisions about the student.
- Such conduct has the purpose or effect of interfering with performance in school or creating an intimidating, abusive, offensive, or hostile environment.

A “hostile environment” is created when acts of a sexual nature are sufficiently severe, persistent, or pervasive as to deny the benefits of the school to the student. A single “severe” act, such as inappropriate touching or the touching of an intimate part of the body, may constitute sexual harassment. A pattern of less-severe acts may be sexual harassment if pervasive or repeated, depending on the nature, frequency, context, and target of the acts. An isolated act, such as a verbal comment would not generally be considered sexual harassment. Sexual harassment is determined by its effect on the victim (based on the “reasonable person” standard), not on the intent of the harasser. It is harassment if the victim, as any “reasonable person” might be, is harmed - if the victim feels offended, intimidated, threatened, abused, or persecuted to the extent that the victim is denied certain benefits of the school or participation in school programs. See the Prince William County Code of Behavior for further clarification. Students should feel free to report harassment without fear of retaliation from the accused. Any attempt at retaliation will be addressed by appropriate corrective action up to and including expulsion of students.

**Inappropriate Restroom Behavior**
Includes, but is not limited to, the following: (1.) loitering in restroom and/or; (2.) more than one person in a stall and/or; (3.) vandalism. Evidence of smoke is reasonable suspicion for searching student for tobacco products.
Lying to Staff
Honesty is an attribute that all students need to possess. WSHS expects all students and staff to be honest and to tell the truth on all occasions. Lying to staff can cause serious problems and hamper the administration’s ability to provide a safe learning environment. Students who lie to staff members are subject to disciplinary action to include suspension.

Medication
School personnel are not permitted to provide any medication (including aspirin) to students. If a student must bring medication from home, the student must bring the medication to the nurse’s office with the release/identification agreement signed by the parent or guardian. Medication must be in the original container. The appropriate medication form must be on file for medication to be dispensed to a student.

Misrepresentation & Insubordination
As a reminder, students are required to carry their appropriate WSHS-issued student identification card. Students who refuse to identify themselves, give a false name, or who refuse to stop when asked to do so may be assigned up to five (5) days out-of-school suspension. Students who fail to follow the reasonable direction of/or walk/run from a staff member or an administrator will be considered insubordinate and subject to immediate disciplinary action to include suspension.

Offense Off School Grounds
Actions outside of school that have a negative impact on the school environment, faculty, and students will not be tolerated. Students are subject to corrective measures at school, up to and including expulsions, for offenses which occur in the community or at other locations off school grounds.

Out of Bounds
During the school day, any area outside of the building is off-limits or considered out of bounds, including the parking lots, student vehicles, the wooded areas around the school, and Old Bridge Elementary School property. During lunch, classroom areas are also off-limits. Upon arrival to school, students must remain in authorized areas. Loitering is not permitted in the adjacent neighborhoods on the way to or from school.

Personal Property
TVs, audio or video recording devices, laser pointers, pagers, electronic or computer games, or similar electronic devices are not permitted at school. If these items are brought to school, they will be confiscated by security or administrative personnel. Students should not bring cameras, expensive jewelry, or large sums of money to school. Students should not leave valuables in their lockers or in unprotected areas. The school is not responsible for the aforementioned personal property or any personal electronic device(s).

Possession of Weapons
The possession of any type of weapon such as firearms, knives, switchblades, fireworks, other explosives, look-alike weapons, or objects used to threaten, intimidate, or harm others on school property, including school buses and bus stops, or at any school-related activity is a violation of the Gun Free Schools Act.

*Possession of such weapons at school, on school buses, at bus stops, or at school related activities is covered under the Gun Free Schools Act. The school board, or a school administrator in accordance with school board policy, has the authority to modify the term of expulsion or the type of corrective action when special circumstances exist based on the facts of a particular situation.

