



RONALD WILSON REAGAN MIDDLE SCHOOL

“Learn, Achieve, Succeed, Contribute”

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Mrs. Amy Alexander, Assistant Principal

Ms. Lisa Vega, Assistant Principal

Mrs. Amy Covell, Director of School Counseling

Mr. Jonathan Bukva, Athletic Coordinator

Office Hours: 8:00 a.m. – 4:00 p.m.

This student agenda belongs to:

Student name: _____

Homeroom Teacher: _____ Room # _____

Home Address: _____

City: _____ Zip Code: _____

Home telephone #: _____

Parent's work #: (M) _____ (F) _____

Parent's cell #: (M) _____ (F) _____

Bus #: _____

Locker #: _____
(not combination #)

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PRINCIPAL'S MESSAGE

Welcome to Ronald Wilson Reagan Middle School. As a student in our school, you will help to establish a truly extraordinary tradition of excellence in academics, athletics, service, and the arts. You will accomplish this by actively engaging in classroom learning opportunities and using the skills and knowledge you gain here to make positive contributions to your family, school, and community. Reagan Middle's vision for high-level student performance, integrity, and service is captured by our school's motto: *"Learn, Achieve, Succeed, Contribute."*

Your success at Ronald Wilson Reagan Middle School will be determined by the choices you make. By striving to learn at high levels, acting with integrity, and treating students, teachers, and staff members with courtesy and respect, you can ensure that your experience here will be both meaningful and rewarding.

The Ronald Wilson Reagan Middle School staff is committed to helping you succeed. The teachers, administrators, and support staff here have helped thousands of students successfully navigate life in middle school and will work hard to ensure your academic, social, and emotional well-being. Everyone at Reagan Middle School is committed to partnering with you and your parent(s) to provide you with a quality education.

The information in this handbook will help you to have a successful school year. Some of the information applies to all Prince William County schools while some is specific to Reagan. If you have any questions about the contents of this handbook or any of our academic or behavioral expectations, please do not hesitate to ask your teacher, school counselor, or administrator. If there is a need to change or expand on any of the expectations in this handbook, we will inform you in writing through our school website and monthly newsletter.

I look forward to working with all of you to make the most of the 2012-13 school year here at Reagan Middle School. Please accept my best wishes for a rewarding experience.

Edward Stephenson, Ph.D.
Principal



The RIDER Model

A core team of staff members from Ronald Wilson Reagan Middle School, working in partnership with the Virginia Department of Education and the Training and Technical Assistance Centers of Virginia, have created a model which supports academic and behavior achievement:

Responsibility
Integrity
Discipline
Enthusiasm
Respect

Reagan Middle School's faculty and staff are committed to the success of all students. Students demonstrating appropriate behavior will be recognized in a variety of ways.

The RIDER program recognizes students who

- Take **responsibility** for their decisions.
- Demonstrate character through acts of **integrity**.
- Exercise self-**discipline**.
- Demonstrate appropriate **enthusiasm** for learning and contribution.
- Treat others with courtesy and **respect**.

Teachers will recognize students who follow this model with a RIDER Card. Students will receive a small incentive when they drop the RIDER Card in the container in the front office and will be eligible for other incentives throughout each quarter.

At Ronald Wilson Reagan Middle School, all students are expected to learn and achieve at the highest levels.

RIDER Expectations:

Classroom

In class students will demonstrate

Responsibility by completing and submitting work on time and by abiding by all classroom expectations

Integrity by using their own knowledge responsibly and ethically

Discipline by being prepared and focused in order to achieve classroom goals

Enthusiasm by striving to learn and achieve at high levels while engaging in all classroom activities

Respect by treating peers, adults, and property with courtesy and consideration

Hallways

In the hallways students will demonstrate

- Responsibility by keeping hallways and lockers clean and by staying to the right when others are passing
- Integrity by standing up for and assisting others in need
- Discipline by arriving at the next class before the tardy bell
- Enthusiasm by working together to keep hallway traffic moving
- Respect by treating peers, adults, and property with courtesy in words and actions

Cafeteria

In the cafeteria students will demonstrate

- Responsibility by keeping the cafeteria clean
- Integrity by accepting and welcoming all students
- Discipline by waiting patiently in line and staying in the same seat during the lunch period
- Enthusiasm by appropriately participating in lunch-time events
- Respect by treating adults, peers, and property with courtesy and listening when others are speaking

Bus

On the bus students will demonstrate

- Responsibility by remaining in the same seat at all times
- Integrity by standing up for and assisting others in need
- Discipline by upholding all bus safety expectations
- Enthusiasm by fully cooperating and communicating concerns with the bus driver
- Respect by treating adults, peers, and property with courtesy and consideration

Assemblies and Events

During assemblies and events students will demonstrate

- Responsibility by remaining in the same seat at all times
- Integrity by welcoming all students, standing up for others, and assisting those in need
- Discipline by following adult directions at all times
- Enthusiasm by appropriately participating in all activities
- Respect by treating peers, adults, and property with courtesy and consideration

General Expectations

Arrival Expectations

Students may enter the building at 8:00 a.m., report to their lockers, and organize for the day. The official start of the school day is 8:20 a.m. with morning announcements beginning immediately following the bell. Students arriving after 8:20 a.m. must report to the front office to obtain a pass.

Front Office, School Counseling Office, & Clinic Expectations

Students should enter these areas only with a pass from a school staff member during the school day. Students needing to see a counselor should sign up at the counseling office and then return to class until called. The phone is for emergency use only, and students must have a pass from a school staff member to use it.

Dismissal Expectations

Afternoon announcements begin at 2:50 p.m. with selected students being dismissed by announcement based on building capacity. Students participating in after school meetings, practices, other events should report immediately to their activity sponsor or coach. All other students are expected to walk to their appropriate destination and exit the building using the music hallway door (Kiss and Ride), front entrance (walkers), or bus loop doors for “bus riders”. Students who walk or ride home with a parent or adult must have a pass provided by the front office.

