



BULL RUN MIDDLE SCHOOL

“Soaring to Excellence”
6308 Catharpin Road
Gainesville, Virginia 20155
703-753-9969
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<http://bullrun-ms.schoolfusion.us>

Mr. Matthew Phythian, Principal
Mrs. Yvonne Donley, Assistant Principal
Mr. Steve Williams, Assistant Principal
Mrs. Jane Prince, Director of Counseling
Mr. Steve Bianco, Athletic Coordinator

Office Hours: 7:30 a.m. – 4:00 p.m.

This student agenda belongs to:

Student name: _____

Advisory: _____
Teacher _____ Room # _____

Team: _____

Address _____

City _____ Zip Code _____

Home telephone #: _____

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

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

Bus #: _____ Locker #: _____ (not combination #)

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Welcome to Bull Run Middle School. As a student in our school, you will help to continue a fourteen year tradition of excellence in academics, athletics, and activities. You will accomplish this by engaging diligently in classroom learning opportunities and becoming involved in the many after-school sports, activities, and clubs offered at Bull Run. Our motto is simple: “*Success through Organization, Attitude, and Respect.*”

Your success at Bull Run Middle school will be determined by the choices you make. By working diligently and intelligently 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 Bull Run 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 diligently to ensure your success. Each member of our staff 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 Bull Run. If you any questions about the content of this handbook, or any of our academic or behavioral expectations, please do not hesitate to ask your teacher, guidance counselor, or a school administrator. If the need arises to change or expand on any of the expectations in this handbook, we will make sure to 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 2016-2017 school year here at Bull Run. Please accept my best wishes for a fulfilling and rewarding experience.

Sincerely,

A handwritten signature in blue ink that reads "Matthew Phythian".

Matthew Phythian
Principal



The SOAR Model

A core team of staff members from Bull Run Middle School 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.

Success through Organization Attitude and Respect

Bull Run Middle School's faculty and staff are committed to the success of all students. Students demonstrating appropriate behaviors will be recognized with positive consequences on both an immediate and long term basis.

Honor Code Pledge

I will Succeed through **O**rganization, **A**ttitude and **R**espect. I will honor and respect all members of the Bull Run Middle School community. I will not lie, cheat, steal, plagiarize or harass and will not tolerate these actions in others. I will be accountable for my actions. I believe in myself. I can make a difference.

The SOAR program recognizes students who:

- Exhibit exemplary behavior and fine character.
- Exhibit acts of kindness, caring, and courtesy.
- Are role models for other students.
- Follow BRMS school rules.
- Are respectful, responsible, and give their best effort.

Students recognized will receive a SOAR Card. Students will receive a small reward when they drop the SOAR Card in a container at the Front Office. Each quarter students not receiving any office referrals will be entered into a prize drawing.

At Bull Run Middle School, we expect our students to learn and achieve at the highest levels.

Expectations:

Bus Expectations

Follow the instructions of the bus driver and obey bus rules.
Act safely and responsibly.
Inform the bus driver if there is a problem.
Respect all students.

Arrival Expectations

Students may enter the building at 7:50 a.m. Students will quietly enter the hallways at 7:50 a.m., report to their lockers, and organize for the day. The official start of the school day is at 8:10 a.m. Morning announcements will begin immediately following the bell. Students arriving after 8:10 a.m. must report to the front office for a tardy pass.

Hallway Expectations

Students should avoid congregating in groups in the middle of the hallway.

When moving from class to class or lunch, students should walk on the right side of the hallway.

Students should carry a signed Hall Pass, from a school staff member, if they need to be in the hall during class or lunch.

Students should be courteous, control their noise level, and report to all classes.

Classroom Expectations

Students should listen to the teacher's instructions and give their best effort each class.

Students should be prepared for class, and arrive to class on time.

In class, students should work without disturbing others.

Students should use respectful language when addressing staff or peers.

Office, Guidance, & 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.

Students should be courteous and polite to all staff members and volunteers.

Assembly or Large Group Expectations

Students should enter quietly and be seated.

