

WOODBIDGE SENIOR HIGH SCHOOL

2023.24 Student Handbook



Building Bridges, Closing Gaps, and Leaving Legacies

3001 Old Bridge Road; Woodbridge, VA 22192 (P) 703.497.8000

<https://woodbridgehs.pwcs.edu>



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STUDENT HANDBOOK

No document or set of rules can provide complete guidelines for every situation you will face nor does the information here replace or supersede PWCS Policies and Regulations nor the PWCS Student Code of behavior. All students are responsible for maintaining and reading the handbook.

COUNSELING AND STUDENT SUPPORT SERVICES TEAM

The counseling staff at Woodbridge Senior High School are committed to the well-being and educational success of the entire student body.

Joe Lederman, *Director of School Counseling*
Leydi Rivera, *Admin Assistant*
Leida Viera, *Office Assistant*

Alpha Counselors

Lynne Wooten-Mitchell, *Students A-Bla*
David Roberts, *Students Bel-C*
Audrey Vasquez Rivera, *Students D-Gas*
Kayce Clark, *Students Gat-Is*
Zoe Falkenstein, *Students It-Mal*
Tamara Dickens, *Students Man-Od*
Rikki Wittman, *Students Oe-Riv*
Karen Eaton, *Students Riw-Tap*
Beth Edwards, *Students Taq-Z*

Student Services Staff

Yusef Muhammad, *College, and Career Counselor*
Seth Solondz, *Social Worker*
Alison Susi, *School Psychologist*
Tina DiGiacomo, *New Horizons Counselor*
Keyana Rainey, *School Nurse*
Gary Wortham, *Truancy Officer*



WSHS ADMINISTRATION



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The administration team at Woodbridge Senior High School is here to assist students and staff. Please refer to the organizational chart in order to efficiently direct questions to the person responsible.

Main Office

- Heather Abney, *Principal*
- Avis Banks, *Executive Administrative Assistant*
- Aaron Greenfield, *Assistant Principal*
- Gwen Moss, *Administrative Assistant*
- Brian Karnbach, *Assistant Principal*
- Bernice Matos, *Administrative Assistant*
- Marian Jones-Brooks, *Assistant Principal*
- Karen Jack-Habina, *Administrative Assistant*
- Kyle Geck, *Director of Student Activities*
- Ty Knepp, *Teacher on Special Assignment*
- Kari Lane, *Administrative Assistant*
- Jason Lockamy, *School Security Officer*
- Kimberly Spindler, *Specialty Program Coordinator*

Lower Administrative Office

- Cortney Bristow, *Assistant Principal*
- Deanna Mulligan, *Administrative Assistant*
- Michele Sullivan, *Assistant Principal*
- Nicholas Gonzales, *Administrative Assistant*

Middle Administrative Office

- Kendra Haskins, *Administrative Intern*
- Rosa Romero, *Administrative Assistant*



WSHS STUDENT EXPECTATIONS



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The information contained below is provided to assist students the day-to-day operations of this school. Because the handbook is a living document, it may be amended and edited throughout the school year. Updates will be communicated to students through their advisory teachers and the Canvas Student Lounge.

Academic Supports	<p>Viking Learning Center: Peer-to-peer tutoring in all subjects. Contact: Ms. Terrill, terrilse@pwcs.edu</p> <p>Advisory: Students will have the opportunity every Tuesday and Thursday during first period to work with their teachers.</p>
Attendance	<p>Attendance to school is a vital component of being academically successful but we understand absences will occur. Any absence that is not excused will be considered skipping school.</p> <p>Students who accrue five unexcused absences will be required to meet with their administrator.</p> <p>Students who accrue two additional absences after that meeting will be required to attend a follow up Attendance Interagency Meeting with school staff.</p>
Bullying and Intimidation	<p>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.</p> <p>Bullying also includes cyberbullying. Cyberbullying is a form of bullying which involves sending, receiving, or displaying electronic messages and/or images. Bullying will not be tolerated.</p> <p>Students who believe they are being bullied are encouraged to report the matter without fear of retaliation. Any attempt at retaliation will be addressed by appropriate corrective action up to and including expulsion of students.</p> <p>Please see Mr. Lockamy, School Security Officer, 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.</p>
Cafeteria	<p>Expectations</p> <ul style="list-style-type: none">• All food and beverages must be consumed in the Cafeteria, Patio or Senior Lounge. Trays, utensils, and opened containers of food or drink cannot be removed.



