

# Woodbridge Senior High School



## 2019-20 Student Handbook

**Woodbridge Senior High School**  
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Website: [woodbridgehs.pwcs.edu](http://woodbridgehs.pwcs.edu)  
Facebook: [fb.me/WoodbridgeHS](https://fb.me/WoodbridgeHS)  
Twitter: [@woodbridgehs](https://twitter.com/woodbridgehs)

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## **WOODBRIGE SENIOR HIGH SCHOOL VISION & MISSION STATEMENT**

Vision Statement: 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 Statement: 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.

### 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.

## **ADMINISTRATION AND COUNSELING STAFF**

The administration and counseling staff at Woodbridge Senior High School are committed to the well-being and educational success of the entire student body. Students are encouraged to contact any member of the WSHS staff if they have a problem, would like to express a concern or complaint, or if they feel their rights have been violated.

### ***Administrative Team***

Mrs. Heather Abney, *Principal*

### **Assistant Principals**

Mr. Greenfield, *Students A-Dep*

Mr. Beemer, *Students Der-Kn*

Mrs. Treichler, *Students Ko-Ram*

Ms. Coleman, *Students Ran-Z*

Ms. Sullivan, *Special Education and Section 504*

Mr. Jason Eldredge, *Director of Student Activities*

Mrs. C.J. Ackins, *Director of School Counseling*

Mr. Hilary Jenkins, *Director of School Security*

### **Teachers on Special**

Mrs. Courtney Bristow, *Students A – Kn*

Mrs. Kathleen Hugh, *Students Ko – Z*

Mr. Brian Karnbach

## ***Counseling and Student Support Services Team***

### **School Counselors**

Mrs. Lynne Wooten-Mitchell, *Students A-Bla*

Mr. David Roberts, *Students Ble-Dep*

Mrs. Marci Gettis, *Students Der-Gue*

Mrs. Kayce Swanson, *Students Gui-Kn*

Ms. Zoe Falkenstein, *Students Ko-Mol*

Mr. Joe Lederman, *Students Mon-Ram*

Mrs. Karen Eaton, *Students Ran-Sol*

Mrs. Beth Edwards, *Students Sol-Z*

Mr. Yusef Muhammad, *College and Career Counselor*

### **Student Services Staff**

Mr. Seth Solondz, *Social Worker*

Mrs. Lauren Gonzalez, *School Psychologist*

Ms. Tina DiGiacomo, *New Horizons Counselor*

Mrs. Pam Smith, *School Nurse*

## 24-HOUR CRISIS HOTLINES

Prince William County Department of Social Services: 703.792.7500

ACTS Teleten: 703.368.8069

Crisis Link: 703.527.4077

Suicide Hotline: 1.800.273.8255

PWCS Police Department Non-Emergency: 703-792-6500

## TECHNOLOGY

All Prince William County Public School staff and students are required to follow the Acceptable Use Policy ([Click to view Regulation 295-1](#)) when accessing computers or networked applications in school buildings. Students are permitted to bring their own technology and are responsible for the safety and maintenance of their devices.

### *Student Accounts*

[Click to view a tip sheet with information on student accounts](#). Students can [email Miss Fielding](#), Instructional Technology Coach, with any questions regarding their school technology accounts.

## ACADEMIC SUPPORTS FOR ALL STUDENTS

### *Viking Learning Center*

**What:** Peer-to-peer tutoring provided by Honor Society students in several subjects.

**When:** Green (even) days during Flex in Room 1007.

**How:** To participate, request a FLEX pass to the VLC from your teacher.

### *Viking Scholars*

**What:** Peer-to-peer tutoring in all subjects provided by National Honor Society students.

**When:** Monday through Thursday, 2:20 – 4:20 PM in the Library.

**How:** To participate, enter the library by 2:30 PM or with a pass from a teacher.

### *Online SAT Prep*

**What:** Khan Academy has a college readiness partnership with the CollegeBoard to provide Official SAT Prep.

**When:** [Assistance is available 24/7 on the Khan Academy website](#).

### *Online Support for AP Courses*

**What:** Khan Academy is the official practice partner for AP.

**When:** [Assistance is available 24/7 on the Khan Academy website](#).

### *Math Virtual Tutor for Algebra I and Geometry*

**What:** For each learning target, students will find an instructional video, notes, and a practice assignment with answer key.

**When:** [Assistance is available 24/7 from the Virtual Math Tutor page on the WSHS website](#).

## 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; trays, utensils, and opened containers of food or drink cannot 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 in the gym lobby on the 2<sup>nd</sup> floor. Outside food from restaurants is not allowed; parents are not permitted to drop-off outside food for student pick-up. Students found in unauthorized areas during lunch will be referred for disciplinary action.

