

WILLIAMSBURG MIDDLE SCHOOL



HOME OF THE WOLVES

Our Mission

Equity, access, and high levels of learning for all.

Our Vision

We, the staff of WMS, are committed to providing an encouraging learning environment that empowers the whole child to develop the knowledge and skills they need to be successful life-long learners and globally-minded citizens capable of achieving their goals.

2023-2024 STUDENT HANDBOOK

WILLIAMSBURG MIDDLE SCHOOL

3600 NORTH HARRISON ST.

ARLINGTON, VIRGINIA

TELEPHONE: 703-228-5450; FAX: 703-536-2870

WWW.<https://williamsburg.apsva.us/>

Williamsburg was built in 1954 and served as a junior high for grades seven, eight and nine. From September 1978 until June 1990, Williamsburg was an intermediate school with seventh and eighth grades only. Currently, Williamsburg Middle School is composed of sixth, seventh and eighth grade students. The school colors are blue and white and we are known as the "Wolves."

ARRIVAL AND DISMISSAL PROCEDURES

ARRIVAL

Drop off begins at 7:25 AM through Doors 1 and 14 in the car loop located near the main entrance. Students being dropped off early will not be able to enter the building before 7:25 AM. Bus riders and walkers/bikers may enter through Door #4 beginning at 7:25 AM. Students will not be permitted entry from any other point.

ATTENDANCE POLICY

The Arlington County Policy Implementation Procedures consider the following excused absences:

- Illness, quarantine of student, doctor or dentist appointment, death in the family, observance of a religious holiday, summons to a court of law, suspensions, family emergency, and all others approved in advance by principal or designee. Parents are asked to notify the school in advance of a pre-arranged absence and on the day of an unexpected absence. Personal notification by the parent or guardian not made at the time of the absence must be done within two days of a student's return to school for the absence to be excused. After that, absences are considered unexcused and require the principal's approval to be considered excused. An automated dialing system calls parents to inform them that their child is absent from school.

BICYCLES

In accordance with national and county code, all students 14 years old or younger must wear helmets when riding their bicycles. Bicycles must be parked in the racks, which are located in front of WMS, outside Door #5, and near the basketball courts. **All bicycles must be locked. The school is NOT responsible for damage to or theft of bicycles.**

BUSES

Students will receive notification via ParentVue of their eligibility to ride a bus.

RIDING UNASSIGNED BUS

A written request from parents must be approved by an administrator in order for students to ride buses other than their normal route. The bus driver must be notified by the school office when approval is given for a change of bus. If the bus is full the request will be denied. This also pertains to students who do not ride the bus, but are going home with somebody who does. PLEASE NOTE: This will be strictly enforced this year as during the 2022-2023 school year buses were consolidated, causing them to be very crowded and without room for additional students.

LATE BUSES

Late buses will be provided Monday, Tuesday, and Thursday for students participating in supervised

after-school activities. Buses DEPART Williamsburg at approximately 4:15. Buses will be provided during the sports seasons, **on game days only at 4:45**, for students involved in interscholastic sports. If you leave campus, you may not return to ride a late bus.

****Students staying after school who require a late bus must be under the direct supervision of an adult at all times. Unsupervised students will sit in the office until a parent can pick them up or the late bus is available.**

TARDY POLICY

Students are expected to arrive at school on time. Students arriving after 7:50 a.m. will pick up a tardy slip from the main office prior to going to class. School staff (e.g., School Social Worker) will contact and work with families of students who are chronically late and/or absent personnel and the family. Students who are habitually tardy to school or to class will be subject to being assigned after school detention or Saturday School.

COUNSELING AND GRADES

COUNSELING SERVICES

The counseling program at Williamsburg supports and enriches the instructional program, fosters the growth and development of students in all areas, and assists instructional and administrative staff in realizing school objectives. Counseling services are available on a short-term basis to help students resolve personal issues, which may impact their educational performance. Counseling, with parent permission, may be offered individually or in small groups. Counselors provide orientation to new students and those in transition, schedule students to best meet their needs and accomplish their educational goals, and maintain student records.

A positive relationship between school and home is an essential ingredient for student success. We encourage parents to contact school counseling services with any issues concerning their children. Parents/guardians must notify the school in writing if they do not want their child to participate in personal/social counseling or classroom lessons.

GRADES

Synergy (StudentVUE or ParentVUE) is the student information system and official/historical grading system for transcripts. Canvas is the learning management system, where grades and assignments are also available for parents to view when they have created a "parent observer" account. Parents and students can access information via our website under "Family Access Center." ParentVUE is an online system where parents and students can access grades and basic information and can be found at <https://www.apsva.us/family-access-center/>

HOMEWORK

Homework may consist of out-of-class activities or projects which enrich, enhance, and extend a school experience, provide real-life application of a subject being studied and/or develop an appreciation of community resource.

