LAKE RIDGE MIDDLE SCHOOL
Home of the Wolves
12350 Mohican Road
Woodbridge, Virginia 22192
http://lakeridgems.schools.pwcs.edu/
STUDENT HANDBOOK
2016-17

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<th>Honor</th>
<th>Ownership</th>
<th>Work Ethic</th>
<th>Leading/Learning</th>
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Lunch

STUDENT'S NAME: ____________________________
INTRODUCTION
At Lake Ridge Middle School we believe that our students can be a H.O.W.L.Ling success by HONORING ourselves and others, taking OWNERSHIP for our actions, demonstrating an excellent WORK ETHIC in all that we do, being responsible for our own LEARNING and being responsive able to the success of our school.

<table>
<thead>
<tr>
<th>What?</th>
<th>How o Display Expected Behaviors</th>
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<tbody>
<tr>
<td>Honor</td>
<td>Speak kindly and use productive language. Avoid physical actions/reactions. Display courtesy; treat others. Keep the school clean. Follow school and classroom expectations.</td>
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<tr>
<td>Ownership</td>
<td>Do not blame others for your actions/reactions. Respond to verbal correction pleasantly/poetically. Be on time to school and class. Tell the truth.</td>
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<tr>
<td>Work Ethic</td>
<td>Actively participate. Complete/Turn in homework. Use agenda. Raise hand to be acknowledged. Face and listen to speaker. Give your best effort on all assignments. Be prepared with all materials for each class every day.</td>
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<tr>
<td>Learner/Leader</td>
<td>Ask topic related questions. Encourage others to give their best efforts. Seek opportunities to learn new things. Complete classwork thoroughly. Be willing to learn from your mistakes. Encourage others when they are struggling; celebrate with them when they are successful.</td>
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The policies and procedures contained in this handbook are those we feel are necessary for students to grow, develop and succeed. The information has been carefully prepared and presented so that it will be of great value to students in both adjusting and succeeding at Lake Ridge Middle School.

ACTIVITIES
Lake Ridge Middle School has various clubs, athletic and evening activities students may enjoy as participants or spectators. Students who have appropriate grades in conduct, achievement and who have maintained satisfactory behavior may attend. Those individuals on academic and or conduct eligibility may not attend. Students must be in attendance for a minimum of one half day in order to participate or attend any after school event. All walkers are to go home after the school day ends and return back at 4:30 p.m. when sporting events begin. Once you enter an event you are to stay until it is over or you need to go home. Re-admittance is not permitted. Students trying out for any athletic team must have a current physical dated May 1 or after and have completed concussion education training in order to participate in tryouts.

ACTIVITIES & CLUBS
BOARD GAME CLUB
CHEERLEADING
CHESS CLUB
CREW CLUB
DANCE TEAM
FIELD HOCKEY CLUB
HOWER NEWSPAPER/JOURNALISM CLUB
JAZZ BAND
NATIONAL JUNIOR HONOR SOCIETY
ROBOTICS CLUB

STEP CLUB
STUDENT COUNCIL ASSOCIATION
TECHNOLOGY CLUB
TUTORING (Language Arts/Math on Thursday afternoons)
WE THE PEOPLE (CIVICS CLUB)
WORLD LANGUAGE CLUB
YEARBOOK
6TH GRADE LUNCH BUNCH
7TH GRADE READERS OF THE PACK
8TH GRADE READERS AS LEADERS

FALL SPORTS
BOYS’ FOOTBALL
BOYS’ SOCCER
GIRLS’ VOLLEYBALL
GIRLS’ TRACK

WINTER SPORTS
GIRLS’ JV AND VARSITY BASKETBALL
BOYS’ JV AND VARSITY BASKETBALL
WRESTLING

SPRING SPORTS
BOYS’ BASEBALL
GIRLS’ SOCCER
GIRLS’ SOFTBALL
BOYS’ TRACK

ATTENDANCE
Students are expected to be in school, except in cases of emergency or for reasons as explained in the information below. Any other reasons for absence, or failure to provide an excuse within two days, will result in an unexcused absence.

- Personal illness — the school may require the certificate of a doctor if it is deemed advisable.
- Illness in the family
- Medical and dental examinations and/or treatment of the student when such appointments cannot be scheduled other than during school hours.
- Death in the family.
- Observance of a religious holiday — Any student of any religion shall be excused if his/her absence was for the purpose of observing a religious holiday consistent with his/her creed or belief.
- Any other reason must be excused by the school prior to the absence.
- Vacation plans for families — Please send a note in advance of the vacation to notify teachers of the absence from school. Teachers are not required to give homework prior to a planned absence. Students will be able to collect missed work upon return to school.

NOTE: Students may not participate in any after school activity on the day of an absence from school. Students must be present at least ½ day to participate in any after school activity (3 hours and 20 minutes).

