



# BULL RUN MIDDLE SCHOOL

**“Soaring to Excellence”**  
**6308 Catharpin Road**  
**Gainesville, Virginia 20155**  
**703-753-9969**  
**703-753-9610 (fax)**  
**[www.bullruneagles.org](http://www.bullruneagles.org)**

Dr. Ed Stephenson, Principal  
Mr. James Addington, Assistant Principal  
Mrs. Yvonne Donley, Assistant Principal  
Ms. Lisa Vega, Assistant Principal  
Mrs. Elizabeth Graney, Guidance Director  
Mr. Steve Bianco, Athletic Coordinator

Office Hours: 8:00 a.m. – 4:00 p.m.

**This student agenda belongs to:**

Student name: \_\_\_\_\_

Advisory: \_\_\_\_\_  
Teacher \_\_\_\_\_ Room # \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Zip Code \_\_\_\_\_

Home telephone #: \_\_\_\_\_

Parent's work #: (M) \_\_\_\_\_ (F) \_\_\_\_\_

Parent's cell #: (M) \_\_\_\_\_ (F) \_\_\_\_\_

Bus #: \_\_\_\_\_ Locker #: \_\_\_\_\_ (not combination #)

**TABLE OF CONTENTS**

PRINCIPAL'S MESSAGE..... 3  
SOAR ..... 4  
ACADEMIC GRADING SCALES/EXAMS ..... 5  
ACTIVITIES, ALTHLETICS, INTRAMURALS & CLUBS ..... 6  
APPROPRIATE SCHOOL DRESS ..... 6  
ATTENDANCE/ABSENCES ..... 6  
BOOK BAGS ..... 7  
BREAKFAST..... 7  
BULLYING..... 7  
CAFETERIA ..... 7  
CAMERAS ..... 8  
CODE OF BEHAVIOR ..... 8  
COMMUNICATION DEVICES(WIRELESS)..... 8  
CONDUCT GRADES ..... 8  
DANCES ..... 9  
EDULINK ..... 9  
ELECTRONIC ENTERTAINMENT DEVICES ..... 10  
ELIGIBILITY, ACADEMIC..... 10  
ELIGIBILITY, CONDUCT..... 10  
EMERGENCY PROCEDURES & FIRE DRILLS ..... 10  
FOOD AND DRINKS ..... 11  
GUIDANCE & COUNSELING SERVICES ..... 10  
HALLWAY SAFETY ..... 11  
HONOR CODE PLEDGE..... 11  
HONOR ROLLS ..... 11  
KISS AND RIDE..... 12  
LIBRARY/MEDIA CENTER ..... 12  
LOCKERS ..... 12  
LOST AND FOUND ..... 12  
MEDICATIONS..... 12  
NATIONAL JUNIOR HONOR SOCIETY ..... 12  
PTSO ..... 13  
PARENT MESSAGES FOR STUDENTS ..... 13  
PARENT PICK-UP ..... 14  
PHYSICAL EDUCATION GUIDELINES ..... 13  
PUBLIC DISPLAYS OF AFFECTION ..... 15  
READING STRATEGIES..... 15  
RIDING THE BUS ..... 15  
SCHOOLFUSION..... 15  
SCHOOL HOURS..... 16  
SCHOOL VISITORS ..... 16  
SKATEBOARDS ..... 16  
STUDENT AGENDA USE..... 16  
TELEPHONES..... 16  
TEXTBOOKS ..... 16  
TIP LINES..... 16  
WALKERS..... 17

**Supplemental Letters pp. 18 -22:**

- Safe Schools
- Mediation & Harassment
- Honor Code Pledge
- School Bus Contract
- Pass Card

Welcome to Bull Run Middle School. As a student in our school, you will help to continue a seven 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, treating students, teachers, and staff members with courtesy and respect, and by actively seeking opportunities to serve this school and community, 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 world-class 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 have 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 by mail using our monthly newsletter.

I look forward to working with all of you to make the most of the 2009-2010 school year here at Bull Run. Please accept my best wishes for a fulfilling and rewarding experience.