Students should keep their eyes on the presenter at all times and avoid talking to their friends during the presentation.

Students should exit the assembly quietly, following the hallway procedures.

Dismissal Expectations

Afternoon announcements begin at 2:45 p.m. with selected students being dismissed by announcement, based on building capacity and 2:50 p.m. is the official end of the school day. Students participating in after school activities should report 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), cafeteria hallway door (walkers), or bus loop doors for bus riders.

Students who walk home must have a pass provided by the front office.

ACADEMIC GRADING SCALE/EXAMS

The following is the 10 point grading scale adopted by the Prince William County Schools for 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 the 6th and 7th grade are computed using *letter grade values*. Grades, which are earned in the 8th grade and in any high school level class taken by a 7th 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 students' 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 are averaged as 20% of the semester average.

ACTIVITIES, ATHLETICS, INTRAMURALS AND CLUBS

Art club	Builders Club	International Club
Cheerleading	Yearbook Club	AOK Club
Chamber Orchestra Club	National Junior Honor Society	Robotics
Chess Club	MAC Committee	Math Counts Club
Bull Run Junior Engineers	Eagle Ambassadors	Signet Art
FACS Club	Chef's Club	Bull Run Stage Band
Science Club	Dungeons & Dragons Club	Homework Club

Intramurals:

Archery Club
Tennis

Fall Sports

Boys Football
Boys Soccer
Girls Track
Girls Volleyball

Winter Sports

Girls Basketball
Boys Basketball
Wrestling

Spring Sports

Baseball
Girls Softball
Boys Track
Girls Soccer

APPROPRIATE SCHOOL DRESS:

“Students must Dress for Success”

At Bull Run, we feel that you and your parents have the basic responsibility for appropriate school dress as stated in the Code of Behavior. You should always take pride in your appearance and keep in mind that the way you dress should not distract others from learning. Coats and jackets are to be kept in your locker. **Do not wear beach wear, tank tops, strapless tops, plunging necklines, pajamas, slippers, bandanas, ragged or torn pants or jeans,** (pants should not fall below the waist, belts are encouraged), tight shorts and tops which reveal under garments (i.e., bicycle and sheer clothing). Shirts must have a sleeve. No bare midriffs will be allowed. Students are permitted to wear tailored, hemmed shorts of moderate fingertip length. Skirts must also be fingertip length. In addition, students are prohibited from wearing 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 those students determined to wear inappropriate shirts/tops and pants/shorts.* Hats and sunglasses are not to be worn in the building. Footwear must be worn at all times. Students who come to school without proper attention given to dress and cleanliness may be sent home or parents may be called 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 truancy and types of excused absences.

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. The note needs to be signed by the parent or guardian and indicate telephone contact information for verification. The note should be submitted to a secretary in the main office. All notes must be submitted no later than the second day after the student returns to school.

Grade-level teams determine make-up work policies for excused absences. Teachers will provide students with this information. Students are responsible for seeing 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. A doctor's note may be required by the school principal after a student has accrued 10 or more absences for the school year.

The following are corrective measures to be taken for excessive absences:

Three (3) Unexcused Absences within a grading period will result in parent notification.

Five (5) Unexcused Absences within a grading period will result in a letter sent home. A plan will be developed 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 Bull Run administration may also contact home in the event of an excessive number of excused absences from school.

ATTENDANCE/PREARRANGED ABSENCES

The principal uses professional judgment in making a determination based on the reasons stated in the written request made by a parent for a prearranged absence. He will consider factors of 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 a prearranged absence is approved or disapproved. ***In order for prearranged absences to be excused, the principal must be notified in writing at least five school days prior to the absence.*** The parent note requires a telephone number for confirmation. 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 will not be exempt from nine-week tests or semester exams. Pre-arranged absences that extend beyond 15 days will result in the withdrawal of the student from school. Excessive pre-arranged absences may result in absences being unexcused.

BOOK BAGS

Book bags may be carried to and from school; however, they must be stored in lockers during the school day. No book bags, athletic bags, or gym bags are to be brought to class, the main office, or to the cafeteria.