Steps to follow when absent:
- Parents will be notified of a student’s absence via the school messenger system.
- Parent/guardian may call or provide a written excuse giving the student’s name, date, dates of absence, and reason for absence. A written excuse must have a parent/guardian signature.
- Parent/guardian confirmation must be received within two days of the absence.
- Students are responsible for asking all teachers for make-up work assignments. Assignments that are not made up will be
reflected in the class grade. Students are given one day for each day of absence to complete work unless different arrangements have been approved by the teachers/administration.

**BOOK BAGS/P.E. BAGS**

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

Gym bags may be used to transport gym materials to and from the gym. These gym bags will be large enough for gym clothes and personal hygiene products. Under no circumstances will they be used for any other purpose. All gym bags must be mesh or see-through.

Small purses may be used for personal hygiene items to and from a student’s locker and the bathroom. This purse is not to be brought to the classroom. When a student uses the bathroom pass, she may stop at the locker to pick up/drop off this purse as needed.

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

**BUS REGULATIONS**

RIDING THE SCHOOL BUS IS A PRIVILEGE, EXCEPT AS REQUIRED BY LAW FOR STUDENTS WITH DISABILITIES.

STUDENTS CAN BE REMOVED FROM THE BUS FOR CONTINUOUS INFRACTIONS THAT INFLUENCE EVERYONE’S SAFETY!

Students may be removed from the bus when:

- The student’s behavior violates School Board regulations or the Code of Behavior;
- It is necessary to restore a safe environment free from infractions caused by student’s behavior; and
- The bus driver/or administrative interventions failed to end the student’s disruptive behavior.

When a student is removed from the bus, written notice will be sent to the parent. The consequence will be effective the following school day. Parents must call 703.494.5154 and ask an administrator for details.

Code of Behavior

Should a student be reported to an Administrator, the Administrator will be responsible for disciplinary action, which may include the loss of the privilege of bus transportation, until the parent, the bus driver, the Administrator, (and in some instances, a Transportation Department representative) can arrive at an understanding which will correct the problem. The parent will be responsible for the transportation of students who have lost bus privileges.

Consequences will follow the order listed below: (Gargantuan offenses may move a student immediately to bus suspension or removal).

**BUS DISCIPLINE PROCEDURES**

- 1st Offense – Warning and Parent/Student conference with the Principal (Possible 5 day bus suspension)
- 2nd Offense – Bus suspension for 2 weeks
- 3rd Offense – Bus suspension for the remainder of the school year
- Other: A severe offense may result in immediate bus suspension should the act endanger the individual or others.

**CAFETERIA**

703.494.7531

Lunch/Breakfast money is to be brought to the cafeteria in the morning during the advisory time so it can be placed in your account. Students can access their accounts by punching in student numbers on a keypad in the cafeteria line. Parents are asked to write the student’s ID number and whether the money should go toward lunches, breakfast, and/or a la carte on the memo line of the check. For a minimal fee, students’ meal accounts may also be managed on-line at MySchoolBucks.com. **THE CAFETERIA RULES ARE AS FOLLOWS:**

- If meal money is forgotten, students will be allowed to charge and parents will be contacted. Students who repeatedly charge meals will be referred to the administration for resolution of their lunch account (PWCCS 464-2). Payment is expected the following day. A la carte items may not be charged. The cafeteria staff will remind students when an account is $5 or less.
- Students will enter promptly within 5 minutes of dismissal from previous class.
- There will be no more than 12 students at each table.
- Students will not cut in the food line, nor will they allow other students/friends to join in their place in line.
- Students will not leave the cafeteria for any reason without a pass.
- Students will remove trays, utensils and trash to proper areas/containers.
- Students will respond to direction from cafeteria monitors with argument.
- Students will respect cafeteria property and use it only for its intended purpose.
- Throwing food is strictly prohibited.
- Food and drinks are not to be removed from the cafeteria.
- Water may be carried and consumed outside the cafeteria. No glass containers.
- Use appropriate eating manners at all times, be courteous, and speak in an acceptable “indoor” volume.
- Cloths to wipe the tables are located next to the tray drop-off area. Students are expected to wipe down their tables and make certain all trash and trays are properly disposed of prior to leaving their area.
- Wait until a supervisor dismisses your table.

**CHILD ADVOCACY**

Parents and guardians are encouraged to take a vital interest in their child’s school program. They are encouraged to visit the school and meet all staff members involved in the education of their child. Classroom problems are best resolved through parent-teacher communication. If you are dissatisfied for any reason with the educational services at Lake Ridge Middle School, please call the teacher, the grade level counselor or administrator for assistance. All staff members also have access to e-mail.