Weapon possession will result in a five (5) day suspension and an expulsion hearing. Items which may be considered as weapons are firearms (operable or inoperable), bullets, knives, pocket knives, switchblades, brass knuckles, pipes, jewelry/apparel/accessories with studs, bats, sticks, razors, darts, wallet chains, poison gasses, etc. or any item carried for the purpose of intimidating, threatening, or causing possible harm to another individual. Anything brandished or held in a threatening manner may be interpreted as a weapon. It shall be the responsibility of the student to notify a teacher, staff
member, security personnel, or administrator immediately if they have reason to believe that there is a weapon in school, on school grounds, or at any school related activity. Disciplinary action, up to and including expulsion, may be taken against any student who knows of a weapon and fails to report it. For your safety and the safety of your friends and others, report it to the nearest staff member.

**Profanity**
No student shall curse or verbally abuse anyone by using vulgar or indecent language whether directed at someone or used in conversation on school property. Profanity directed at a staff member may result in OSS and a hearing.

**Public Display of Affection**
All students are expected to maintain appropriate interactions with their peers at all times while in the school building. Any sexual misconduct will result in parent contact and disciplinary action.

**Recording Via Electronic Devices/Cell Phones**
No recording devices are to be used in the building without the permission of the principal, including the photography and recording capabilities on other electronic devices. Any student found to be recording a Code of Behavior violation in the building serves as evidence the student was a bystander and not seeking help during the violation. This behavior can result in one to three (1-3) days of Out of School Suspension. The student will have their device confiscated by security personnel or administration and a parent/guardian will have to come into the building to retrieve the device. The student will not be allowed to have the device on school grounds for the remainder of the school year. If the device is brought to school, the student will receive additional disciplinary action.

**Scented Products**
Due to the possibility of allergic reactions, respiratory concerns, and medical issues of both students and staff, the use of any and all scented products is strictly prohibited in all classrooms.

**School Property**
Students are responsible for the proper care of all books, supplies, equipment, and furniture supplied by the school. No bottled drinks, fast food items, etc., are permitted in the carpeted areas of the building. Before entering the building, you must deposit these items in the trash cans near the school entrance. Students who damage school property or equipment will be required to pay for losses or damages.

**Smoking**
Possession or usage of tobacco products on school grounds or at any school function is strictly prohibited. Violations of the smoking policy will result in the following disciplinary action. 1st infraction – Parent Contact/three four-hour (3 X 4-hour) detentions; 2nd infraction – Parent Contact and three (3) days of Out of School Suspension.

**Social Probation**
Students involved in serious violations of the Prince William County Code of Behavior and/or with excessive attendance violations, will be assigned social probation if allowed to remain at WSHS. This will restrict/eliminate participation in all after school activities/events to include school functions held off school grounds.

**Substance Abuse**
Possession or usage of alcohol or drugs on school grounds or at any school function is strictly prohibited. When there is reasonable suspicion of alcohol consumption, a trained staff member may administer a breath alcohol test. Under Virginia law, “School boards shall expel from school attendance any student determined to have brought a controlled substance, imitation controlled substance, or marijuana onto school property or to a school-sponsored activity. A school board may, however, determine, based on the facts of the particular case that special circumstances exist and another disciplinary action is appropriate.” Based on the facts of a particular case, the Associate Superintendent for High Schools, or the Superintendent may determine whether a disciplinary action other than expulsion is appropriate. Controlled substances are those drugs or other chemical substances that are illegal for a person to possess. An imitation controlled substance is any material that resembles an illegal drug or chemical substance (including marijuana), and is represented as such.
Students are subject to expulsion for possession of such substances at school, on school buses, at bus stops, on any public property or property open to the public use within 1,000 feet of a bus stop, and at school-related activities.

Technology Misuse
Students are required to abide by the “Acceptable Use of Technology” guidelines as outlined in the Code of Behavior. Violators are subject to corrective measures. Students may not record (audio or video) classroom activities or other students without permission of the principal or the principal’s designee.

Threats
WSHS adheres to a zero-tolerance policy for any type of theft. Students involved in this type of activity will receive immediate disciplinary action to include multiple days of suspension and the possibility of a principal’s hearing.

Vandalism
No student shall maliciously or willfully damage, deface, or destroy school property or personal belongings of others (this includes computer and other electronic vandalism.) Corrective action may be taken against students who fail to return property owned by or under the control of the school board. The malicious or willful destruction of school property or the personal belongings of others will result in disciplinary action, restitution, and/or prosecution.