BREAKFAST

Breakfast is served starting at 7:50 a.m. in the cafeteria and through our express lane in the lobby. Students must enter the cafeteria or express lane before going to lockers. A bag breakfast will be provided for students wishing to buy breakfast should they arrive at school after

8:05 a.m. Bag breakfasts are to be eaten quietly and quickly during Advisory/1st or 2nd block.

BRING YOUR OWN ELECTRONIC DEVICES

In recognition of the growing importance and utility of wireless communication devices (smart phones, tablets, E-readers, etc) the use of these personally-owned devices by students will be permitted with Bull Run Middle School, provided such use complies with the rules in the Code of Behavior, and outlined below. We ask that both parents and students review the following information regarding the use of such devices at school.

Students will be allowed to use personal electronic devices in school when faculty determines a designated time and location. Students are not to use any electronic devices **for any other purpose, in any other location**, including classrooms, unless authorized by the classroom teacher and/or the school principal.

Students shall be responsible for adhering to the PWCS Acceptable Use and Internet Safety Policy and regulation and using PWCS computer systems and network services for assignments directly related to the curriculum. Students are to adhere to the guidelines of PWCS Code of Behavior.

Parents shall be responsible for ensuring that their children adhere to the PWCS Acceptable Use Policy and regulation and use PWCS computer systems and network services for curriculum related assignments.

BULLYING

Actions that cause the physical, verbal or emotional abuse of others will not be tolerated. Taunts, threats, insults, gossip, humiliation, teasing, pushing, tripping, and hitting are all considered bullying behaviors. Bullying behavior includes harassment that occurs via electronic means including instant messaging, inappropriate use of blogs, social networking websites, and/or e-mail. 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, or to and from school. 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. Violators are subject to corrective action up to and including suspension and a recommendation for expulsion. Students who are bullied or witness another student being bullied should report the incident to a staff member and to a parent. Specific incident report forms may be found in the main office or in the counseling office. *It is important that each member of the Bull Run Middle School community works together to help to ensure a safe learning environment for every child at all times.* For additional information about bullying see the *Code of Behavior*. You are also encouraged to speak with a school counselor or an administrator if you have any concerns or need additional information. A highly regarded set of bullying prevention practices known as the *Olweus Bullying Prevention Program* have been implemented to help create a safe school environment.

CAFETERIA

Hot balanced meals are provided each day for purchase in the school cafeteria. 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 Service. Parents can pay by credit card and set up an account at MyLunchMoney.com. To complete the set up you will need your student's ID number.

Expectations for the Cafeteria:

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 are expected to choose a serving line and remain there.
Allowing others to cut in the line or saving places is not permitted.
4. Students are to clean up their lunch area before dismissal.
5. Students will be dismissed from the cafeteria by tables.
6. Violations of the above expectations will result in disciplinary action.

CAMERAS

A number of security cameras are located throughout the interior and around the exterior of the school. These cameras provide 24-hour coverage of the school and grounds. In addition, most school buses are equipped with video cameras.

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 carefully review and become knowledgeable about the *Code of Behavior*. The 2016-2017 “Code of Behavior” will be available primarily online for staff, students, and parents. It will be available in multiple languages. More information on how to access will be forthcoming. A limited number of printed copies will be available on request for students and parents without computer/Internet access. For a printed copy, students and parents should contact the Office of Student Services at 703.791.7262. This new approach is more cost effective and is in keeping with the School Division’s “Go Green” campaign. If you have any questions concerning the *Code of Behavior*, please see an administrator.

COMMUNICATION DEVICES (WIRELESS)

Students may possess wireless communication devices (cell phones, PDAs, 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. For safety reasons, **students may utilize these devices after school office hours** provided the use of the device does not distract from or disrupt school activities. The use of wireless communication devices is 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 use is at the discretion of authorized staff. In addition, students may not use the wireless capability of a PDA during school hours. Parents will be required to pick up any electronic devices and cell phones that are confiscated for inappropriate use. **The school division staff does not assume responsibility for the security of communication and/or electronic devices that are brought on to school property.** Please refer to Bring Your Own Devices on when electronics are allowed in the classroom.