**CLINIC**

The purpose of the school clinic is to administer limited first aid, dispense prescribed medications, and implement health treatment interventions. The school nurse will work with families to meet these objectives. If it appears a student is unable to return to class, arrangements will be made to send him/her home. Parents are expected to arrange transportation for getting their children home or to a doctor. Please remember that students will only be released to those individuals listed on his/her emergency card. Photo identification is required as proof of identity.

If, in the judgment of the school, the child needs immediate medical attention, the local rescue squad will be called. Rescue squad professionals will make the decision whether the student shall be transported to the hospital. A student is not permitted to remain in the clinic for more than fifteen minutes, except under extreme circumstances. He/she will be sent home or returned to class. Each student must secure a pass from his/her subject teacher and check into the main office. Failure to comply constitutes a class cut. Frequent visits to the clinic may result in a request for an examination by a physician. The school nurse will contact parents as needed.

Should a student need to go home, a parent or individual on the emergency card will need to provide transportation. Students may not walk home under these circumstances.
CLASS TRANSITION POLICY

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

There are certain understandings that must be shared and embraced by all school members in order for this policy to achieve its ultimate goal. Students moving with a purpose from one class to the next in order to maximize instructional time.

- All teachers must release students on time from class. (Staff should set their class clock, watch, etc… to the time displayed on their computer). If any student is held for any reason, a pass needs to be written. This is especially important for students moving from core to encore or encore to core, as these moves require more time.
- All teachers must be in the hall as students are dismissed to actively move students into classrooms.
- Class change time is not to be used to get drinks, go to lockers, or use the restroom.
  - After the first ten minutes of class and before the last ten minutes of class (10-10 rule), teachers may allow students to get drinks only with teacher permission. Teams are to develop a plan that all teachers will follow (a system that keeps track of and limits the number of times any student can be released from your class and perhaps with a reward system for students who have “leftover” opportunities at the end of the grading period).
  - Unless given a pass, students may only use lockers before 1st period, before lunch, after lunch, and at dismissal.
  - After the first ten minutes of class and before the last ten minutes of class (10-10 rule), teachers may allow students to use the restroom only with teacher permission. Again, a team plan need to be developed to monitor this.
- Students must have a signed agenda as their pass to be in the hallway for any reason other than during a class change.
  - No student is ever to be released from the classroom without a pass, even if the water fountain or restroom is just outside your door.
- Teachers should expect students to move from one core class to the next in one to two minutes. Teachers should expect students to move from core to encore or encore to core in five to six minutes. USE COMMON SENSE. Do not punish students if it is apparent that a teacher did not adhere to the proper dismissal procedures.
- Arrival 10 minutes after the bell without a pass should be referred as a class cut.

COMPUTERS: ACCEPTABLE USE POLICY

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

- PWCS Regulation 325-1, known as the "Acceptable Use Policy," applies to all persons using computers at Lake Ridge Middle School.
- Changing settings on school computers, including aesthetic (appearance) settings, language settings, or other settings that may inhibit others from using the computer easily and effectively, is prohibited.
- Food, gum, or drink of any kind (including water) is prohibited in any computer facility at any time, or in any room in which a Mobile Lab is currently in use, to ensure the equipment remains functional and available for use.
- Accessing personal email accounts at any time, for any reason, using Lake Ridge Middle School computers or connections is prohibited. In addition, students are not permitted to use external storage devices, such as floppy disks or flash drives.
- School Fusion is the preferable method of transmitting and saving documents for transportation and/or later use.
- Theft or destruction of school division property will be held as a debt against the offender.
- Students are prohibited from detachable hardware parts or from deleting, or attempting to delete software applications.
- Students will access online resources only as directed by the teacher.
- Students will not access, download/upload or communicate with materials that are pornographic, illegal, or that advocate drugs, alcohol, sex or violence.

COUNSELING

The Counseling Department functions as an integral part of the total educational program. The program is designed to help each student achieve his or her potential educationally, physically and socially. Some of the services provided are as follows:

- Insuring a smooth transition from elementary to middle school.
- Providing counseling on an individual basis and/or small group basis.
- Providing a career unit at each grade level.
- Scheduling students at all grade levels.
- Using test results to encourage academic growth.
- Recognizing positive behavior and contributions of students.

The Counseling Department also provides:

- Scheduling of parent/teacher conferences.
- Homework packets for students absent three or more days.
- Teachers need 24 hours to properly collect necessary work for the student; therefore, work will be picked up one day after the request is made by the parent.

DANCES

School dances begin at 7 p.m. and end at 9 p.m., with the exception of the 8th Grade Dance which begins at 7 p.m. and ends at 9:30 p.m. Students must bring a signed "Parent Permission Form" to purchase a ticket.