ACADEMIC GRADING SCALE/EXAMS

The Prince William County Public Schools has adopted the following grading scale for all its middle schools:

Grade	Percentage	Letter Grade Values
A	Excellent 90-100	(4.0)
B+	Very Good 87-89	(3.4)
B	Good 80-86	(3.0)
C+	Above Average 77-79	(2.4)
C	Average 70-76	(2.0)
D+	Below Average 67-69	(1.4)
D	Poor 60-66	(1.0)
F	Failure 0 – 59	(0)

Interim, marking period, and final grades earned in sixth and seventh grade are computed using *letter grade values*. Grades, which are earned in the eighth grade and in any high school level class taken by a seventh grade student, are computed using *actual numeric (percentage) grades* (high school grading scale). The numeric average is then converted to a letter grade for the student report card or interim report. Exams will be given to all students who take classes offered at the high school level at the end of each semester. Exam grades count for 20% of the semester grade.

ACTIVITIES, ATHLETICS, INTRAMURALS AND CLUBS

Clubs:

Art	Homework	Steel Drum Band
Builders	National Junior Honor Society	Tri-M Music Honor Society
Cheerleading	Literary Magazine	Yearbook/Newspaper
Dance	Math Counts	
Drama	Robotics	
FACS	Student Council Association	

Intramurals:

Cross Country (Fall)
Tennis (Spring)
Archery (Fall and Spring)

Fall Sports:

Boys Football
Girls Volleyball
Boys Soccer
Girls Track

Winter Sports:

Girls Basketball
Boys Basketball
Wrestling

Spring Sports:

Baseball
Girls Softball
Boys Track
Girls Soccer

APPROPRIATE SCHOOL DRESS

Ronald Wilson Reagan Middle School students and parents have a basic responsibility for appropriate school dress as stated in the Code of Behavior. Students should always take pride in their appearance and keep in mind that the way they dress should demonstrate respect for their peers, parents, teachers, and the safety and integrity of the school learning environment. Coats and jackets must be kept in the school locker. **Students may not wear beach attire, tank tops, strapless tops, plunging necklines, pajamas, slippers, bandannas, pocket chains, coats, oversized or bulky sweatshirts, ragged or torn pants or jeans,** (pants should not fall below the waist; belts are encouraged), **tight shorts or tops which reveal undergarments (i.e., bicycle and sheer clothing).** **No bare midriffs will be permitted.** Students may wear tailored, hemmed shorts of moderate fingertip length. Skirts must also be fingertip length. Students may not wear any clothing that has wording or designs that contain or reference profanity, drugs, alcohol, cigarettes, death and/or violence, or sexual innuendo. *Loaner shirts and sweatpants will be provided to students who arrive at school dressed in inappropriate shirts/tops or pants/shorts.* Students may not wear hats and/or sunglasses in the school building. Footwear must be worn at all times. Students who do not meet school standards for dress and cleanliness may be sent home or a school staff member may contact a parent to bring appropriate clothing.

ATTENDANCE/ABSENCES

Students and parents are responsible for regular school attendance. Failure to attend school on a regular basis has a serious impact on student achievement. Please reference the *Code of Behavior* for specific information regarding attendance and truancy.

When returning to school after being absent, students must submit a written note from a parent or guardian that provides a reason for the absence to a front office staff member. The note needs to be signed by the parent or guardian and indicate telephone contact information for verification. Notes should be submitted no later than the second day after a student returns to school.

Teachers will provide students a reasonable amount of time (no less than two additional school days for every class period missed) to complete and submit work missed due to unexcused or excused absences. Students are responsible for contacting their teachers for missed work. Students who are out for less than three days at one time should take care of their missed work when they return to school. In cases where students are out for an extended period of time, parents are encouraged to contact the school for missed work after the third consecutive day of absence.

The school will take the following actions in response to excessive absences:

Three (3) unexcused absences within a grading period will result in parent notification.

Five (5) or more unexcused absences within a school year will result in parent notification and the development and implementation of a plan between the parent, student, and attendance officer to resolve attendance issues. Additional measures will be taken by the attendance officer if unexcused absences continue.

The administration may also contact a parent in the event of an excessive number of excused absences from school.

ATTENDANCE/PRE-ARRANGED ABSENCES

In order for pre-arranged absences to be excused, the principal must be notified in writing. Please obtain a Pre-Arranged Absence Form from the front office, fill the form out completely, and return it to the front office at least five days prior to the first day of the requested absence. The principal uses professional judgment in making a determination based on the reasons stated in the parent's written request for a pre-arranged absence. He will consider factors such as the educational value of the proposed experience, the personal or family benefit resulting

from the experience, and the impact of the absence on the student's academic progress in determining whether or not to approve a request for a pre-arranged absence from school. Work requested in advance may be provided at each teacher's discretion; however, teachers will not be required to provide work in advance of the absence. Students with approved pre-arranged absences will still be required to take any nine-week tests and/or semester exams administered in class.

BOOK BAGS

Students may carry book, athletic, or gym bags to and from school; however, these items must be stored in lockers during the school day. Students may not bring book bags, athletic bags, or gym bags to classrooms, the main office or cafeteria.

BREAKFAST

Breakfast is served starting at 8:00 a.m. in the cafeteria. Students must enter the cafeteria and eat before going to their lockers. The price of a student breakfast is \$1.40. A bag breakfast will be provided for students wishing to buy breakfast should they arrive at school after 8:15 a.m. Bag breakfasts are to be eaten quietly and quickly during homeroom.