1. When to request homework: On the second consecutive day of the student's absence.
2. How to request homework:
 - Parents call the main office at (703) 228-5450 before 9:00 a.m.:
 - The student's teachers will be notified that a request for homework was made.
 - The homework will be bundled together, labeled with the student's name and be waiting in the main office for pick up the same day.
 - Parental request after 9:00 a.m.:

- Any administrative assistant receiving the message will notify the student's teachers by mailbox that a request for homework was made after 9:00 a.m.
- For homework requests made after 9:00 a.m. the same procedures are followed, but homework will be ready for pickup by 3:30 p.m. the following day.

PRINCIPAL'S LIST

At the end of each nine-week grading period, students will be recognized for their achievement. Principal's List are students who have achieved all As in every subject.

PROGRESS/INTERIM REPORTS

New for the 2023-24 school year, APS will no longer issue Interim Progress Reports (IPR) each quarter. Instead families will receive weekly automatic reports via email updating them on students grade progress.

REPORTING PERIODS

Report cards are issued electronically each quarter. They can be found in Parent Vue and Student Vue in the "documents" section..

WOLF PAWS

Wolf Paws are part of the positive behavior incentive program at WMS. Students are given a wolf paw when they demonstrate positive behavior, which support one of the three guiding principles at WMS; Respect for self, Respect for others and/or Respect for our shared environment. There are quarterly Wolf Paw drawings.

WOLF TIME

Wolf Time will be used as an academic intervention and/or extension block to provide all students access to a tiered system of support. The focus is to address the whole child to be successful both academically and socially/emotionally. Students are expected to engage in the activity they are assigned to for each rotation. Wolf Time is not a study hall period.

GENERAL INFORMATION

CAFETERIA (Breakfast and Lunch)

Breakfast is served daily from 7:25 am to 7:40 am. Lunch time varies by day (A/B, C, etc.) and grade level. Breakfast is \$2.00 and the cost for lunch is \$3.50.

CLINIC

The clinic is open during school hours and is staffed daily by a School Health Aide and a Public Health Nurse (who also covers Discovery Elementary School). Clinic staff will provide first aid and will call a parent/emergency contact if the student needs to go home or requires follow up care. Students who need prescription or over-the-counter medications (including self-carry emergency medications) at school must have an authorization form (signed both by a parent and physician) on file in the clinic for the current school year. Medications and forms should be brought to the clinic by the parent. All medications must be in the original containers and must match the prescription exactly. For more information or to download any school health forms, please visit:

<https://health.arlingtonva.us/public-health/school-health/>.

DRILLS

Emergency drills are required in all schools. Students are expected to follow expectations during drills as we are practicing what to do in the event of a real emergency. We conduct the following drills; Fire, Earthquake, Tornado, Lockdown and Secure the Building.

EMERGENCY CLOSING

Please monitor social media and radio and television announcements when weather conditions are such that normal opening or closing times are affected. Information about emergency closings or delayed openings can also be found on our website as well as email via School Talk messaging.

FORGOTTEN ITEMS

If a student has forgotten lunch, homework, or any item, parents may bring the item to the main office. When there is a break in the schedule, the student will be asked to come to the main office to pick up the item. Please understand that we will get the items to your student; however, they may not be delivered right away so as to minimize classroom disruptions.

FUND RAISING

Students are permitted to fundraise for school sponsored events when it has been approved by an administrator.

LIBRARY

The library is an active learning environment that is open to classes and individual students throughout the day as well as before and after school. Our collection consists of print books, e-books, audiobooks and online resources. All materials circulate for three weeks. Students should have a pass from a teacher and sign in for individual library visits. Students who wish to go to the library after they finish their lunch may ask for a pass. The passes are limited and are distributed on a first come first serve basis.

LOST AND FOUND

Lost articles can be found in the Lost and Found, which is located in the cafeteria. Valuable articles will be placed in the main office. Lost articles that are not claimed within a reasonable time will be given to charity. Putting names on clothing and all personal articles will assist in returning lost articles. WMS is not responsible for lost and found items.

MOVING

If a student is transferring to another school, an email must be sent to the Registrar. Please include the last day of attendance and name of the school system to which the student is transferring. Before the last day at Williamsburg, the student must secure a check-out slip from the Registrar and follow the appropriate directions. A parent or guardian must come to the Counseling Services Office as well to sign appropriate documents.

PHONE CALLS

Cell phones are not to be used during school hours. A designated phone in the main office is available for student use. Students are expected to use the office phone to communicate with parents/guardians.