The following dance policies will be enforced:

- Only Lake Ridge Middle School students may attend the dance. Students must present identification.
- A dance ticket is not to be given or sold to any other individual.
- Students on the academic and/or conduct ineligibility list may NOT attend dances.
- Students absent from school on the day of the dance may NOT attend.
- Students who have an outstanding balance on their cafeteria lunch may not purchase a ticket until the account is paid in full.
- Students must be in attendance a minimum of ½ day in order to attend a dance.
- Students who leave the dance early (before 7 p.m.) must have their parents come in the school to pick them up.
- At 7 p.m., SHARP, students will be dismissed to leave the dance.
- Students must maintain proper dress and conduct.
- Students who are picked up more than 15 minutes late can be denied purchase of a dance ticket for any remaining dances.

DISCIPLINE

One of the most important lessons education should teach is discipline. While it does not appear as a subject, it is underlying in the educational structure. It is the training that develops self-control, character, orderliness, and efficiency. It is the key to good conduct and proper consideration of other people.
With an understanding of the purposes of discipline in the school, students form correct attitudes making school an effective place of learning and develop the habit of self-restraint.

The administration of Lake Ridge Middle School firmly believes that a school cannot function unless the desired school discipline is maintained. The administration will take all possible steps to safeguard the learning environment at Lake Ridge Middle School.

Specific disciplinary issues unique to Lake Ridge Middle School are listed below, as well as in the Prince William County Public Schools’ Code of Behavior.

Tier I Interventions will be deployed when students violate classroom rules and expectations. Tier I interventions may include, but are not limited to, student conference, parent contact, parent-teacher conference, teacher detention, or student support services referral.

Tier II interventions and consequences will be employed for all major violation infractions. Tier II consequences may include, but are not limited to:
- Administrative Detention
- Night School
- Saturday School
- Out of School Suspension

Administrators reserve the right to enter a student at any of the above levels of consequence based on severity of infractions, or accumulation of offenses.

It is our belief that all students have the right to learn in an environment free of disruptions or obstruction due to student misbehavior. Students who disrupt the classroom environment and do not respond to redirection or teacher intervention, will be removed from the classroom per Virginia Code 22.1-276.2. If a student is removed from the classroom, a parent/guardian will be contacted and the student will be sent home for the remainder of the day.

**DISCIPLINE APPEALS PROCESS**

The appeals process is one in which a discipline incident is disputed by a student and/or parent/guardian. The purpose of the appeals process is to review, in a professional and cooperative manner, the incident.

It is assumed that the consequences in the document are given in light of the cooperative effort of the Lake Ridge Middle School community in creating this document. Therefore, we would assume that appeals usually will be based on a denial of wrongdoing. The student/parent/guardian will be responsible for starting the appeals process in accordance with County policy. Volunteer members of the Discipline Committee will initially serve as the Appeals Committee. Eventually, this duty will be shared by all faculty members throughout the school year.

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

**DRESS CODE**

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

The following are prohibited at Lake Ridge Middle School:
- Students are not permitted to wear or display items which represent drugs, alcohol, tobacco products, gang membership, or which promote violence.
- Clothing and accessories that contain vulgar, derogatory, or suggestive drawings, pictures, slogans, or words that may be interpreted as racially, religiously, ethnically, or sexually offensive and which cause a disruption within the school environment.
- Necklines of garments which are lower than the straight line from the top of underarm across to opposite underarm should not be worn. No cleavage should show.
- Sheer garments or short shirts which expose the midriff.
- Outerwear, long trench coats or bulky oversized coats within the school building (fleece hoodies are allowed).
- Sunglasses, beachwear, sleeping apparel, and undergarments worn as outer garments.
- Excessively tight and form-fitting garments or exposed underwear (mesh or lace), or boxers as underwear.
- Jewelry or other items which could be regarded or used as a weapon (i.e., studded belts or collars, large rings, etc.).
- Bedroom slippers, bare feet, stockings/socks (without shoes).
- Gloves, hats, and non-jewelry chains attached to clothing.
- Dresses, skirts, shorts, and culottes that are form-fitting or shorter than the extended tip of the longest finger with arms hanging naturally at the sides.
- Spaghetti-straps, strapless tops, tube tops, or tank tops; all shirts must have a defined sleeve.
- Hats, scarves, skull caps, visors or any other type of head covering unless related to one’s religious beliefs or practices.
- Pants with side slits or holes, including regular jeans, above the knees, see-through pants, lights or leotards worn as outer garments.
- Costumes or pieces of costumes may not be worn.

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

The dress policy is to be adhered to for all school functions. Uniforms for participation in after-school activities are exempt from this rule except during the regular school day and will be selected based on the professional judgement of the school sponsor.