- **Breakfast:** Breakfast is available to all students in both cafeterias from 7:00 a.m. until 7:25 a.m.
- **Second Chance Breakfast:** Second chance breakfast will be available for late arrival students at 9:04 a.m. each day in the upper cafeteria (2<sup>nd</sup> floor) and at a kiosk located outside the middle administrative office (1<sup>st</sup> floor).
- **Free and Reduced-Price Meals:** Applications for free and reduced-price meals can be submitted online. *Paper applications available by request.* Visit the PWCS Food and Nutrition Services website for more information: <http://pwcsnutrition.com/>.

- **School Lunch Accounts:** Families are encouraged to use [www.myschoolbucks.com/](http://www.myschoolbucks.com/) to manage school cafeteria accounts. Parents will be notified of outstanding balances on a quarterly basis.
- **Menus:** Daily breakfast and lunch menus can be viewed on the PWCS Food and Nutrition Services website: <http://pwcsnutrition.com/>.

## TRANSPORTATION

### **Student Drivers:**

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 yearly cost of a parking decal is \$100.00. 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 visitor spots. **Chronic disciplinary and/or attendance issues may result in a revocation of parking 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 each afternoon. **Buses depart daily 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.

## NO CREDIT STATUS

The purpose of "No Credit Status" is to empower teachers to have meaningful conversations with students about the importance of consistent attendance as well as to hold students accountable for the number of absences they have in each period. Administration will continue to monitor full day absences for each student; however, individual class absences will be addressed with this new policy.

- Any student who has accumulated 10 or more unexcused absences to any class period during the current school year will be placed in No Credit Status (Excused Absences, ISS and OSS will not be included in this count). It is imperative that students submit excused absence notes to the Attendance Office within 72 hours of returning to school.
- A student will have opportunities to explain class absences after 5, 7, and 9 total absences. Students with special circumstances may be exempt from this policy.
- Once placed into No Credit Status, a student will be required to make up the missing time from each class after school in Viking Scholars or with their teacher in order to get off No Credit Status.
- While in No Credit Status, students are placed on social probation; they are not permitted to attend any after school events and will be ineligible from participating in WSHS activities and sports.
- Once the makeup time has been completed, the student and counselor will meet to verify this and an administrator will remove the student from the no-credit status and alert the teacher(s).

## DAILY ABSENCES

In many cases, absences from school are unavoidable due to health problems or other unforeseen circumstances. Chronic absenteeism can, however, have a drastic impact on your student's education. Documentation to excuse absences must be submitted to the Attendance Office within 72 hours of the student returning to the building. The note must contain the student's full name, date of absence, reason for absence, and parent/guardian signature. No excused absences will be approved/granted by telephone or personal e-mail (a documented work e-mail from a parent/guardian is acceptable). Per PWCS Regulation 724-1, after 10 excused absences, and for every additional absence thereafter, students may be required to submit a doctor's note.

Students who fail to submit an absence note will be subject to the following policy:

- After five unexcused absences, administration will meet with and place the student on an attendance contract.
- After seven unexcused absences, the counselor will meet with the student and alert the student to possible academic concerns.
- After nine unexcused absences, administration will conduct a school attendance inter-agency meeting to include administration, school counselor, student, parent and the school attendance officer. This is one last attempt to discern and mitigate the reasons for nonattendance.
- After ten unexcused absences and the inter-agency meeting administration will place the student in No Credit Status.

## EARLY DISMISSALS

1. Students should present all early dismissal notes to the attendance office before 7:30 a.m. on the day of the dismissal. Early dismissal notes dropped off after 7:30 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 7:30 a.m., the following will be required:
  - o Parent/guardian must report to the main office in person with a picture ID.
  - o 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.
  - o 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 exams, AP tests, or SOLs are being administered.**

***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 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, 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 check in at either door 25 upon entering the building. From there they will report to the attendance office for a tardy pass. Any student reporting tardy to school, without a signed note or prior phone call to the attendance office from the parent/guardian, is considered unexcused tardy.
2. Students that arrive **EXCUSED TARDY** must present a tardy note when signing in. **Tardy notes will not be accepted late and emails will not be accepted for tardy excuses.** The note must contain the following information: student's full name, date of tardy, reason for tardy, parent/guardian signature, and contact number. A faxed note will be accepted if it is received before the student's arrival and if it contains a parent/guardian signature. Students must check in at door 25 upon entering the building. From there they will be sent to class.

**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. Students who are more than 15 minutes tardy will receive a class cut referral and will be considered absent for the period.