AFTER SCHOOL ACTIVITIES

Williamsburg Middle School (WMS) provides many after-school opportunities for students. Students are encouraged to get involved in extracurricular activities. Intramurals, clubs and activities meet on days when there are late buses: Monday, Tuesday, and Thursday.

New clubs or activities may be started during the school year if a sponsor is available and if enough students are interested.

Any student staying after school must be under the direct supervision of an adult. Students who are not able to demonstrate appropriate behavior may be excluded from participation in after school activities.

Students will be required to have a bus pass to ride a late bus. These passes will be distributed and signed by club or activity sponsors for both ASP I and ASP II.

Listed below are the current intramurals, clubs and activities already in existence.

CHECK IN PROGRAM

This is a program which provides supervision of students from 2:35 p.m.-6:00 p.m. A fee is charged for participation. Check-in students may participate in other after school activities.

CLUBS AND ACTIVITIES

Clubs and activities are sponsored by WMS staff and community members who volunteer to meet the varied interests of the students. More information can be found on the WMS Website under Activities.

INTERSCHOLASTIC SPORTS PROGRAM

This is a competitive program in which students try out for the team. Tryouts are required for all sports except Diving, Wrestling, and Swimming. All students must have a current physical on file with the activities office in order to participate in Interscholastic Sports (see Physical Examination Policy). For specific starting dates, check the activities board in the hall by the cafeteria or the school's website.

Sports at WMS: Swimming, Cheer, Tennis, Girls' Basketball, Boys' Basketball, Girls' Soccer, Boys' Soccer, Track, Ultimate Frisbee, Wrestling

Eighth grade students are eligible to participate in the following high school sports: Football, Field Hockey, Volleyball, Baseball, Crew, Cross Country, Softball, and Lacrosse.

INTRAMURAL SPORTS PROGRAM

This program is an outgrowth of the Physical Education program and the objective is to offer all students an opportunity to participate in sports activities.

PHYSICAL EXAMINATION POLICY FOR MIDDLE SCHOOL ATHLETICS

All middle school student athletes must pass a physical examination after May 1st of the current school year to participate or try out for WMS sport teams. Williamsburg Middle School recommends obtaining a physical examination between May 1st and August 30th. This policy has been instituted countywide to streamline the management process and tracking of physical exams and to prevent student athletes from participating with an outdated physical examination.

"Students who have been examined once during the period of May 1st of the current year through June 30th of the succeeding year (14 months) do not have to be examined again during that period, unless they have had a serious injury or a serious illness." This policy brings 8th graders who plan to try-out and play for their high school sub-varsity teams into compliance with the high schools' physical examination guidelines.

STUDENT BEHAVIOR & EXPECTATIONS

***Students are expected to follow our 3 Rs: Respect Yourself, Respect Others, Respect Our Shared Environment at all times.**

BULLYING

Instruction and awareness about bullying and bully prevention is ongoing. All staff members who observe, suspect or become aware of a situation are expected to intervene. Students are strongly encouraged to report any acts of bullying/ harassment to school staff immediately. Reports will be shared with an administrator. School administrators will investigate complaints and implement appropriate disciplinary

action, as needed, in accordance with APS disciplinary codes. Victims of bullying will be offered counseling services. Students who bully/harass other students will also be offered assistance, as appropriate. Students who wish to report complaints anonymously may do so by using the Bullying Reporting link on our website.

BUS CONDUCT

The driver of the school bus is responsible to maintain order and safe conditions at all times. Riding a school bus is a privilege and proper conduct is expected. **An administrator may assign seating or deny students transportation when their conduct represents a threat to the safe operation of the school bus.**

CAFETERIA

Students are expected to eat their lunch in the cafeteria and clean up after themselves, including the table and floor. All students are responsible for ensuring their shared environment (table and surrounding floor area) is clean even if it is not their mess. Students are not permitted to cut in line. Students may only be excused from the cafeteria ONLY if they have a written pass from the teacher.

CELL PHONES AND OTHER PERSONAL ELECTRONIC DEVICES

Cell phones, air pods and all other personal devices **must** be secured in the student's locker along with other personal possessions throughout the entire school day. **Williamsburg Middle School is not responsible for lost or stolen items.** Staff will confiscate devices after one warning. After the second time a device has been confiscated, a parent/guardian is required to pick the device up. There are no exceptions to this rule.

CHEATING

Williamsburg Honor Code:

I promise to act with honesty and integrity. I understand the consequences of dishonest academic/scholastic behavior, which may include being given a failing grade on an assignment without an opportunity to make up the assignment or grade.