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 the student is willing to assist others.

Students receive the following grades:

O- Outstanding: The student consistently practices these traits

S- Satisfactory: The student normally practices these traits

U- Unsatisfactory: The student does not practice these traits to an acceptable degree.

DANCES

All dances are for Bull Run 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 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* during dances.

ELECTRONIC ENTERTAINMENT DEVICES

Students may possess electronic entertainment devices on school grounds provided that these devices are not visible and are not activated before or during the school day. The power on these devices must be turned off prior to entering the school. 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 that 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 school activities. **School division staff members do not assume responsibility for the security of communication and/or electronic devices that are brought onto school property.**

ELIGIBILITY, ACADEMIC

A student is placed on academic probation for the duration of the next grading period if he/she receives an “F” achievement grade in two or more subject areas. A student on academic probation is prohibited from participation in all extra-curricular activities, clubs or organizations, dances, and attendance at after-school events.

Transfer students must comply with this standard and grades from the transferring school are reviewed to determine eligibility before participation.

Interim reports will allow academically ineligible students meeting eligibility criteria to 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 reporting period. (One day after grades are due in counseling office).

For athletics, eligibility for the first grading period for 7th and 8th grade students is determined by the 4th grading period from the previous school year. All 6th grade students are eligible at the beginning of the school year for participation in extra curricular 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 extra-curricular activities: athletics, clubs, dances and attendance at all other school sponsored after-school events. All students are eligible at the beginning of the school year for participation in extra-curricular activities.

Transfer students must comply with this standard and grades from the transferring school are reviewed to determine eligibility before participation.

Interim reports will allow conduct ineligible students meeting eligibility criteria to 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 reporting 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 insure the safety of all students and staff, fire drill procedures are located in all rooms. In addition, tornado drills, inclement weather drills, and lockdown drills are practiced 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 will result in disciplinary action up to and including suspension from school.

Should we ever need to evacuate the school for any extended period of time, our 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 try to provide a message via email and phone using the auto dialer system. Messages are also posted 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.

GUIDANCE AND SCHOOL COUNSELING SERVICES

The School Counseling Department

The purpose of the guidance and school counseling department at the middle school level is to enhance the academic achievement of students. Our program is comprehensive, sequential and focuses on the career/educational development for 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.

Career Development

The Career/Educational Development curriculum is 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.

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 as well as resiliency. It is also a time when a student begins to connect aptitudes, abilities, and personal interests to future educational and career goals.

The school counseling department at Bull Run Middle is dedicated to helping students explore and peruse academic and future career goals. Character education will also be presented to students through the counseling department. School counselors work with students in the classroom through lessons, in small groups covering developmental topics or on an individual basis as requested. The student, parent, teacher or administrator may refer a student to the school 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.

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, walk to the right at all times and not to block hallways. Running could cause an accident and is not allowed. Once inside the classroom, students will remain until the end of the block time. Students should take care of bathroom needs before entering the classroom.

HONOR CODE PLEDGE

I will Succeed through **O**rganization, **A**ttitude and **R**espect. I will honor and respect all members of the Bull Run Middle School community. I will not lie, cheat, steal, plagiarize or harass and will not tolerate these actions in others. I will be accountable for my actions. I believe in myself. I can make a difference. The Honor Code Pledge will be signed by the student at the beginning of the school year.

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. Conduct grades are not considered.

KISS AND RIDE

Parents are reminded that when picking up or dropping off a student to pull as far forward as possible in the drop off/pick up lane so as to help avoid blocking the bus lane. Parents should not leave their vehicles unattended in any area marked with a yellow curb. Please note that the "Kiss and Ride" lane is one way. Parents should follow the direction of staff members when they are present helping to direct traffic in the "Kiss and Ride" lane.

LIBRARY/MEDIA CENTER

Research Databases: Bull Run School Library

Library Staff:

Mrs. Beall - School Librarian

Mrs. Gutleber - School Librarian

Mrs. Brooks - Librarian Assistant

Library hours: Monday thru Friday 7:50 AM until 2:50 PM.