Consequences:

- 1st Unexcused Tardy:* Warning
  - 2nd Unexcused Tardy:* Warning
  - 3rd Unexcused Tardy:* Warning w/ Parent Contact
  - 4th Tardy:* Warning w/ Parent Contact
  - 5th Tardy:* Discipline Referral
  - 6th Tardy:* Discipline Referral; Half day In-School Suspension
  - 7th Unexcused Tardy:* Discipline Referral; 1-day In-School Suspension
  - 8th Unexcused Tardy:* Discipline Referral; 1-day In-School Suspension; Parent Conference/Attendance Contract/Social Probation
- Any additional unexcused tardies may result in additional days of ISS and/or an Informal Principal's Hearing.

**FLEX PERIODS**

Flex periods are additional meeting times of classes built into the bell schedule for each of the seven scheduled classes on a rotating basis. **Student attendance during Flex is required, not optional.** 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. Flex time can be used for standardized testing remediation, pep rallies, meetings, student seminars, and other non-instructional activities that would otherwise impact regular instructional time. Since

individual students may be out of the classroom for remediation, group meetings, rehearsals, etc., it **may not** be used for new or required class work (unless instructed by Administration). Students should review the procedures for “flexing in” and “flexing out” of classes with their teachers. *Please note: Students cannot “flex in” to Health and P/E.*

#### **What is the flex procedure for OER/Study Hall students?**

- Students assigned to Study Hall in the Upper Cafeteria may flex out to other classes. They must request a flex pass from a “receiving” teacher in advance and are still required to report to the Upper Cafeteria at the start of the period to sign out.
- Early Release (OER) students are assigned to a teacher/room for that flex period for study hall all year. Students with early release are not permitted to leave school during flex time.

#### **What is the impact on students in Governor’s School and CTE programs (culinary, nursing, cosmetology, etc.)?**

- When their program conflicts with flex, these students will be marked excused absence.

### **BEHAVIOR EXPECTATIONS AND DISCIPLINE CODE**

#### **The Prince William County Schools Code of Behavior is our guiding principle for Woodbridge High School.**

The PWCS Code of Behavior should be carefully reviewed each year so students and parents are aware of the policies and regulations governing student behavior and discipline. All students are expected to be familiar with the established standards of conduct for students outlined in the PWCS Code of Behavior. The PWCS Code of Behavior supersedes any descriptions in this Student Handbook. Discipline records will be maintained as part of a student’s educational record in accordance with Virginia Law.

[Click to view the PWCS Code of Behavior.](#) *Paper copies are also available upon request.*

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.

#### ***Bullying and Intimidation***

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 bullying. Cyber bullying is a form of bullying which involves the transmission, receipt, or display of electronic messages and/or images. Bullying will not be tolerated. Students should feel free to report bullying 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. **Please see Mrs. Bristow or Mrs. Hugh (based on your alpha-administrator assignment), if you feel you are a victim of bullying/intimidation.** Students can also complete the **Complaint of Bullying Form** located in the [PWCS Code of Behavior](#).

#### ***Harassment***

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.” Harassment of students or staff for any reason is prohibited. 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. **Please see your Alpha Administrator (Mr. Greenfield (A-Dep), Mr. Beemer (Der-Kn), Mrs. Treichler (Ko-Ram), Ms. Coleman (Ran-Z), or Ms. Sullivan (Special Education/Section 504), if you feel you are a victim of harassment.** Students can also complete the **Complaint of Harassment or Discrimination Form** located in the [PWCS Code of Behavior](#).

#### ***Dress and Appearance***

Woodbridge High School’s 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.

### **SPECIAL PROGRAMS, EXTRACURRICULAR AND CO-CURRICULAR ACTIVITIES, SPORTS, & CLUBS**

[Visit our website](#) to learn more about our specialty programs, co-curricular/extracurricular activities, sports, and clubs for students.

### **CLINIC**

**School Nurse:** Mrs. Pam Smith

Students who become ill or injured during the school day should report immediately to Nurse Smith. Her office is located on the lower level between the Lower Administration and Middle Administration offices. Students must have a pass from the classroom

teacher when reporting to the Clinic. 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.

## **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 designed 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 Middle Administration Office. Please note: Applications are processed and approved by Student Services.

## **LOCKERS**

Upon receipt of completed Emergency Cards, freshmen students will receive their locker number and combination from their first period teachers. All other students may request a locker through Mrs. Karen Cormier in the Main Office. 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 should fill out a locker problem form located in the main office with Mrs. Karen Cormier.

## **VISITORS**

The school policy is to receive only those visitors who have legitimate business to attend to at the school. All visitors must enter through Door 1 (*Old Bridge Elementary School side*) and report to the security desk located inside the main office immediately upon arrival. Visitors are required to 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.