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	<ul style="list-style-type: none">• No glass bottles or containers will be allowed in the cafeteria.• During all lunch shifts, students will remain in the cafeteria, patio or senior lounge.• Students who use the restroom must use the restrooms in the upper lobby.• Students who wish to use the library must obtain a pass in advance.• Students found in unauthorized areas during lunch will be immediately escorted back to the cafeteria. <p>Cafeteria Procedures</p> <ul style="list-style-type: none">• All students must enter through the left-most door and follow the stations around to the lunch line. Students will follow the directions posted. <p>Senior Lounge Procedures</p> <ul style="list-style-type: none">• Only Seniors are permitted in the senior lounge. Random checks of student IDs are conducted throughout the year. Underclassmen will be considered out of bounds.• Students who are purchasing lunch must do so from the Upper Cafeteria Only.• All trays/utensils must be returned prior to the end of the lunch shift. Repeated violations will result in the closure of the Senior Lounge. <p>Patio Procedures</p> <ul style="list-style-type: none">• Students who are purchasing lunch must do so from the Upper Cafeteria Only.• Once students have entered the patio, they must remain there for the lunch period.
Clinic	<p>School Nurse: Ms. Keyana Rainey, raineyks@pwcs.edu</p> <p>Students who become ill or injured during the school day should report immediately to the Clinic. The Clinic 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 attempt will be made to comfort ill students until parents/guardians are able to report to</p>



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	<p>school or the student can return to class. Students who do not follow this procedure when ill will be considered unexcused.</p>
<p>Discipline Guidelines: Attendance</p>	<p>Student tardies and attendance will be combined into a single, administration-generated referral. Students who have accumulated the more than the allotted limit of combined tardies or class cuts will be placed on social probation, barring students from attending all after school events, field trips or other activities.</p> <ul style="list-style-type: none">• Interim 1: 10• Marking Period 1: 20• Interim 2: 30• Marking Period 2: 40• Interim 3: 50• Marking Period 3: 60• Interim 4: 70
<p>Discipline Guidelines: Cell Phone Policy</p>	<p>Teachers will display a red/green cell phone use sign at the front of their rooms indicating their class policy on cell phones. A teacher may change this based on the needs of the class or the teacher's preferences. If a student accesses their cell phone while the red signage is displayed, the teacher may then give the student a warning to put the phone away. Repeated violations of this policy should result in a disciplinary referral sent to the student's alpha administrator.</p> <p>Additional guidelines may be placed by classroom teachers regarding cellphones, which will be outlined in the course syllabus.</p>
<p>Discipline Guidelines: Classroom Behavior</p>	<p>Students are responsible for reading and understanding all classroom procedures and expectations in each teacher's classroom syllabus. Prior to receiving a disciplinary referral for a classroom infraction, a student can expect the following:</p> <ul style="list-style-type: none">• A warning from the teacher and explanation of appropriate behavior.• A private conference with the teacher.• A conversation between the teacher and parent concerning the problem.
<p>Discipline Guidelines: Cheating/Plagiarism</p>	<p>Students are responsible for neither giving nor receiving assistance (written, orally, or otherwise) on tests, examinations, final evaluations, or class assignments that are to be graded as the work of a single individual. Cheating includes the giving or receiving of computer files, program, part of program, or other computer-based information without specific teacher direction or approval. Cheating encompasses any violation of rules where the violation involved dishonesty.</p> <p>Due to the multiple opportunities afforded students throughout the year, the expectation of students who are struggling is that they reach out to their teacher</p>