Examples of Academic Dishonesty (not an exhaustive list)

- Improper test procedures (e.g. talking, display of resources)
- Copying or allowing anyone to copy any assignment or assessment
- Sharing information about test questions and/or answers before, during, or after the test
- Forgery: signing another's name on school-related documents
- Theft or alteration of anyone's property, work, or materials
- Plagiarism: copying words and ideas and presenting them as your own
- Submitting researched material without citation
- Looking up answers using an electronic device to find an answer during an assessment
- Anything not specifically mentioned that gives students an unfair advantage, provides help when not permitted, is presented as their own work and isn't, etc.
- Using AI in any way to complete an assignment/write a paper

Level One administrator responses will be applied when a student has been found to have displayed academic dishonesty.

Please note: Your signature acknowledging that you have read and understand the student handbook is not required for this policy to be implemented. This information will be shared with all students during TA.

DRESS STANDARDS

Dress Code Standards APS has developed a systemwide dress code standard to ensure consistency within and across all schools regarding dress expectations. APS values the importance of providing equitable learning opportunities and the rights of all students while ensuring student attire does not create a hostile or intimidating atmosphere or interfere with the health and safety rights of any student. In addition, APS strives to address the marginalization of any students or any student group in all areas of school life, including the clothing worn by a student. All students should be able to dress comfortably for school while recognizing the role they play in creating a positive learning environment. This standard can aid in ensuring equitable responses and eliminating disparities in enforcement based on students' school location, race, gender, ethnicity, religion, sexual orientation, household income, gender identity or cultural observance. By necessity, appropriate school dress is the responsibility of each student and their parents/guardians. Students may wear clothing that is comfortable for them, expresses their self-identity and adheres to their religious beliefs while meeting the values of equity and respect for all students. Clothing is defined as items worn on the body, on top of undergarments. Clothing for school requires top and bottom or a full one-piece apparel item. For safety reasons, attire such as hats and hoodies may be worn as long as the student's face is visible. APS defines "inappropriate" as clothing that does not cover the buttocks or genitals, underwear worn without any clothes covering (visible waistbands or straps on undergarments worn under other clothing are acceptable) swimwear as standalone apparel (outside of pool areas), and clothing with language or images that are vulgar, discriminatory, derogatory, or obscene. In addition, clothing that promotes the use of weapons, illegal acts or violence, drugs, alcohol/drug paraphernalia or gang involvement may not be worn to school. Any student not complying with any of these standards will be required to correct their clothing immediately. The student's parent/ guardian will be contacted, and the student will need to change into clothing in compliance with the APS dress code standard.

DRILLS

Students who do not follow teacher directions and expectations will be referred to an administrator.

GUM

Chewing gum is not allowed at WMS except for students who have a need to chew gum that school staff is aware of and have granted the student permission.

HALLWAY

Students found repeatedly in the hallway without a pass after class has started will be referred to an administrator.

HANDS OFF AT ALL TIMES.

This includes fighting, play fighting, any physical "fooling around" and public displays of affection. All students are expected to keep their hands to themselves. Refusal to adhere to this policy could result in disciplinary action.

INTERNET POLICY

The Arlington School Board supports the integration of technology to reach educational goals. Users of technology are responsible for appropriate behavior on school computer networks just as they are in a classroom or a school library. General school rules for behavior and communications apply; consequences for inappropriate behavior also apply. Students are responsible for signing and adhering to the guidelines in the [Acceptable Use Policy](#).

SCHOOL PROPERTY

Students are responsible for the proper care of all books, supplies and furniture they use at school, including assigned hallway and PE lockers. Lockers are the property of the school and are lent to the students for their use. Students will be expected to keep lockers locked. Personal locks are not permitted on lockers. Building

administrators have the right to inspect lockers and contents if there is reasonable suspicion to do so. Students are responsible for damage to lockers. Students should not use tape on the interior or exterior of lockers and should not put stickers on lockers. All locker decorations (e.g., celebrating a friend's birthday) should be removed after two weeks. Custodians will remove and dispose of all decorations after this time. Students **SHOULD NOT** share their locker combination with other students. Students should close their locker after each use. If a locker is not working properly, the student should notify their TA or PE teacher, depending on which locker it is.

SELLING ITEMS

Students are not permitted to sell items for personal profit.

WEAPONS

Students may not bring weapons to school. Knives, laser pens or any item that can be construed or used as a weapon, or cause harm in any way or look like a weapon will be confiscated and turned over to an administrator. These items will not be returned to the student. Students violating this expectation will be subject to disciplinary action.

PLEASE SIGN AND RETURN THIS FORM

Dear Parent/Guardian:

Please review the Student Handbook with your child.

My child, _____, and I have reviewed and understand the student handbook for the 2023-2024 school year. This includes an understanding of the potential consequences for violating the honor code.

Student Signature _____ Date _____

Parent Signature _____ Date _____

Teacher _____

Date