Repeated violations of the dress code may result in further disciplinary action.
**Dress for Physical Education Classes:**
Dressing out is vital to success in the physical education program in order to avoid disruptions and provide a safe learning environment. P.E. clothing must be worn in accordance with County and school policies. The student's name must be clearly marked on the outside of the shirt and shorts. Students will be properly dressed for physical activity in:

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

Lake Ridge Middle School and school staff will not be responsible for lost / stolen items. Belongings should be kept in LOCKED lockers at all times.

**Early Dismissal**
When a student needs to leave school early due to a pre-arranged reason, the individual is to bring the written note from the parent to the main office in the morning before advisory. A dismissal pass will be issued to the student. All students must be checked in and out through the office by a parent, guardian or approved contact with proof of identification via photo ID. To maximize instructional time, students will remain in class until a parent arrives to check the student out of school.

To ensure an efficient and safe dismissal for all students, the office will not dismiss individual students after 2:30 pm. Students leaving early must be picked up no later than 3:00 pm. Any individual leaving the building without permission will be disciplined.

**ELECTRONIC DEVICES**
Students may possess electronic entertainment devices on school grounds provided these devices are not visible and are not activated before or during the school day except at the direction of the teacher for educational purposes. The power on these devices must be turned off prior to entering the school and be stored in the students locker. Leaving the device on “vibrate,” “silence,” or “ringer off” is not acceptable.

Students may utilize electronic entertainment devices while traveling to and from school provided these items are not a distraction to the bus driver and/or do not compromise safety. In addition, the use of these devices should not distract from or disrupt activities.

When a teacher has given permission for students to use their electronic devices, the teacher will supervise the hallway as students retrieve the devices from their lockers. When the technology-based lesson is complete, students will be supervised again as they return their devices to lockers. To minimize disruption, teachers should avoid class transition times for retrieving or returning devices to lockers.

**ELIGIBILITY REQUIREMENTS**

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

**CONDUCT**
If a student receives more than one “U” in conduct on their report card, they shall be declared ineligible.

Policies and procedures are the same for conduct as outlined with academics (above).

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

**1ST MARKING PERIOD ACADEMIC/CONDUCT INELIGIBILITY**
Rising 7th/8th graders declared “ineligible” as a result of 4th marking period grades/conduct will be able to participate in the fall activities (to include dances, clubs, etc) if that student achieves ELIGIBILITY grades and conduct marks on the first marking period INTERIM. Failure to do so will continue the student’s ineligibility to participate in any extracurricular activities, including sports, as laid out in Prince William County School guidelines.

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

(Code of Virginia, §22.1-276.1)

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

Students on the conduct ineligible list will not be allowed to go on field trips. (Alternative assignments covering the learning objectives of the field trip will be provided.) This will ensure that there are no distractions to those students attempting to enrich their educational experience. It will also ensure the safety of those in attendance at the field trip. An exception will exist for an instructional field trip where a grade is associated with it.

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

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

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

- There is to be no talking.
- Walk rapidly in an orderly manner towards the exit.
- Walk in single file, with no pushing and/or shoving.
- Exit quickly.
- Do not attempt to close windows, but do close the door.
- The first student in line will hold open the exit door.
- Students will walk at least fifty feet from the exit and face away from the building.
- Wait for further instructions.
- Students who are not in their class at the time of a fire drill (i.e., in guidance, the bathroom or elsewhere) will:
  - Report to the nearest exit and be accounted for on the teacher's roll at the nearest exit. The student should obtain a signature from that teacher to return to your class or to go to guidance . . . the pass should then be signed again when the student leaves guidance.
  - After the fire drill is completed, students will:
    - Re-enter the building when given the signal in the same manner as they exited without talking.

During any other emergency situations, such as a tornado drill or a "Lock Down" situation, students will be silent and follow all directions of the teachers/administrators. Failure to do so will result in an administrative consequence being issued.

GRADING SYSTEM

The evaluation of student achievement is one of the important functions of the teacher. The academic grades are computed using letter grades in the case of sixth and seventh graders. Numerical grades are used for computing achievement in the eighth grade. When averaging an individual's grade, the total quantity of work completed is also taken into account. If a student completes less than 60 percent of the work assigned, the individual earns an achievement grade of "F" for the nine weeks. Report cards are issued every nine weeks with interim grades distributed at the 4 1/2 week mark so parents are informed of the progress he/her child has made from the start of the grading period. An "Incomplete" is given only in those cases where the student has not been able to complete the assignments due to illness, an emergency, or by a pre-arrangement approved by the administration. All incomplete work is to be completed by the assigned time span or the grade will convert to an "F."