BULLYING

Ronald Wilson Reagan Middle School will not tolerate physically, verbally or emotionally abusive behavior. Taunts, threats, insults, gossip, humiliation, teasing, pushing, tripping, and hitting are all considered bullying behaviors. Bullying behavior also includes harassment that is initiated electronically through instant message, texting, blogs, social networking websites, e-mail, or any other communication venue that can be accessed by a phone, computer, or electronic device. This type of inappropriate behavior is referred to as cyber-bullying. Students will be held accountable for inappropriate behavior that occurs in school, at the bus stop, on the bus, while traveling to and from school, and during school sponsored events (field trips, activities/sports events, etc). Students will also be held accountable for inappropriate behavior, including cyber-bullying, that occurs in the community and impacts the integrity of the learning process or school environment. Consequences for harassment and bullying may include suspension and a recommendation for expulsion. For additional information about bullying, see the *Code of Behavior*. Victims of or witnesses to bullying, harassment, or abusive behavior should immediately report it to a school staff member and to a parent or guardian. If at home, please report your concern to your parent. You may also call the Prince William County Public Schools' Tip Line at 703.791.2821. You may also use the statewide Tip Line at 1.877.472.3382. **These tip lines are anonymous.** Please note that these are recorded message systems and should not be used in cases of emergency or when an immediate response may be required. Please contact the police in cases of emergency. Specific incident report forms may be found in the main office or in the counseling office. *It is important that each member of the Ronald Wilson Reagan Middle School community works together to help ensure a safe learning environment for every child at all times.* Students should speak with a school counselor or an administrator if they have concerns or need additional information. Reagan Middle School has implemented the *Olweus Bullying Prevention Program* to help create a safe school environment.

CAFETERIA

The cafeteria provides balanced meals for purchase each day. The price of a student lunch is \$2.40. School lunch menus are sent home at the beginning of each month. Checks for meal tickets should be made payable to *Prince William County Food and Nutrition Services*. Parents can pay by credit card and set up an account at MyLunchMoney.com. Parents will need their student(s) ID number to complete account setup.

Expectations for the Cafeteria (in addition to RIDER expectations):

1. Students are expected to be on time to the cafeteria for their lunch period.

2. Students should enter the cafeteria in an orderly manner through the appropriate door.
3. Upon entering the cafeteria, students who are purchasing lunch are expected to choose and remain in a serving line until they have bought their food. Students are not permitted to cut in the line or save places in line for other students.
4. Students must clean up their lunch area before dismissal.
5. Students will be dismissed from the cafeteria by tables.
6. Violations of the above expectations may result in disciplinary action.

CODE OF BEHAVIOR

The *Code of Behavior* has been established for the Prince William County Public Schools. The School Board, acting through the Superintendent, holds school employees responsible for student behavior while they are legally under the supervision of the schools. The School Board holds all students responsible for appropriate conduct as defined in the Prince William County *Code of Behavior*. Students and parents are encouraged to review carefully and become knowledgeable about the *Code of Behavior*. If you have any questions concerning the *Code of Behavior*, please see an administrator.

COMMUNICATION & ELECTRONIC DEVICES

Students may possess wireless communication or electronic entertainment devices (cell phones, PDAs, Kindles, etc.) on school grounds provided that these devices are not visible and are not activated before or during the school day. These devices must be turned off prior to entering school. Leaving the device on “vibrate”, “silence”, or “ringer off” is not permitted.

Some exceptions to this do apply. For safety reasons, **students may utilize these devices after school hours** provided the use of the device does not distract from or disrupt school activities. The use of wireless communication or electronic entertainment devices are permitted on school buses while traveling to and from school provided it does not interfere with the safe operation of the school bus; at all other times any student use will be permitted only at the discretion of authorized staff. For instructional purposes, **students may utilize electronic devices in the classroom at the discretion of the teacher or supervising staff member if such use will enhance the quality and rigor of the learning experience.**

Any electronic devices and/or cell phones that are used in violation of these procedures will be confiscated for inappropriate use, and parents will be required to come to the school to pick them up. **School staff members do not assume responsibility for the security of communication and/or electronic devices that are brought on to school property.** Parents and students should refer to Regulation 295-1 and the *Code of Behavior* of the Prince William County Public Schools for more detailed information on the use of communication and electronic devices in school.

CONDUCT GRADES

Prince William County Public Schools evaluates its students on their conduct in all classes. The following characteristics are evaluated:

Courtesy: Respects others and uses good manners.

Dependability: Demonstrates honesty and reliability.

Personal Habits: Exhibits self-control, conforms to school regulations and the *Code of Behavior*, and respects the rights and property of others.

Cooperation: Works for the mutual benefit of the group and is willing to assist others.

Students receive the following grades:

O- Outstanding: The student exceeds these expectations.

S- Satisfactory: The student meets these expectations.

U- Unsatisfactory: The student does not meet these expectations.

COUNSELING SERVICES

The Counseling Department

The purpose of the counseling department at the middle school level is to enhance the academic achievement of students. The comprehensive, sequential program focuses on the career/educational development of all students. It involves student acquisition of skills necessary to engage in life-long learning, become aware of life/career choices, and prepare for the world of work. All aspects of the program are complementary to the efforts of parents, school staff and the community. The following counselors are assigned to their respective grade level:

- Mrs. Amy Covell, sixth grade counselor
- Ms. Erin Moore, seventh grade counselor
- Mrs. Erin Piette, eighth grade counselor

Middle School Years

The middle school years are a time for a child to explore new interests and refine previously learned academic skills such as decision-making, academic and interpersonal skills, and resiliency. It is also a time when a student begins to connect aptitudes, abilities, and personal interests to future educational and career goals.

The counseling department at Ronald Wilson Reagan Middle is dedicated to helping students explore and pursue academic and future career goals. Character education will also be presented to students through the counseling department. Counselors work with students in the classroom through lessons, in small groups covering developmental topics, or on an individual basis as needed and requested. The student, parent, teacher or administrator may refer a student to the counselor.

Parents may request conferences for their child through the grade level counselor or make an appointment to speak with the counselor individually to discuss their child's progress, test scores, or other situations pertinent to the student's personal or academic success. Students requesting a conference with their counselor will receive a hallway pass.

Career Development

The Career/Educational Development curriculum focuses on the acquisition of career/educational skills essential to the future success of students in the workplace. Those skills are self-understanding, decision-making, goal-setting, coping, communicating, and cooperating with others. Mastery of these skills is necessary for increasing student resistance to high-risk behaviors and helping them to be employable and productive citizens. The Career/Educational Development curriculum enhances students' potential for life-long success.