Circulation Policy: Students may check out 2 books for 2 weeks. Books may be renewed, but must be presented to the librarians for renewal. Overdue notices are sent out once a week. Students are charged ten cents a day in fines for any day school is open. After the due date, there is a seven day grace period during which a student is not charged any fine if the book is returned. Even if students have lost book fines, they can always get a loaner book or magazine. **All payments for lost and/or damaged library books must be reimbursed by June 3, 2017. Any unpaid debts will result in the student having to do community service in the library. Unresolved debts will impact student's ability to participate in extracurricular activities.**

Research Databases:

A link to the BRMS databases can be found on the school library homepage.

InfoTrac:

Go to: http://infotrac.galegroup.com/itweb/va_s_075_0920

Password: schools

Elibrary:

Go to: <http://www.proquestk12.com/>

User Name: 10-48706

Password: bigchalk

World Book Online Reference Center

Go to: <http://www.worldbookonline.com>

User Name: pwcschools

Password: research

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. A periodic locker check will be conducted to assure lockers are kept clean and neat. An administrator for good cause may search lockers at any time. Please do not give your locker combination to anyone. **The school is not responsible for items stolen from a locker (this includes gym and music lockers or storage areas).** Students who misuse their locker or ignore locker guidelines may have their lockers taken away for a

specified 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 overfilled, 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 found jewelry, keys, glasses, wallets, phones or electronic devices should be taken to the security office. 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 articles of value be left at home.

MEDICATIONS

Every effort should be made by the parent/guardian of the student to administer prescription drugs outside 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 main office. Students are never to transport medication to and from school.

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 medications must also be in the original container. The school will not be responsible for lost or spilled medications. Inhalers need to have a pharmacy label in two places: on the box and on the inhaler itself. 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 Bull Run Middle School Chapter of the National Junior Honor Society is open to all 7th and 8th grade students who have been enrolled at Bull Run for the equivalent of one semester and who have earned a Grade-Point-Average of 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.

PTSO

The PTSO conducts a membership drive during the month of September. Membership information is available during our back-to-school nights and throughout the year in the main office. PTSO activities include bingo nights, school dances, and other activities to support the school. Parent involvement as members and as volunteers is critical to Bull Run 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, the main office receives numerous phone messages for students. The main office staff carefully records these messages. Student messages are 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. These procedures minimize interruption 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 at dismissal time are to report to the front office to sign their student out. This procedure helps to ensure that students are going home with the correct person. It also provides time to connect parents with students. From October through June, students will be issued permanent laminated passes to show to staff on their way to meet their parent. For picking up students during the school day, all parents/guardians are required to report to the main office. Parents must have 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 who receive their permanent passes in September may use them.

PHYSICAL EDUCATION GUIDELINES

Physical Education and Health Syllabus

Mission Statement:

Provide all students with the skills and knowledge to live healthy lifestyles.

Vision Mission:

Develop active, healthy, and achieving students.

Virginia Standards of Learning: Successful instruction in Health and Physical Education is based on student achievement in the Virginia Standards of Learning:

Physical Education	Health Education and FLE	
Motor Development	• Body Systems	• Emotional and Mental Health
Anatomical Basis of Movement	• Nutrition, Physical, Activity and Sleep	• Social Health and Relationships
Fitness Planning	• Disease Prevention	• Communication and Problem Solving
Social Development	• Substance Abuse Prevention and Safe Use of Medication	• Environmental Health, and Safety
Energy Balance	• Injury and Violence Prevention	• Emergency Preparedness
		• Family Life Education*

Overview of Instruction: All school physical education programs will be designed to meet the needs of all students by offering a variety of activities including; cooperative and team building activities, lifetime sports, individual sport, team sports, dance and rhythms, fitness activities, and outdoor/recreational pursuits. Comprehensive health instruction will include how to; reduce health risks, enhance the health of self, access, evaluate, & use information, products, and services to influence health/ wellness in a positive manner, and promote a safe and healthy community.