ACADEMIC

<table>
<thead>
<tr>
<th>Grade</th>
<th>Numerical</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
<td>90-100</td>
</tr>
<tr>
<td>A+</td>
<td>3.4</td>
<td>87-89</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
<td>80-86</td>
</tr>
<tr>
<td>C+</td>
<td>2.4</td>
<td>77-79</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
<td>70-76</td>
</tr>
<tr>
<td>D+</td>
<td>1.4</td>
<td>67-69</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
<td>60-66</td>
</tr>
<tr>
<td>F</td>
<td>0</td>
<td>59 and below</td>
</tr>
</tbody>
</table>

CONDUCT AND EFFORT

Students will also be evaluated on effort and conduct based on the following:

<table>
<thead>
<tr>
<th>Effort Grade</th>
<th>Outstanding (O)</th>
<th>Satisfactory (S)</th>
<th>Unsatisfactory (U)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Effort grades are not tied to academic grades.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Student turns in all assignments (homework and classroom) on time.</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>- Student is prepared for class each day and consistently participates in classroom discussions.</td>
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<td></td>
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<tr>
<td>- High quality effort is given on all assignments (high quality effort is not determined by letter grade).</td>
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<td></td>
<td></td>
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<tr>
<td>- Student works effectively in groups.</td>
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<td></td>
<td></td>
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<tr>
<td>- Effort is demonstrated on assignments (effort is not determined by letter grade).</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Student works appropriately in groups.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Effort consistently turns in assignments (homework and classroom) on time.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Effort is prepared for class on most days and often participates in classroom discussions.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Effort is given on assignments (effort is not determined by letter grade).</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student works appropriately in groups.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student fails to work productively in a group.</td>
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<td></td>
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</tbody>
</table>

Conduct Grade

<table>
<thead>
<tr>
<th>Conduct Grade</th>
<th>Outstanding (O)</th>
<th>Satisfactory (S)</th>
<th>Unsatisfactory (U)</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Student consistently arrives on time to class each day.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Student demonstrates respect for him/herself, classmates and teachers.</td>
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<td></td>
<td></td>
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<tr>
<td>- Student responds to direction and redirection appropriately.</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>- Student does not cause class disruption and strives to be a positive example for other students.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Student arrives on time to class.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Student demonstrates respect for him/herself, classmates and teachers.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Student responds to direction and redirection appropriately.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Student does not cause class disruption.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Student is routinely tardy for class.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Student does not demonstrate respect for him/herself, classmates and teachers.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Student responds to direction and redirection in an inappropriate manner.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Student often causes class disruptions.</td>
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</tbody>
</table>

Make-up work is to be completed and is the responsibility of the student to request when he or she has been absent. Work can be completed and graded for all excused absences, using the guidelines set forth under excused absences. A student has one day to make up the work when he/she is absent one day, two days to make up work when absent two days, etc. unless other arrangements have been approved by the teachers and administration.

HONOR ROLL

An honor roll will be published at the end of each nine week grading period.

Principal's List:

- All grades used to determine eligibility for the Principal's Honor Roll will be averaged on a nine-week basis.
- In order to be eligible for the Principal's Honor Roll, a student must earn an "A" in achievement in each class in which he or she is enrolled.

A/B Honor Roll:

- All grades used to determine honor roll status are averaged on a nine-week basis.
• The student must have a “3” average with no more than one “C” in achievement. There must be at least one "A" to bring the “C” to a "B" average.

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

Students may come to the library with a class or on a pass.

Library checkout policy
Students are permitted to check out up to ten items for a period of three weeks. (Some resources are subject to a more limited checkout period.) When students checkout books and other items, they are expected to return these materials by the due dates. Failure to return these materials timely will result in the following:
• As long as students have any overdue items, they are not permitted to checkout additional materials.
• A total of two overdue notices will be sent to students via their homeroom or language arts teachers.
• If the library materials have been lost, students are to pay for them.
• Refunds will be issued if students pay for lost items and, subsequently, those items are located and returned to the library.
• If, after these notices, students do not return or pay for overdue items, additional measures will be taken in an effort to retrieve these materials, including any of the following as needed:
  • Parents will be notified by phone or e-mail.
  • A bill will be sent home by mail.
• The number of items students may be checked out may be reduced even when the library account is cleared.

Using Library Computers and Printers
• Students are to ask permission before accessing the Internet. As a rule, online resources are to be accessed for class assignments only.
• Students must ask permission to print documents. Permission is granted for printing class assignments only.

LOCKERS
Lockers are issued to students at the beginning of the year by advisory teachers. Lockers should be kept locked at all times. Students should not share locker combinations with each other as they cannot expect their property to be safe. The school cannot be held responsible for missing articles. Each student is responsible for keeping his/her assigned locker clean both inside and outside. Damages caused by misuse of tape, etc., will be charged to the student responsible. Any locker malfunction should be reported to the office. Students are cautioned not to bring valuables to school.

Students will have access to their lockers before school, before and after lunch, and after school.

Students are encouraged to bring a lock from home to be used during their physical education time to safeguard personal items. All valuables are to remain locked at all times.