DANCES

All dances are for Reagan students only and will be held from 7:00 p.m. to 9:00 p.m. Students may not leave a dance early without written permission. A dance permission slip with parent and student signatures will be required to enter all dances. **All tickets will be sold in advance. No tickets will be sold at the door.** Parents and guardians are always welcome to chaperone. Students are expected to adhere to the *Code of Behavior* and Ronald Wilson Reagan

Middle School Student Handbook during all dances. If a student is serving an out-of-school suspension, he/she will not be permitted to attend a school dance/event.

ELIGIBILITY, ACADEMIC

A student is placed on academic probation for the duration of the next grading period if he/she receives an academic grade of “F” in two or more subject areas. A student on academic probation is prohibited from participation in all extracurricular activities: clubs or organizations, dances, and attendance at after-school events. This policy applies to all students, including those who have transferred to Reagan Middle with two or more “F” academic grades.

Academically ineligible students meeting eligibility criteria on an interim report may try out for the next sports season. The student may practice but may not participate in scheduled games until the academic standard is met at the end of the full grading period (one day after grades are due in the counseling office).

For athletics, eligibility for the first grading period for seventh and eighth grade students is determined by the fourth quarter grades from the previous school year. All sixth grade students are eligible at the beginning of the school year for participation in extracurricular activities.

ELIGIBILITY, CONDUCT

A student is placed on conduct (social) probation for the duration of the next grading period if he/she receives a “U” in conduct in two or more subject areas. A student on conduct probation is prohibited from participation in all extracurricular activities: athletics, clubs, dances and attendance at all other school-sponsored events. All students are eligible at the beginning of the school year for participation in extracurricular activities. This policy applies to all students, including those who have transferred to Reagan Middle with two or more “U” conduct grades (or the previous school’s equivalent conduct rating).

Conduct-ineligible students meeting eligibility criteria on an interim report may try out for the next sports season. The student may practice but may not participate in scheduled games until the conduct standard is met at the end of the grading period (one day after grades are due in the counseling office). Ineligible students who become eligible after the team selections have been made may not join the team.

EMERGENCY PROCEDURES AND FIRE DRILLS

State law requires the quick and orderly evacuation of the building during a fire alarm. To ensure the safety of all students and staff, fire drill procedures are posted in all classrooms. In addition, students and staff practice tornado drills, inclement weather drills, and lockdown drills throughout the school year. It is important for students to carefully listen to and follow staff instructions during these drills. Failure to follow the directions of staff may result in disciplinary action up to and including suspension from school.

Ronald Wilson Reagan Middle School’s emergency shelter location is Battlefield High School. In the case of an emergency (evacuation due to fire, loss of utilities, or other situations), school staff will make every effort to keep parents informed of developments by email and phone using the auto dialer system and by postings on the school website.

FOOD AND DRINKS

During the school day, students are only permitted to have food and drinks in the cafeteria unless special permission is granted by a staff member for a special activity. Students may carry and drink water throughout the school day.

HALL PASSES

Each team of teachers will determine how they will issue hall passes. However, the front office, school counseling office, and clinic will issue separate passes as needed.

HALLWAY SAFETY

At every change of class, there will be many students moving from one room to another. Teachers will be at their doorways monitoring the change of classes. In order to keep the noise at a minimum, students are expected to be quiet and courteous, to walk to the right at all times, and to refrain from blocking hallway traffic. Running could cause an accident and is not permitted. Once students have entered the classroom, they will remain inside until the end of the scheduled class time. Students should take care of bathroom needs before entering the classroom.

HONOR CODE PLEDGE

“I will demonstrate responsibility, integrity, discipline, enthusiasm, and respect each day in school. I will treat others with courtesy and dignity at all times. I will not be dishonest, bully, or harass and will not tolerate these actions in others. I will take personal responsibility for my words and actions. I will use the knowledge and skills I learn to make positive contributions to my family, school, and community.”

HONOR ROLLS

At the end of each nine-week grading period, those students who have succeeded in making above-average grades in all subjects in which they are enrolled are named to an honor roll. There are two kinds of honor rolls:

Principal’s Honor Roll

Students who have achieved an “A” in every subject.

Honor Roll

Students who have achieved no more than one “C” and have a minimum of an overall “B” average.

KISS AND RIDE

When picking up or dropping off students, parents should pull as far forward as possible in the drop off/pick up lane to help avoid blocking the bus lane. Parents should not leave their vehicles unattended in any area marked by a yellow curb. Parents should be aware that the “Kiss and Ride” lane is one-way and should follow the directions of staff members when they are present helping to manage the traffic flow in the “Kiss and Ride” lane. Students who will be picked up from school by a parent should use the building exit closest to the band room and present their “kiss and ride” pass to the staff member stationed at the exit.

LIBRARY/MEDIA CENTER

Research Databases:

Culture Grams

A website which provides extensive information about world countries and territories, as well as the United States. Includes information on the land and climate, government, people, history, society, and lifestyle.

Go To: <http://online.culturegrams.com/index.php>

User ID princewm

Password county

Prince William Public Library/ Electronic Resources

Go To: <http://www.pwcgov.org/lib>

Click on Electronic Resources. Choose a database that meets your needs. Then enter your public library card number.

LOCKERS

Lockers are provided for all students. Periodic locker checks will be conducted to assure lockers are kept clean and neat. An administrator may, for a specific reason, search a student's locker at any time. Students should not give their locker combination to anyone. **The school is not responsible for items stolen or lost from a locker (this includes school lockers, gym lockers, music lockers, and storage areas).** Students who misuse their locker or ignore locker guidelines may have their locker privileges suspended by the grade-level administrator for a specified period of time. During the first few weeks of school, many students require assistance in learning how to operate the combination lock. However if students have difficulty opening a locker because it is has too many items, staff members will not repeatedly un-jam the locker. It is the student's responsibility to maintain a well-organized locker and ensure it is locked at all times.