Violations of School, Sport, Club, and Activity Rules
In addition to the rules and regulations of the Code of Behavior, students are expected to comply with the rules established by our school and with the rules of the sports, clubs, and activities in which they participate. Students who do not comply, are subject to corrective action as described in the Code of Behavior or as stated in the school’s handbook. Students may be suspended from participation in sports, clubs, or other school-sponsored activities for violations of the rules of the team or activity, even if the violation occurs off school grounds and outside the school day. Whether suspended from school or not, coaches and/or sponsors, with the approval of the school administration, may suspend students from participation in school sponsored activities. This includes, but is not limited to, violation of team training rules related to the use of tobacco, alcohol, and other drugs.

Sportsmanship
Good sportsmanship is a top priority of Woodbridge Senior High School and the Virginia High School League. The matter in which our school is represented is far more important than wins and losses. Good sportsmanship is about respect – respect for oneself, for teammates and coaches, for our opponents, contest officials, and the game itself.

Unsportsmanlike Behavior
The following list is by no means “all inclusive”, but is provided to draw attention to behaviors often witnessed at athletic contests. Please review this list so you will have a better understanding of what is not acceptable behavior:

- Using racial, ethnic, or other slurs
- Using profanity and/or making obscene gestures towards anyone (including referees/game officials)
- Throwing things onto the court/field or towards other
- Inappropriate or disrespectful behavior during the National Anthem
- Booing anyone
- Taunting or baiting anyone
- Singling out an opponent and yelling personal remarks

These behaviors will be addressed by school administrators if/when they occur. Remember good sportsmanship is about respect. Win with humility; lose with grace; do both with dignity. Please also remember that attending sporting events
and activities is a privilege, and it can be revoked if deemed necessary by administration. Parents/students may be asked to leave the premises due to unacceptable behavior.

**GENERAL INFORMATION**

**Emergency Drills**
Earthquake, Fire, Lockdown, and Tornado drills will be conducted at various times throughout the school year. These drills are conducted to ensure the safe and orderly evacuation to designated areas should an emergency situation occur. Students will be required to move quickly, but in an orderly fashion with their teachers, to these areas where they will assemble and attendance will be taken. Students will remain in these designated locations with their teacher until given further direction. Any student failing to remain with their teacher or follow directions will receive disciplinary action. Electronic devices cannot be visible, on, or used during drills.

**Fundraising Activities**
Most activities, clubs, organizations, and classes conduct fund-raising activities during the school year. These are approved in advance by the Activities Director, Principal, and Associate Superintendent. All funds collected are dispersed to the School Activity Fund according to financial guidelines established by the school division. Students collecting money for school organizations must turn over collected money to their sponsor daily. Sponsors must turn in all money collected to the Finance Officer on a daily basis.

**Homebound Instruction Program**
Students who will be absent from school for a long period of time due to injury or illness may be eligible for homebound instruction. This program is designated to permit students who are confined for serious illness or injury to remain current with their classes by having ongoing assignments at their homes. Additional information about the homebound program can be obtained from the Counseling Office or the Middle Administration Office.

**Illness**
Students who become ill or injured during the school day should report immediately to Mrs. Pam Smith, our school nurse. Her office is located on the lower level of the building between the Lower Administration and Middle Administration offices. Students must have a pass from the classroom teacher when reporting to the nurse. Every possible attempt will be made to comfort ill students until parents/guardians are able to report to school or the student can return to class. Students who do not follow this procedure when ill will be considered unexcused.

**Insurance**
Student accident insurance is available to all students. Parents should enroll for student accident insurance online. For information regarding enrollment, visit [http://markel.sevencorners.com/](http://markel.sevencorners.com/).

**Library**
The school library opens Monday–Thursday from 7:00 a.m.-2:45 p.m. and 7:00 a.m-2:15 p.m. on Friday. A security system to protect resources is in use. All materials must be checked out at the main desk. A student must have a library pass to use the library during class hours. Students who wish to use the library during lunch must obtain a lunch pass from a library staff member. The library will not be used to cut through between the hallways. The library may operate under limited hours during special times of the year (e.g. SOL testing sessions).