Physical Education Class Expectations:

To be prepared for class participation:

- Change of workout attire which may consist of school appropriate shorts, sweatpants, athletic shoes, and t-shirt suitable for activity (no denim please);
- Appropriate athletic shoes and socks that provide for safety in specified activity;
- Jewelry, except for medical and religious items, should be removed to prevent possible injury;
- Athletic rental program is available, and
- Student athletes are not to wear school assigned athletic team uniforms and/or gear.

Cost of Uniform and Lock

T-shirt	\$10.00
Shorts	\$10.00
Lock Replacement Fee	\$5.00
Gym bags (optional)	\$10.00

Health Class Expectations:

- Textbooks for health will be provided to students in the classroom as needed
- Students may be required to have a notebook and writing tools for class, and
- *Family Life Education (8th grade) opt out forms are available in the Prince William County Public Schools *Code of Behavior* manual provided at the beginning of each school year.

Student Attendance is expected for every class. If it is necessary for a student to be absent, excused, or receive medical modifications for their instruction, please refer to Regulation 636-1 on the PWCS website: http://www.pwcs.edu/admin/pwcs/admin_pdfs/R636-1.pdf. The student will be responsible for communicating with the teacher about missed work.

Participation Expectation: Students benefit from instruction in health and physical education by meeting participation requirements. Participation will be in a variety of activities that allow students to explore and apply information learned for a lifetime of individual fitness and wellness.

Grading: Students are assessed each nine weeks on the following criteria: daily activity, skilled and cognitive achievement and implementation of learned knowledge. Daily activity grades are based on responsible behavior and participation. Evaluation may consist of a variety of assessment formats including the 8th grade end of course requirement, the *Personal Wellness Plan* (PWP). Examples of successful participation include; being prompt, dressed for activity, practicing respect for self and others, and demonstrating levels of engagement in class activities. The SOAR program will be used to support academic and behavior achievement.

Contact Information for Staff only: Bull Run Middle School, www.bullruneagles.org, (703) 753-9969.

VI. **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 take our 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 permissible, activities such as hugging, kissing, or inappropriate behavior during school and at school related functions are not permitted.

READING STRATEGIES

Bull Run 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 **Drop Everything And Read (DEAR)** every Monday and Friday following morning announcements. Across the curriculum, Bull Run students and teachers are actively engaged in reading using several key strategies:

Predicting
Questioning
Summarizing
Clarifying
Inferring

RIDING THE BUS

Please reference the *Code of Behavior* for student responsibilities while on the school bus. The school bus driver is responsible for your safety; please help by cooperating with the driver. You should only ride your assigned bus. Please note that all students have equal seating rights on the bus. The school does not support the idea that there are seating preferences given to students by grade level. All students will be equitably and respectfully treated while on the school bus. If you wish to ride another bus home with a friend, you must bring a note from a parent or guardian to the main office by 8:30 a.m. on the day you wish to ride another bus. The note must include a phone number where the parent or guardian may be reached to verify the note. All notes 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 please note that if a bus is at capacity, permission for additional students to ride it will not be granted.

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

1st referral	Counseling and warning will be given
2nd referral	One-week bus suspension
3rd referral	Two-week bus suspension
4th referral	Results in 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. **Consequently, disciplinary action may be more severe than indicated in the above guidelines.**

Transportation is not provided for students living within a school's established walking territory.

SCHOOLFUSION

SchoolFusion is the learning management system tied to Bull Run's website. SchoolFusion contains individual classroom web pages –you can access homework due dates, files, resources and more. By registering for an account, you can create your own personal portal- i.e. email teachers, store files and maintain a personal event calendar. Registration information will be provided to parents during Summer Orientation and Back-to-School Night.

SCHOOL HOURS

The school office is open from 7:50 a.m. through 4:00 p.m. The school is open for students starting at 7:50 a.m. with the exception of special morning activities sponsored by school staff. Students should not arrive at school prior to 7:50 a.m. unless participating in a specially scheduled morning activity. Staff is not available in the morning prior to 7:50 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. **The pass must be worn while in the school building.** Please note that all visitors must leave a picture I.D. in the main office. This is in accordance with Prince William Public Schools Regulation 501-6. We thank you in advance for your cooperation with this policy.