LOST AND FOUND

Any lost jewelry, keys, glasses, wallets, phones, electronic devices, or expensive personal property should be turned in to a front office staff member. Other articles should be taken to the lost and found box located in the main office. *Lost items not claimed will be donated to charity at the end of each month.* **The school is not responsible for lost articles or money;** therefore, it is suggested that students leave articles of value at home.

MEDICATIONS

Every effort should be made by the parent/guardian of the student to administer prescription drugs outside of the school day. If it is necessary for the student to receive medication during the school day, the parent/guardian must complete and return the Parent Release Form and the Medication Form. Parents are required to bring the medication (prescription *and* over-the-counter medications) in its original container with a current expiration date and completed medication forms to the school nurse in the clinic. Students are never to transport medication to or from school. Please refer to PWCS' regulations regarding medications: R757-4 Administration of Asthma Medications to Students, R757-5 Administering Insulin and Glucagon, and R757-6 Administering Insulin and Glucagon or go to PWCS' webpage link:

<http://pwcs.schoolfusion.us/modules/cms/pages.phtml?sessionid=0644863071a3dd1a682c9af7fc1ad757&pageid=153275&sessionid=0644863071a3dd1a682c9af7fc1ad757>.

Medication forms are available in the front office. The school will not accept medication that has expired or over-the-counter medication that is not in the original, unopened container. Prescription drugs must be submitted in the original container. The school will not be responsible for lost or spilled medications. Inhalers need to have a pharmacy label. At the end of the school year, parents must pick up all remaining medications. In the event that a student is required to carry an inhaler on his/her person, a doctor's note is required along with approval from the principal or his designee.

NATIONAL JUNIOR HONOR SOCIETY

Consideration for membership in the Ronald Wilson Reagan Middle School Chapter of the National Junior Honor Society is open to all seventh and eighth grade students who have been enrolled at Reagan for the equivalent of one semester and who have earned a Grade Point Average of at least 3.5 (non-rounded). During the spring semester, eligible students and parents will receive specific information on membership criteria and the selection process. The annual membership process and induction ceremony will be held during the fourth quarter of the school year. Current students who were members of the National Junior Honor Society at a previous middle school will be granted membership in the Ronald Wilson Reagan Middle School Chapter of the National Junior Honor Society upon request and verification of their prior membership.

PTSO

The PTSO conducts a membership drive during the month of September. Membership information is available during back-to-school nights and throughout the year in the main office. PTSO activities include bingo nights, school dances, and other activities that support the academic, social, and emotional well-being of students. Parent involvement as members and as volunteers is critical to Ronald Wilson Reagan Middle School's prospect for short and long-term success in providing a quality education for every child.

PARENT MESSAGES FOR STUDENTS

During a normal school day, parents may contact the main office by phone to leave messages for students. The main office staff carefully records these messages, which will be distributed throughout all lunch shifts and at the end of the day during afternoon announcements. In an emergency situation the student will be called directly to the main office.

DROPPING OFF ITEMS FOR STUDENTS

Occasionally, students may forget homework, active wear, lunch, etc. Parents may bring the forgotten item to the front office, where they can fill out a form with their student's name and grade level. Items will be distributed during the appropriate grade level lunch shift. Items needed prior to lunch will need to be picked up by the student during a class change.

School staff members appreciate the patience, understanding, and cooperation of parents in following these procedures as they minimize interruptions to the instructional day.

PARENT PICKUP

During September or until permanent passes are issued, parents and/or guardians who wish to pick up their student(s) at dismissal time need to report to the front office and present a valid photo ID. From October through June, students will be issued permanent laminated passes to show to staff on their way to meet their parent(s). For picking up students during the school day, all parents/guardians are required to report to the main office and show proper photo identification. Information on permanent passes will be mailed to parents in August and will be available in the main office during the school year. Students may begin to use their permanent passes as soon as they receive them.

PHYSICAL EDUCATION GUIDELINES

PHILOSOPHY

Health and Physical Education is a vital and dynamic part of the total educational process. It contributes to physical, mental, and social development. Students have varied individual needs, interests and abilities, which the program addresses in order to enable each student to realize his/her maximum potential. We believe that the program should provide opportunities to develop total fitness, efficient motor skills, coordination, sportsmanship and knowledge of activities, which may be pursued throughout life. Physical, mental, and social fitness ensure the individual's pursuit of a healthy lifestyle.

APPROPRIATE ATTIRE

Appropriate attire is required for physical education. This may be purchased throughout the year from the physical education department or provided by the parent. Students will receive a gym locker and lock to keep gym/personal items. Students need to use locks to secure their belongings.

<u>Cost of Active Wear and Lock</u>	
T-shirt	\$5.00
Shorts	\$10.00
Lock Replacement Fee	\$5.00
Gym bags (optional)	\$10.00

Gym apparel should be clearly marked with the student's last name on the shirt and across the front of one leg on the shorts or sweatpants. This is easily done with a black **permanent** marker or iron-on letters. Since classes are held outside through the first week of November and again in late March, it is suggested that the student have a sweatshirt and/or sweatpants available for cooler days. The sweat clothes may be any color. **No part of a student's gym apparel may be worn in other classes.**

Rentals

If a student does not have appropriate attire, rental clothes will be available in each physical education office. Students are allowed to rent up to three times a quarter. The cost for rentals is \$.50 for each article of clothing.

EXCUSES

Student will dress appropriately for class and participate to the best of their ability unless restricted by cast, crutches, etc. Excused notes from physical education will be accepted in extenuating circumstances. Parental notes must be written by the parent and include the date, parent's signature, and phone number where they can be reached that day for verification. **Parental excuse notes are good for that day or if noted, for three consecutive days. A physician's statement will be required if the student cannot resume normal activities after the three-day period.**

NON-DRESS POLICY (Per Nine Weeks)

If a student fails to come prepared to class for activity the following consequences will occur.

- 1st offense: credit is lost for the day and a letter is sent home.
- 2nd offense: credit is lost, phone call home and a writing assignment
- 3rd offense: credit is lost and a referral

LOCKER ROOM AND SECURITY

Security against theft or loss is **each student's responsibility**. Students are to keep their clothes in their own locker and not to share combinations or lockers with other students. It is imperative that students secure their personal items before leaving their locker room; often this means double-checking the lock.