BACKPACKS NEED TO BE SECURED IN LOCKERS. Because of the excessive weight of the books and the crowded halls backpacks may only be carried when entering or leaving the building. String bags may only be used going to and from P.E. and may not be used to carry books during the school day.

BACKPACKS WITH WHEELS ARE NOT PERMITTED
smart phones, tablets, E-readers, etc., but these devices should be
turned off prior to entering the building and remain off and out of site
until after exiting the building at the end of the day. Teachers do have
the authority to grant the student permission to use a device for a
specific school purpose. Confiscated equipment must be retrieved by
a parent or guardian. Multiple infractions will result in a referral to
Administration for disciplinary action.

In recognition of the growing importance and utility of wireless
communication devices (smart phone, tablets, E-readers, etc.) the use of
these personally-owned devices by students and employees will be
permitted within Prince William County schools and classrooms, provided
such use complies with rules established in Regulation 295-1, in the Code of
Behavior, and by principals and teachers in the school-based
implementation of the regulation.

PWCS does not assume responsibility for the security of
communication and/or electronic devices that are brought onto
PWCS property.

POSITIVE BEHAVIOR
SUPPORTS/RECOGNITION

At Lake Ridge Middle School we believe our students should be recognized for
positive and productive behaviors. As that end we have established our
H.O.W.L. program which recognizes and rewards positive behaviors.

H.O.W.L. Cards:
Students who display positive behaviors such as those outlined in our
H.O.W.L. pledge, will receive a H.O.W.L. card. H.O.W.L. cards can be
issued by any teacher or staff member at Lake Ridge Middle School who
observes a student displaying positive behaviors. When a student receives
a H.O.W.L. card, they should place it in the correct grade level box in the
cafeteria. Each week H.O.W.L. cards will be drawn from each of the grade
level boxes and small prizes given to the students whose names are drawn from
the box. All H.O.W.L. cards will be saved for the entire year in order to
utilize these cards in end of the year larger prize drawings.

Teachers/staff members who issue H.O.W.L. cards to students will also have
the opportunity to receive small prizes each week.

PBIS Pep Rallies:
At least two PBIS pep rallies will be held during the course of the school
year. Students who have earned H.O.W.L. cards and placed them in the
grade level boxes will have the opportunity to have their name drawn to
participate in the interactive pep rally games.

H.O.W.L. Outs:
Students have the opportunity at lunch each day to write a “Howl Out” to one
of their teachers, or a staff member. We believe that teaching our students to
find the good in others is a positive way to build community and support
good decision making.

REMOVAL OF STUDENTS FROM CLASS

Introduction
The following guidelines address the removal of a student from class by
teacher for disruptive behavior. The Code of Behavior defines “disruptive
behavior” as:

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

I. Conditions for Removal
A student may be removed from class by a teacher under the following
conditions:

- The teacher has exercised classroom management techniques
to no avail.
- The teacher determines that if the student is not removed from
class, the misbehavior will negatively affect the entire group.

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

Any incident requiring removal of a student from class must be accompanied
by a discipline referral.

- The Administrator will escort the student from the classroom and
  process the discipline referral.
- The Administrator will call the parent/guardian of the student
  and explain that the student will need to be picked up from
  school; not returning until the next school day. (Students may be
  out of school longer depending on the degree of severity of the
  infraction(s).)

The teacher who requested the student removal will contact the parent (by
phone) on the same day as the removal in order to discuss the behaviors
witnessed and the interventions employed.

REPETITIVE DISCIPLINE OFFENDERS

The LRMS administrators will maintain a disciplinary file on every student.
The disciplinary file will, at a minimum, contain the student’s name, type and
date of each infraction, consequence, penalty, and date penalty was served.
The file will list a student’s infractions to allow a determination of the
frequency and seriousness of a student’s misbehavior and thus their
responsiveness to punishment/corrective action.

Upon receiving a disciplinary referral, the administrator will review the
student’s disciplinary file to determine whether the student has received a
similar referral and thus is subject to the next level of punishment and/or
requires a parental conference with the concerned administrator.

Students and parents must understand that the LRMS administration’s
evaluation of a student’s discipline file may determine that there is a
cumulative discipline pattern that requires the next level punishment than the
incident would otherwise require if it were the first infraction.

The administrators will take these actions to ensure that the students and
parents are aware that compliance with school policies, rules and
expectations is essential to good order and discipline at LRMS.

RESTROOM USE

Students should try their best to take care of restroom needs before school
and before, during, and immediately after their lunch periods. We ask for
students not to use the restrooms during classroom transitions due to the
limited/no built in transition time between classes to maximize their learning
potential.