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	<p>for additional assistance. Students who are found to have cheated on an assignment, either by giving or receiving unauthorized assistance will receive a disciplinary referral and earn a zero on the assignment. Additionally, students will forfeit any further additional opportunities on that assignment until the final exam.</p> <p>Students have the right to appeal this decision, which will be referred to a panel of independent teachers and staff to make a final determination.</p>
Discipline Guidelines: Hall Passes	Students out of class for any reason are required to have a pass. Students in the hallways without a pass will be escorted back to their classrooms.
Discipline Guidelines: Out of Bounds	<p>Students are considered out of bounds in the following circumstances:</p> <ul style="list-style-type: none"> • A student has a bathroom pass but is not in the location of the closest bathroom to their assigned classroom. • A student has a pass to the administrator or counseling office but is not in the location of the most direct path from their assigned classroom. • A student is observed “walking laps” in the hallway. • A student is found anywhere in the building other than upper lobby restroom, senior lounge or patio during their assigned lunch shift. <p>Any student who is found to be out of bounds will be immediately escorted to their assigned location. Students who ignore redirection will be brought to their administrator and immediately assigned In-School Suspension.</p>
Discipline Guidelines: Physical Altercations	Students who engage in any physical altercations will be assigned at least five days of out of school suspension. Students may need to participate in a Principal’s Conference or meeting with their administrator before being permitted on PWCS property again.
Discipline Guidelines: Repeated Violations	Students who accrue more than five disciplinary referrals for any reason represent a major disruption to the school environment. As such, students who receive additional referrals beyond five, for any reason, will be subject to an Out of School Suspension or Principals Conference.
Discipline Guidelines: Student Searches	Students who are found out of bounds, or otherwise present reasonable cause, will be searched. Students found with materials/substances not permitted per the PWCS Code of Behavior will have those items confiscated and will lose the right to carry a backpack on WSHS property moving forward.



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Discrimination and Harassment	Students are expected to treat one another with respect. Students who believe they have been discriminated against or harassed are encouraged to report the matter to the school administration. Students should feel free to report discrimination/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 if you feel you are a victim of discrimination/harassment.
Lockers	Students wishing to request a locker should contact Ms. Mulligan (mulligdp@pwcs.edu). 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. Students that have locker problems or questions should see Mrs. Deanna Mulligan in the Lower Admin Office.
Technology	<p>All students will be provided laptops. Free at-home internet will be available for any student with a need. Interested families should reach out to Mr. Brian Karnbach (karnbabx@pwcs.edu).</p> <p>Students and families should review the PWCS Parent/Student Digital Device Handbook together at the start of each school year.</p> <p>Students/families have the option to purchase low-cost student device insurance through the PWCS-approved third-party vendor, Securanty. If purchased, the insurance covers unlimited repairs or replacements for everything from broken screens, lost chargers, and accidental damage, with a zero deductible for one year on a school-issued HP device. The insurance cost is \$32.95, which may be significantly less than repair or replacement costs without insurance. Visit the Securanty website to learn more and purchase. As a reminder, Prince William County Public School staff and students are required to follow the Acceptable Use Policy (Regulation 295-1) when using computers or networked applications in school buildings.</p>
Transportation	<p>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 without a valid parking pass. 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, the bus lot or visitor spots. Chronic disciplinary and/or attendance issues may result in a revocation of parking privileges.</p>



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	<p>Bus Regulations: 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. 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 suspension of bus privileges. Requests for bus and/or bus stop changes must have parental and administrative approval. The transportation office's telephone number is 571.402.3903 and more information can be found on the transportation website.</p>
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CONTACTS

Please use the contact information below to ask any question you have regarding WSHS. We will work to answer your question or direct you to someone who can assist.

- Students with Last Name A-B: Gwendolyn Moss (mossge@pwcs.edu)
- Students with Last Name C-F: Deanna Mulligan (mulligdp@pwcs.edu)
- Students with Last Name G - Ke: Bernie Matos (matosbx@pwcs.edu)
- Students with Last Name Kf-No: Nicholas Gonzales (gonzalnb@pwcs.edu)
- Students with Last Name Np-Sc: Karen Jack-Habina (jackhakd@pwcs.edu)
- Students with Last Name Sd-Z: Rosa Romero (romerorm@pwcs.edu)