RONALD WILSON REAGAN MIDDLE SCHOOL PHYSICAL EDUCATION, COACHING, ADMINISTRATION, AND SUPPORT STAFF DO NOT ASSUME RESPONSIBILITY FOR LOST OR STOLEN ITEMS.

Showers

Showers are available for use after Physical Education class. Students must provide their own towel and soap. Students are encouraged to practice good personal hygiene.

SAFETY

In an attempt to have a healthy and safe physical education program, the following expectations have been established.

1. No gum, food, or drink is permitted in class.
2. No loose fitting jewelry will be permitted during activities.
3. Sneakers will be laced and tied.
4. No glass or aerosol containers are allowed in the locker rooms.
5. Horseplay will not be permitted.
6. Students are not permitted in any of the equipment rooms or to use any equipment until instructed by the teacher.
7. If an injury does occur, the student should report this to his or her instructor immediately so proper first aid can be administered if needed.
8. Students are not to sit on stacked bleachers.

GRADING

Physical education students in grades 6, 7, and 8 are graded on the following criteria each nine weeks:

- A. **Knowledge** (20%) - this includes homework, quizzes, and tests.
- B. **Skills** (20%) - this includes countywide standard skill tests and selected performance tests.
- C. **Participation** (60%) - this includes dressing for activity, physical involvement, fitness runs, and warm-up exercises.

Eighth grade students also participate in the health program during the second and third marking periods. At that time, their grade is 50% Physical Education and 50% Health Education.

Virginia Wellness Test - All students will take this fitness test, which includes pull-ups, curl-ups, shuttle run, mile, and the V-sit and reach. This test will take place once a year and results will be sent home.

PUBLIC DISPLAYS OF AFFECTION

While student friendships are encouraged, activities such as hugging, kissing, or inappropriate touching during school and at school related functions are not permitted.

READING/WRITING/SPEAKING STRATEGIES

Ronald Wilson Reagan Middle School students are readers! Students should carry a book with them at all times during the school day. In addition, the entire school will engage in **Sustained Silent Reading (SSR)** every Monday and Friday following morning announcements. Across the curriculum, Reagan students and teachers are actively engaged in reading, writing, and speaking using several key strategies:

- Predicting
- Questioning/Inferring
- Clarifying
- Summarizing
- Word Walls
- Interdisciplinary Writing Notebooks

Teachers will use these common strategies to help students develop the following competencies in each subject:

- Draw logical conclusions,
- Construct evidence-based arguments,
- Resolve conflicting views, and
- Solve complex problems with no clear answer.

RIDING THE BUS

Please refer to the *Code of Behavior* for student responsibilities while on the school bus. The school bus driver is responsible for student safety and students are expected to respect and cooperate with the bus driver. Students should only ride their assigned bus. Please note that all students have equal seating rights on the bus. The school does not support the idea of seating preferences for students by grade level. All students will be equitably and respectfully treated while on the school bus. If a student wishes to ride another bus home with a friend, the student must obtain a *Change of Bus Form* from the front office the day prior to riding a different bus. The student should bring the completed form, signed by a parent to the front office the day of the bus change. The form must include a phone number where the parent or guardian may be reached to verify consent. All forms will be verified by phone before a student is granted permission to ride another bus home. If a parent or guardian cannot be reached, the student will not be granted permission. In addition, students should be aware the school will not give permission for additional students to ride a bus that is full to capacity.

When a student is involved in misconduct on a bus, the following administrative actions will be taken:

1st referral	Warning and counseling
2nd referral	One-week bus suspension
3rd referral	Two-week bus suspension
4th referral	Removal from the bus for the school year.

However, individual circumstances and severity of the misconduct (more/less) will be considered before any action is taken. **Therefore, consequences may be more severe than indicated in the above guidelines.**

The School Division does not provide bus transportation for students living within a school's established walking territory.

SCHOOL FUSION & PARENT PORTAL

School Fusion is the learning management system tied to Reagan's website. School Fusion contains individual classroom web pages where students and parents can access homework due dates, files, resources and more. Parents and students create personal portals that allow them to e-mail teachers, store files and maintain a personal event calendar.

Parent Portal provides the opportunity for parents to access key pieces of information on file at school regarding their student(s) including grades, attendance, contact information, medical history, etc. Parents obtain access to this system by registering online using the Parent Portal tab on their school's website, printing an e-mail message sent them from the Parent Portal system confirming their registration and providing a username and password, and turning in this e-mail and presenting a valid photo I.D. at their child's school. The school activates the e-mailed username and password within 2-3 school days of the parent completing this process at the school. Reagan Middle School strongly encourages parents to take advantage of this resource.

SCHOOL HOURS

The school office is open from 8:00 a.m. through 4:00 p.m. The school is open for students starting at 8:00 a.m. with the exception of special morning activities sponsored by school staff. Students should not arrive at school prior to 8:00 a.m. unless participating in a specially scheduled morning activity. Staff members are not available in the morning prior to 8:00 a.m. to supervise students.

SCHOOL VISITORS

Permission for visitors must be obtained from the principal or his designee. School business is the only valid reason for visitation. All visitors, including relatives, must report to the main office to sign the visitor log and receive a visitor's pass through RAPTOR, the visitor's identification system. **This pass must be worn while in the school building.** Please note that all visitors must leave a picture I.D. in the main office. These practices reflect the requirements of Prince William Public Schools Regulation 501-6.

SKATEBOARDS, SCOOTERS, SHOES WITH WHEELS

Skateboards, scooters and shoes with wheels are not allowed on school grounds and school buses. Students are not permitted to bring these items to school.

STUDENT AGENDA USE

Each Reagan student is provided a Student Agenda at the start of the school year. The agenda is designed to help students keep track of homework assignments, projects, and involvement in student activities. A limited number of student agendas will be available for sale in the school store to any students who lose their agenda. The cost of a replacement agenda is \$5.00.