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

2016-17

Aug 29 First Day of School
Sept 05 Labor Day Holiday
Sept 14-15 School Pictures
Sept 15 Back-to-School Night – 6:30 p.m
Oct 10 Staff Professional Learning Day
Oct 11 Interim Reports Sent Home
Oct 21 Make-Up Pictures
Nov 03 End of First Grading Period
Nov 04 Teacher In-service/Workday
Nov 07 Teacher In-service/Workday
Nov 11 Veteran’s Day Holiday
Nov 16 Report Cards Go Home
Nov 23-25 Thanksgiving Break
Nov 28 School Reopens
Dec 21 Interim Reports Sent Home
Dec 22-30 Winter Break
Jan 02 Winter Break
Jan 03 School Reopens
Jan 16 Martin Luther King Holiday
Jan 27 End of Second Grading Period
Jan 30 Teacher In-service/Workday
Feb 08 Report Cards Sent Home
Feb 20 President’s Day
Mar 15 Interim Reports Sent Home
Apr 06 End of Third Grading Period
Apr 07 Teacher In-service/Workday
Apr 10-17 Spring Break
Apr 18 School Reopens
Apr 25 Report Cards Sent Home
Apr 27 Open House 8 & Ice Cream Social
May 25 Interim Reports Sent Home
May 29 Memorial Day Holiday
Jun 15 Last Day of School
Jun 26 Report Cards Mailed Home

TARDY TO CLASS

Students are expected to report to each class directly from their previous class. Students will not be allowed to go to lockers or to the bathroom during class changes in order to decrease the congestion in the hallways; and to promote prompt arrival to class. Bathroom passes can be obtained from the classroom teacher and the students will also have access to the bathrooms at the beginning and end of the day; as well as during their lunch time.

TARDY TO SCHOOL

Any student arriving late for school must report to the main office for a pass before going to class. Students are required to bring a written note from a parent or doctor stating the reason for being late. Tardiness resulting from private transportation problems will not be excused. Tardiness will not be excused for the following reasons: waking up late, missing the bus, broken alarm clock, completing homework or project, babysitting, trips to the airport, or family discussions.

TELEPHONE

Students may not use the office phone for personal calls, except in emergency situations. Staff permission is required. Students will not be called from class for personal phone calls. Emergency phone calls for students will be handled between classes, during lunchtime or after school.

VISITORS

All visitors are to enter Lake Ridge Middle School through the front doors and check in at the main office. The front doors are secured and monitored. A government issued ID is required to visit any area other than the front office.

Because parents are educational partners, classroom observations are permitted. Observations provide parents the opportunity to assist children successfully navigate their academic journey. Requests for classroom observations must be submitted in writing to the principal. The principal may either deny or approve the request. Denials may be appealed to the Associate Superintendent of Middle Schools. The date, time and length of the classroom observation will be scheduled by the principal. A school representative must accompany the observer and remain during the entire observation. The classroom observation will be time specific and will not exceed 30 minutes. No electronic or video-taping devices are permitted during the observation.

Parents may also attend school functions or eat lunch with their child, etc., with permission from the front office. Other visitors will only be approved by the administration when instructional time is not disrupted and there is an educational nature to the visit. School age relatives and friends are not permitted to visit during regular school hours.

WALKERS / BIKE RIDERS

All walkers are to arrive at 6:00 with advisory beginning promptly at 6:10 a.m. Eighth graders enter through B or C trail doors, seventh graders through C or D trail doors and sixth graders through E trail doors. Walkers are reminded that they must report directly to school in the morning and directly home after school. Any deviation from that procedure requires a note from a parent and must be approved by an administrator. Alternative arrangements will not be taken over the phone. Walkers wanting to attend athletic events must go home first. Students are not permitted to walk at school. Students may return to school at 4:30 p.m. to attend games/meets.

Students who are NOT bus riders are allowed to ride their bikes to school, rather than walk, should they choose to do so. Bike riders must submit a copy of the permission slip, found on the Lake Ridge website, to the LRMS safety and security specialist, before they will be permitted to ride to school. Bicycles must be secured to the bike racks available in the front of the school. Students will need to supply their own chain and lock.

SCHOOL CLIMATE

Graffiti and vandalism of school owned or school issued property is strictly prohibited. Signs of graffiti should be reported to the front office immediately. Any student who participates in creating graffiti or acts of vandalism will receive appropriate discipline consequences.

Gum is allowed at Lake Ridge Middle School; however, there are certain areas where gum is prohibited. These areas include the library, the music classes and the gym. Further, individual teachers may establish classroom rules prohibiting the use of gum in their individual class.

SCHOOL STORE

The school store will operate from 7:50 to 8:15 a.m. each morning. The store is located next to the Counseling Department. Basic school supplies are available.

SUBSTITUTE TEACHER POLICY

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

Therefore, students:

- Will receive an appropriate administrative consequence if a LRMS administrator is called to deal with a legitimate student infraction
- Will serve the consequence as soon as possible after the commission