Ed Stephenson, Ph.D.  
Principal



### **The SOAR Model**

A core team of staff members from Bull Run Middle School is working together with the Virginia Department of Education and the Training and Technical Assistance Centers of Virginia to create 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 Organization, Attitude and Respect. I will honor and respect all members of the Bull Run Middle School community. I will not lie, cheat, steal, 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 prize when they drop the SOAR Card in a jar at the Front Office. One student from each grade level will be selected to win a prize on a weekly drawing to occur on Monday mornings.

At Bull Run Middle School, we expect our students to achieve to their fullest potential.

### **Expectations:**

#### **Bus Expectations**

Follow the instructions of your bus driver and obey bus rules.

Act safely and responsibly.

Inform the bus driver if there is a problem.

Respect all students and share your seat.

**Arrival Expectations**

Students may enter the building at 8:00. Students will quietly enter the hallways at 8:00, report to their lockers, and organize for the day. The official start of the school day is at 8:20. Morning announcements will begin following the bell at 8:20. Students arriving after 8:20 must report to the front office for a tardy pass.

**Hallway Expectations**

Keep moving rather than congregating in groups in the middle of the hallway.  
 When moving from class to class or lunch, walk on the right side of the hallway.  
 Carry a signed Hall Pass or pass card if you need to be in the hall during class or lunch.  
 Be courteous. Control your noise level. Students are in classes.

**Classroom Expectations**

Listen to teacher’s instructions and try your best.  
 Be prepared for class, and get to class on time.  
 Work without disturbing others.  
 Use respectful language when addressing staff or peers

**Office, Guidance, & Clinic Expectations**

Enter only with a pass unless it is before or after school.  
 If you need to see a counselor, sign up on the sign up sheet in guidance, and go back to class until you are called to guidance.  
 The phone is for emergency use only, and you must have a pass.  
 Be courteous and polite to all staff members and volunteers.

**Assembly or Large Group Expectations**

Students will enter quietly and be seated.  
 Students should uphold an image that all Bull Run students are outstanding students.  
 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 will begin at 2:45 p.m. 6th grade students will be dismissed via the announcements.  
 2:50 is the official end of the school day. Students participating in after school activities should report to their activity sponsor or coach.  
 Students will 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 walkers 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)

Please note 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 Carnegie-unit 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 students' report card or interim report. Exams will be given to all students who take Carnegie Unit Classes such as Algebra, Geometry, or Foreign Language at the end of each semester. End of course exams are given to all eighth graders in World History. Exam grades are averaged as 20% of the semester average.

## ACTIVITIES, ATHLETICS, INTRAMURALS AND CLUBS

Art	Builders Club	Eagle Ambassadors
Cheerleading	Yearbook	
Dance Team	Chamber Orchestra Club	
National Junior Honor Society	Drama Club	
Literary Magazine	Homework Club	
Student Council Association	Step Team Club	
FACS Club	MAC Committee	

### ***Intramurals:***

Cross Country (Fall and Spring)  
Soccer (Fall and Spring)  
Tennis (Fall and Spring)  
Disc Golf

### **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, bandannas, 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). No bare midriffs will be allowed! Students will be allowed 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 associated with profanity, drugs, alcohol, cigarettes, death and/or violence, and sexual innuendos. *Loaner shirts and sweatpants will be provided to those students determined to be wearing 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. Additional dress and appearance questions should be directed to the Prince William County Code of Behavior regulations.

## 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 should 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 should be submitted by no later than the second day after the student returns to school.

Grade-level teams determine make-up work policies for excused absences. Your teacher will provide you 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 or expected to be 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 following are corrective measures to be taken for excessive absences:

Three (3) Unexcused Absences within a grading period will result in written notification to the parents/guardian.

Five (5) Unexcused Absences within a grading period will result in a letter sent home stating that the student has failed all subjects for the grading period. A plan will be developed between the parent, student, and attendance officer to resolve attendance issues.

Ten (10) unexcused absences for the year will result in possible failure and/or retention.