TELEPHONES

Office telephones are to be used only in case of an emergency (injury/illness). **Forgetting homework, lunch, and/or lunch money is not considered an emergency.**

In general, students will not be granted permission to use the front office telephones during class time. Students will not be permitted to call home from classroom telephones.

TEXTBOOKS

Textbooks and supplemental materials are provided free of charge for student use in all Reagan Middle School classrooms. These materials are to be properly maintained and returned to the teacher when requested. It is the responsibility of parents to pay for any books that are lost or damaged by students.

TIP LINES

Students, staff and parents share the responsibility for an orderly and safe school environment. Information about drugs, weapons, or other factors that threaten the safety of the school environment should be reported immediately by contacting an administrator, teacher, or school counselor. If at home, please report your concern to your parent. You may also call the Prince William County Public Schools' Tip Line at 703.791.2821. You may also use the statewide Tip Line at 1.877.472.3382. **These tip lines are anonymous.** Please note that these are recorded message systems and should not be used in cases of emergency or when an immediate response may be required. Please contact the police in cases of emergency.

WALKERS

A limited number of Reagan students may live in neighborhoods designated as walking areas by the School Division. During the summer and/or during registration these students are notified that they live in a walking area. Walkers will be issued "walker passes" during the first week of school with written permission and verbal confirmation from a parent or guardian. Student walkers must use public sidewalks and may not travel to school through private property. At dismissal, walkers should exit the building only through the double doors next to the band room. Bike racks will be provided for those walkers wishing to ride their bikes to school. The school cannot be held responsible for the security of student bikes. Bikes may not be stored at school and should be securely locked.

As required by federal laws and regulations, Prince William County School Division does not discriminate on the basis of sex, race, color, religion, handicapping conditions or national origins in its educational programs, activities, or employment policies.

Ronald Wilson Reagan Middle School

“Learn, Achieve, Succeed, Contribute”

Dr. Edward Stephenson, Principal
Mrs. Amy Alexander, Assistant Principal
Ms. Lisa Vega, Assistant Principal
Mrs. Amy Covell, Director of Counseling
Mr. Jonathan Bukva, Athletic Coordinator

15801 Tanning House Place
Haymarket, VA 20169
Telephone: 571.402.3510
Fax: 703.782.1638
<http://ronaldreaganms.schools.pwcs.edu>

TO: All Ronald Wilson Reagan Middle School Students

FROM: Dr. Edward Stephenson, Principal

SUBJECT: Alcohol/Drug/Tobacco Use, Possession or Distribution;
Possession of Weapons

DATE: School Year 2012-13

I, _____ have read and fully understand the information printed below.
(Student Name-printed)

Student's signature: _____ Date: _____

Administrator's Name: _____

This memo serves to discuss the very strict rules regarding the use, possession or distribution of alcohol, drugs or tobacco, the possession of a weapon of any type, and the consequences of fighting.

Possession or use of tobacco is a violation of school policy and the law. All students will be accountable for the school policy as outlined in the Student Agenda and the Prince William County Public School's *Code of Behavior*.

Prince William County School Division Regulation 745-1 indicates the distribution (by sale, gift or otherwise), attempted sale or attempted distribution of drugs (illegal, prescription, and/or over-the-counter), look-alikes (placebos include diet pills, vitamins, amphetamines, etc.), alcohol or inhalant intoxicants on school property, at school functions, or going to and from school shall result in a five (5) day out-of-school suspension and a recommendation for expulsion. Distribution is any attempt or actual completion of the act of giving or selling alcohol, inhalant intoxicants, drugs, placebos, or look-alikes by one student to another while on the way to school, during the school day, on the way from school or while in attendance at any school-sponsored function. The purchase or attempted purchase of drugs, look-alikes (placebos), alcohol, or inhalant intoxicants on school property, at school functions or going to and from school may result in suspension and recommendation for expulsion. Possession of drugs, as defined above, will also result in a recommendation for expulsion.

The possession of weapons on school grounds will result in a recommendation for expulsion as well as a five (5) day out-of-school suspension. Any drugs and/or weapons found will be turned over to the Prince William County Police for possible further action. Additionally, there is up to a five-day out-of-school suspension penalty, as well as possible recommendation for expulsion and/or the bringing of criminal charges for fighting.

Expulsion is different from suspension. Expulsion means that the Prince William County School Board makes a decision that will not allow the student to attend any school in Prince William County. Please refer to the Prince William County *Code of Behavior* for further details regarding expulsion.

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TO: All Ronald Wilson Reagan Middle School Students
FROM: Dr. Edward Stephenson, Principal
SUBJECT: Mediation and Harassment
DATE: School Year 2012-13

I, _____ have read and fully understand the information printed below.
(Student Name-printed)

Student’s signature: _____ Date: _____

Administrator’s Name: _____

This memo serves to stress the importance of two very important issues: conflict resolution and harassment.

CONFLICT RESOLUTION/MEDIATION:

Students are advised to seek assistance from school personnel (teachers, administrators, counselors, etc) in order to settle disputes peacefully, without violence or threat of violence. School personnel can assist in various ways including counseling, mediation, and consultation with staff members trained in conflict resolution.

Any potential incident should be referred to mediation by a student, a teacher, a counselor, or an administrator. Mediation referral forms are located in the front office and other places throughout the building. Forms should be completed and forwarded to a school counselor.

If a problem cannot be solved through mediation, students will be referred to their administrator. Students may be excluded or suspended until the parents return with the student for a conference. A student may then be readmitted to class on probation. Further incidents may result in suspension, prosecution, and/or expulsion.

Fights are not mediated. Fights result in suspension; however, students returning to school after suspension for fighting may be requested to attend a conflict resolution session on the day they return to school.

HARRASSMENT

Words, gestures, symbols, or physical contact that offend, intimidate, threaten, or persecute others will not be tolerated. Harassment of students or staff is prohibited. Harassment offenses are punishable through suspension or more serious disciplinary measures.