SKATEBOARDS, SCOOTERS, SHOES WITH WHEELS

Scoters and shoes with wheels are not allowed on school grounds and school buses. Students are allowed to ride skateboards to school. They must be secured on the skateboard tower located near the bike racks.

STUDENT AGENDA USE

Each Bull Run 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. Since the agenda is a good record of student planning, students are not to tear out calendar pages or any other pages. Each grade level team of teachers will determine if the hallway pass part of the student agenda will be used to record student passes to the restroom, water fountain, locker, main office and guidance. The team may decide to use regular hallway passes. The number of spaces in the hallway pass in no way indicates the number of times students will be permitted to leave class. Teachers will monitor student use of the hallway passes. Please keep in mind that students must have the permission of a staff member to leave class. A limited number of student agendas will be available for sale to any students who lose their agenda.

TELEPHONES

Office and/or classroom telephones are to be used only in case of an emergency (injury/illness). In general, students will not be granted permission to use telephones during class time. **Forgetting homework, lunch, and/or lunch money is not considered an emergency.**

TEXTBOOKS

Textbooks and supplemental materials are provided free of charge to all students in Prince William County Public Schools. These materials are to be properly maintained and returned to the teacher when requested. Students are to appropriately cover all textbooks assigned to them. When assigned a textbook, students are to place their name in the front cover. It is the responsibility of parents to pay for any lost or damaged books.

TIP LINES

Students, staff and parents share the responsibility for an orderly and safe school environment. Information about drugs, weapons, or other factors that may be harmful to the school environment should be reported. Please contact an administrator, teacher, or school counselor immediately. 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 Bull Run students live in areas designated as walking areas by the school division. During the summer and/or during registration these students are notified that they live within the boundaries for walkers. Walkers will be issued “walker passes” during the first week of school. Walkers are reminded to use appropriate side walks and not walk through private property. Walkers should come directly to school and not delay along the way. At dismissal, walkers should exit the building out of the doors located next to the cafeteria and not use other exits. 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 in school. Bikes 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.

Bull Run Middle School

“Soaring to Excellence”

Mr. Matthew Phythian, Principal
Mrs. Yvonne Donley, Assistant Principal
Mr. Steve Williams, Assistant Principal
Mrs. Jane Prince, Director of Counseling
Mr. Steve Bianco, Athletic Coordinator

6308 Catharpin Road
Gainesville, Virginia 20155
Telephone: 703 753 9969
Fax: 703 753 9610
www.bullruneagles.org

TO: All Bull Run Middle School Students

FROM: Mr. Matthew Phythian, Principal

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

DATE: School Year 2016-2017

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. Possession of drugs, as defined above, will also result in a recommendation for expulsion. 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.

The possession of weapons or drugs on school grounds will result in a recommendation for expulsion as well as a five-day out-of-school suspension (OSS). 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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www.bullruneagles.org

TO: All Bull Run Middle School Students

FROM: Mr. Matthew Phythian, Principal

SUBJECT: Mediation and Harassment

DATE: School Year 2016-2017

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 the Bull Run Middle School Mediation Coordinator.

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 and/or more extreme disciplinary measures.

Bull Run Middle School
“Soaring to Excellence”
2016-2017

HONOR CODE PLEDGE

I will Succeed through **O**rganization, **A**ttitude and **R**espect. I will honor and respect all members of the Bull Run Middle School community. I will not lie, cheat, steal, plagiarize or harass and will not tolerate these actions in others. I will be accountable for my actions. I believe in myself. I can make a difference.

I have read and understand the **HONOR CODE PLEDGE**. My signature indicates that I will abide by this pledge throughout the school year.

Student’s signature: _____ Date: _____

Grade Level: _____

School Bus Contract Bull Run Middle School 2016-2017 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 Bull Run 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 (703) 753-9969.

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 _____