## **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. Such factors 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 will be given consideration 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 the 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.

## **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 8:00am in the cafeteria. Students must enter the cafeteria and eat before going to lockers. A bag breakfast will be provided for students wishing to buy breakfast should they arrive at school after 8:15am. Bag breakfasts are to be eaten quietly and quickly during 1<sup>st</sup> period.

## **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, and e-mails. 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. In addition, inappropriate behavior that occurs in the community and is carried into the school, for example cyber-bullying, will be dealt with accordingly. Violators are subject to corrective action up to and including suspension and 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 guidance. *It is important that each member of the Bull Run Middle School community works together to help to ensure that we respectfully interact with one another.* 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 anti bullying program, The Olweus Bullying Prevention Program has been implemented and will continue to enhance Bull Run's efforts at having a bully free 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](http://MyLunchMoney.com). To complete the set up you will need your students 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.  
Giving cuts in the line or saving places is not allowed.
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 actions.

## **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 supervising student behavior while students 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*. 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 onto school property.**

## CONDUCT GRADES

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

**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 Bull Run 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* while attending the dance.

## EDULINK INTOUCH ONLINE

The Edulink Intouch Online is brought to you by Prince William County Public Schools, the Prince William County Public Schools Education Foundation and local business sponsors. This parent-school communication system allows

secure access to student information such as school attendance and grades Through the use of the Internet, students and parents may monitor student academic progress and attendance records by using our Edulink Intouch Parent Communication System. Edulink registration information will be provided to parents during Summer Orientation and Back-to-School Night.

## **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 activities. School division staff does 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 must be 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 a reporting period. (The day after grades are due in Guidance).

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. For all other extra-curricular activities, all students begin the year eligible.

## **ELIGIBILITY, CONDUCT**

A student is placed on conduct (social) probation for the duration of the next grading period if he/she receives an “U” in conduct in two or more subjects 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 must be 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 a reporting period. (The day after grades are due in Guidance). 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 staff during these drills. Failure to follow the directions of staff will result in strong disciplinary actions 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 an all call 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.

## **GUIDANCE AND COUNSELING SERVICES**

### **The Counseling Department**

The purpose of the guidance and 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 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. Counselors work with students in the classroom through guidance 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 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, you are asked to be quiet and courteous. Please walk to the right at all times. Do not 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. Bathroom and water needs are to be taken care of before students enter the classrooms.

## **HONOR CODE PLEDGE**

I will Succeed through **Organization, Attitude and Respect**. I will honor and respect all members of the Bull Run Middle School community. I will not lie, cheat, steal 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. See attached Honor Code on page 22.

## **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 all A's in every subject.

### **Honor Roll**

Students who have achieved no more than one C in achievement but who have at least one "A" to bring the "C" to a "B" average. Conduct grades are not to be 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 if they are present helping to direct traffic in the Kiss and Ride lane.*

## **LIBRARY/MEDIA CENTER**

### **Research Databases:**

#### **World Book Online Reference Center**

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

Login ID: Bullrun

Password: Eagles

## **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.** Lockers are not to be shared. 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 you have difficulty opening your locker because it is overfilled, staff members will not repeatedly un-jam your locker. It is your responsibility to maintain a well-organized locker and ensure the locker 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 cannot be held 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 must 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 Seventh and Eighth grades 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 fall semester 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 meeting scheduled is noted in the school calendar section of the handbook. The PTSO will conduct a membership drive during the month of September. Membership information will be available during our Back-to-School Nights and throughout the year in the main office. The PTSO works hard to support the mission of our school. PTSO activities include Bingo Night, school dances, golf tournament, holiday craft event, spring fun fair, and other activities to support our school. Parent involvement as members and as volunteers is critical to our school.

## **PARENT MESSAGES FOR STUDENTS**

During a normal school day, the main office receives numerous phone messages for students. The main office staff carefully records those messages. Student messages are distributed through out 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. We have these procedures in place to minimize interruptions to the instructional day.