School Bus Contract
Ronald Wilson Reagan Middle School
2012-13 School Year

Directions for parents and students: Please read carefully, check the 4 boxes, then sign and return this agreement to the school AS SOON AS POSSIBLE. Lockers will not be assigned until this and other administrative paperwork is completed.

General Information

- Bus drivers, students, parents, teachers, and school administrators share the responsibility for bus safety, following all bus rules, and behaving in a responsible manner.
- Riding a school bus is a privilege and is not guaranteed by law. When students behave appropriately, they are allowed to ride the bus.
- An audio video recording device may be installed and used in school buses for purposes related to safety.
- Please help support the Reagan community by making school bus safety a priority through maintaining appropriate behavior at all times.
If you have any questions, please contact an administrator at 571-402-3500.

Note: The rules and regulations regarding appropriate behavior to ensure school bus safety for Prince William County Public Schools are on the reverse side of the parent copy.

I (student) promise to ride my bus safely.

- | | |
|--|--|
| Including DO remain seated, facing forward
DO talk in a normal tone of voice
DO give the driver your name when asked
DO stay away from the bus when it stops | DO NOT distract the driver
DO NOT put any part of your body or any objects
outside the bus window
DO NOT put anything in the aisle
DO NOT push or shove others |
|--|--|

I (student) promise to follow all bus rules.

- | | |
|--|--|
| Including DO keep hands and feet to yourself
DO respect bus property
DO respect personal property at bus
stop and on the bus | DO NOT possess weapons, including laser pens
DO NOT possess alcohol, tobacco, or illegal drugs
DO NOT tamper with emergency door or equipment
DO NOT eat on the bus |
|--|--|

I (student) promise to treat the bus, the driver, and all passengers with respect.

- | | |
|--|---|
| Including DO obey directions from your bus driver
DO talk kindly to others | DO NOT leave trash on the bus
DO NOT throw, spit, kick, or hit
DO NOT use foul language, tease, and threaten others,
or use inappropriate gestures |
|--|---|

If I (student) break my promises, I understand the following will happen:

- Minor Infraction:** Usually the bus driver reminds students to follow the rules, to act safely, and to respect other people.
Warning: My parent(s) will be contacted in writing or by phone by an administrator if I choose not to follow the rules.
Bus Referrals: If bus privileges are suspended, I must arrange my own transportation to and from school.

Students must continue to attend school.

- #1 My parent(s)/guardian will be notified by an administrator and I will be warned about the consequences of not following the rules.
- #2 My parent(s)/guardian will be notified by an administrator and I will lose all bus privileges for 5 school days.
- #3 My parent(s)/guardian will be contacted by an administrator and I will lose all bus privileges for 10 school days.
- #4 My parent(s)/guardian will be contacted by an administrator and I will lose all bus privileges for the remainder of the school year.

Note: Based upon the severity of the first incident, an administrator may issue more severe disciplinary action in lieu of the steps indicated. Suspension may be an immediate consequence. A serious problem, such as a weapon, drug or physical violence will result in bus privileges being suspended immediately and additional disciplinary action being taken. The student may be required to remain at school and law enforcement may be contacted.

Please print legibly. Signatures indicate that you have discussed and understand the above statements.
Thank you.

Student's Name _____ Home Phone _____ Grade _____ Bus Number _____

Mother's Name _____ Father's Name _____ Daytime Phone _____

Student's Signature _____ Parent/Guardian Signature _____

AUTHORIZATION FOR MEDICATION ADMINISTRATION

Part I - Parent or Legal Guardian to Complete - One Medication per Form				
Student Name (Last, First, Middle)			Allergies	
Date of Birth	School Name	School/SACC Year	Grade	Teacher
Has student taken this medication before? <input type="checkbox"/> Yes <input type="checkbox"/> No (If no, the first full dose must be given at home.)				
First dose was given: Date _____ Time _____				
I/We hereby request Prince William County Public School personnel/CCC to administer medication as directed by this authorization. I/We authorize school personnel/CCC to communicate with the health care provider regarding the administration of this medication as allowed by HIPPA. I/We are aware that non-medical personnel may be administering medication to our child. I/We hereby release the Prince William County Public School Division and all of its employees/CCC of and from any and all liability in law for damages either we or our child may incur as a result of this request.				
Parent or Guardian Signature _____		Daytime Telephone _____		Date _____
Part II - Physician must complete this section for all prescription medication or for any nonprescription medication that is to be given for more than the recommended duration or dosage, or when age guidelines are not followed as written on the label. Nonprescription medication to be given for relief of symptoms as directed on the package label may be given with the parent or guardian's signature, and does not require a physician's authorization and signature.				
Any necessary medication that possibly can be taken before or after school/SACC should be so prescribed. Information should be written in lay language with no abbreviations.				
Student's Diagnosis:			ICD-9 Code: (when applicable)	
Name of Medication:				
Dosage of Medication:		Route:	Time(s) or interval between times to be given:	
If medication is to be given on an as-needed basis, specify the symptoms or conditions when medication is to be taken and the time at which it may be given again.				
Effective date: <input type="checkbox"/> Current School/SACC Year _____ Or <input type="checkbox"/> From _____ To _____			Medication expires on:	
Physician Name (Print) _____		Physician Signature _____		Telephone _____
Parent or Guardian Name (Print) _____		Parent or Guardian Signature _____		Date _____
Parent Information Regarding Medication Procedures				
The parent or guardian must transport medications to and from school/SACC. All prescription medications, including physician prescription drug samples, must be in their original containers and labeled by a physician or pharmacist. Over-the-counter medication must be in the original, sealed container. No medication will be accepted by school personnel/CCC without receipt of completed and appropriate medication forms.				
Within one week after expiration of the effective date on the physician order, or on the last day of school/SACC, the parent or guardian must personally collect any unused portion of the medication. Medications not claimed within that period will be destroyed.				
A physician may use office stationery or a prescription pad in lieu of completing Part II. Faxed authorization may be acceptable as long as there is a signed parental consent. Any changes in the original medication authorization will require a new written authorization and a corresponding change in the prescription label.				