**Lockers**
Upon receipt of completed Emergency Cards, students will receive their locker number and combination from their first period teachers. It is important for the security of books and student belongings that locker combinations stay confidential. Giving out locker combinations or allowing unauthorized students to share a locker may result in loss of locker privileges. Lockers are subject to search by school officials. Decals and emblems may not be used on lockers and
defacing or damaging lockers may result in both loss of privileges and restitution. Locker changes will only be made with administrative approval. Students that have locker problems (including lost locker combination information) should fill out a locker problem form located in the main office with Mrs. Karen Cormier.

**Lost & Found**

Lost and found is located in the Safety and Security Office, which is located in the Main Office. All items may be collected before or after school. Lost textbooks will be returned to the teacher whose name is on the inside cover of the book.

**Make-Up Work Policy**

In order to make up work, a student must have an excused absence. Students receiving excused absences shall be responsible for contacting their teachers to make arrangements for make-up work within a time specified by the teacher. Students need to meet with teachers before or after school to review missed assignments and determine due dates. Please note that it is the student’s responsibility, not the teacher’s responsibility, to make such arrangements. Teachers have the option of requiring students to make up work during Tuesday or Thursday detention hours or during ISS dates. Work should be completed within the marking period it was assigned.

**Parent Portal**

Parent Portal is a service of PWCS that makes available student data to include attendance, class grades, and assignments. **All parents/guardians will need to register for a Parent Portal account.** Parents/guardians may register for Parent Portal by logging on to the WSHS website (https://woodbridgehs.pwcs.edu) and clicking on the Parent Portal button. Parents/guardians will enter their information as well as the information of the students they have in the School Division. Schools will be able to see all parent/guardian registrations where access has been requested for a student at their school. After parents/guardians have registered, they will be directed to their designated school to obtain their new user ID and password in person so this information can be validated. Parents/guardians will only need to go to one school to be validated even if they have children in more than one school. The WSHS Parent Portal point of contact is Ms. Katie Fielding. Her e-mail is fieldikj@pwcs.edu.

**School Store**

The school store is located in the Business Department. The school store is available from 7:00-7:20 a.m. before first period and between classes. Classroom supplies, agendas, and light snacks are available for purchase in the school store.

**Substitute Teachers**

Our school is fortunate to have capable people to help us whenever our regular teachers are absent. A substitute teacher is an important visitor whose impressions of our school will be carried into the community. Students have a responsibility to ensure that these are good impressions by being polite, helpful, and considerate. Students who do not cooperate with the substitute teacher will be referred to their administrators for disciplinary action.

**Textbooks**

Classroom teachers may issue textbooks to students. The student’s name, teacher’s name, and year should be printed in ink on the inside front cover. Students are responsible for the proper care and return of issued materials. Book checks generally take place at the end of first semester and during final exams. The names of students with lost or damaged books will be placed on an obligation list and fees will be charged. Students may not be eligible to participate in co-curricular activities, homecoming, prom, or graduation until financial obligations have been cleared.

**Visitors**

The school policy is to receive only those visitors who have legitimate business to attend to at the school. Visitors must report to the security desk located inside the main office immediately upon arrival and provide photo identification to the security personnel. All approved visitors will receive a visitor’s badge, which must be visible at all times while in the building. Parents and guardians are always welcome; however, they need to follow the same procedures for checking in.
at the security desk. If a parent or guardian would like to visit a classroom, they should contact their student’s administrator and allow 24 hours of notice prior to scheduling the visit.

CONNECT WITH US
Download the My PWCS app for Android or iOS and set your app preferences to follow Woodbridge Senior High School. Benefits include access to school alert notifications and announcements, calendar events, news and staff directories. Parents can also access Parent Portal* (to view student attendance and grades) and the “Parent View” of the SLMS (to view a calendar of your student’s assignments). *Don’t have a Parent Portal account? Visit parentportal.pwcs.edu to request an account.

School Homepage
woodbridgehs.pwcs.edu

Twitter
@WoodbridgeHS

Facebook
fb.me/WoodbridgeHS