## **PARENT PICKUP**

For the month of 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 us to ensure that our students are going home with the correct person. It also provides us with some 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**

### **I. Philosophy- "A Sound Mind In A Sound Body"**

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 this program addresses in order to enable each student to realize their 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 ensures the individual's pursuit of a long and healthy lifestyle.

## II. GYM SUITS

Gym suits are required. Gym suits from other schools are also acceptable. The gym suit may be purchased throughout the year from the physical education department. Students will receive a gym locker and lock to keep gym/personal items. Students need to use the locks to secure their belongings.

<u>Cost of Uniform and Lock</u>	
T-shirt	\$9.00
Shorts	\$9.00
Lock Replacement Fee	\$5.00
Gym bags (optional)	\$9.00

Gym apparel must 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 the gym suit may be worn in other classes.**

### Rentals

If a student forgets their PE uniform, a rental uniform will be available in each physical education office. Uniforms will be clearly marked as rentals. Students are allowed to rent up to three times a quarter. The cost for rentals is \$.50 for each article of clothing.

## III. EXCUSES

Student will dress 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, three consecutive days. A physician's statement will be required if the student cannot resume normal activities after the three-day period.**

## IV. NON DRESS POLICY (Per Nine Weeks)

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

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

## V. 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.

**BULL RUN 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 always encouraged to practice good personal hygiene.

## VI. SAFETY

In an attempt to have a healthy and safe school, the following guidelines 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.

## VII. 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** every Thursday. Students will keep an academic vocabulary binder in which they will record important vocabulary words from their classroom learning and independent reading. 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 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:

<b>1st referral</b>	Counseling and warning will be given
<b>2nd referral</b>	One-week bus suspension
<b>3rd referral</b>	Two-week bus suspension
<b>4th referral</b>	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 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 is not available in the morning to supervise students.

## SCHOOL VISITORS

While we welcome parent visitations, 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

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 Bull Run student is provided a Student Agenda at the start of the school year. The agenda can be used as a resource to locate information regarding school policies and procedures. A calendar of school events is included in the agenda as well as a Pass Card. The Pass Card needs to be used to record student passes to the restroom, water fountain, locker, main office and guidance. The number of spaces on the pass card in no way indicates the number of times students will be permitted to leave class. Teachers will monitor the use of the Pass Card. Please keep in mind that students must have permission of a staff member to leave class. The student agenda is also available on line. Replacement pass cards will be available in the main office for 25 cents.

## TELEPHONES

Office and/or classroom telephones are to be used only in a 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 supplementary 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 or during registration these students will have been 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 walk 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 your 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”

Dr. Ed Stephenson, Principal  
Mr. James Addington, Assistant Principal  
Mrs. Yvonne Donley, Assistant Principal  
Ms. Lisa Vega, Assistant Principal  
Mrs. Elizabeth Graney, Guidance Director  
Mr. Steve Bianco, Athletic Coordinator

6308 Catharpin Road  
Gainesville, Virginia 20155  
Telephone: 703 753 9969  
Fax: 703 753 9969  
[www.bullruneagles.org](http://www.bullruneagles.org)

TO: All Bull Run Middle School Students

FROM: Dr. Ed Stephenson , Principal

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

DATE: School Year 2009-2010

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 results 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 of-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.

# Bull Run Middle School

## “Soaring to Excellence”

Dr. Ed Stephenson, Principal  
Mr. James Addington, Assistant Principal  
Mrs. Yvonne Donley, Assistant Principal  
Ms. Lisa Vega, Assistant Principal  
Mrs. Elizabeth Graney, Guidance Director  
Mr. Steve Bianco, Athletic Coordinator

6308 Catharpin Road  
Gainesville, Virginia 20155  
Telephone: 703 753 9969  
Fax: 703 753 9610  
[www.bullruneagles.org](http://www.bullruneagles.org)

TO: All Bull Run Middle School Students  
FROM: Dr. Ed Stephenson, Principal  
SUBJECT: Mediation and Harassment  
DATE: School Year 2009-2010

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”  
2009-2010

**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 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  
2009-2010 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 \_\_\_\_\_

