

# Potomac Middle School



"Staff, Students, and Parents Working Together as One"

3130 Panther Pride Drive, Dumfries, VA 22026  
703.221.4996 Fax: 703.221.4998

Dear Potomac, Middle School Families,

On behalf of the staff at Potomac Middle School, I am happy to welcome you to the 2019-2020 school year! We are looking forward to a positive and productive partnership with you to ensure our children can achieve their highest potential. We recognize that to be successful in school, our children need support from both home and school. We know a strong partnership with you will make a great difference in your child's education. As partners, we share the responsibility for our children's success and want you to know that we will do our very best to carry out our responsibilities. We ask that you guide and support your child's learning by ensuring that he/she:

- 1) Attends school daily and arrives on time, ready for the day's learning experience. We ask that all students be in their classrooms and ready for instruction.
- 2) Completes all classroom and homework assignments given by the teachers. Completion of assignments affect the student's ability to achieve at their highest level.
- 3) Reads daily to develop a love for reading and to improve literacy skills. Reading is a major key to academic success. Please make sure your child always has a book and ask them to share what they are reading.
- 4) Shares experiences with you so that you are aware of his/her school life. When you hear information that does not seem right, please do not hesitate to pick up the phone and give me a call.

## Upcoming Events

### August 20

Concussion Training, 6:00 pm

### August 22

New Student Orientation, 6<sup>th</sup> grade, last name A-L, 8:30 – 10:00 am, last name M-Z 10:30 – 12:00pm, New 7<sup>th</sup> & 8<sup>th</sup> grade students, 1:00 pm – 2:00 pm

### August 26

1<sup>st</sup> Day of School!!!!

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## Important Information:

### September 10

**Back to School Night – 6<sup>th</sup> grade, 6:30 pm**

### September 12

**Back to School Night – 7<sup>th</sup> and 8<sup>th</sup> grade, 6:30 pm**

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- 5) Informs you if he/she needs additional support in any area or subject. Our motto is, “*Staff, Students, and Parents Working together as One.*” If your child needs additional support, we want to make sure that happens!
- 6) Knows that you expect him/her to succeed in school.

At Potomac, Middle School, we focus every day on providing every member of our community a safe and positive learning environment. We are a school committed to education for excellence by empowering our students to become compassionate, confident, creative, and resourceful, but also to understand and truly believe that they are responsible for their learning. At any time, every student should be able to clearly articulate their learning targets in all their classes. Our outstanding and committed staff works to ensure learning is fun, rigorous, and relevant. An important part of this work involves establishing key relationships with our students, parents, and community.

Please consider joining our school’s Parent Teacher Organization (PTO) or our school’s Advisory Council as our students can greatly benefit from your involvement and contributions to this program and its operations. We seek volunteers to help us with the following activities:

- 1) Serving on one of the many committees designed to support our students.
- 2) Working in our school library or cafeteria.
- 3) Assisting with school-wide activities.
- 4) Working with outreach and recruitment of parent and community volunteers.

The Potomac Middle School staff and I feel privileged to be a part of this school family. We thank you for your support and look forward to meeting you.

### **Student Absence Policy**

Under Virginia State Law, students are expected to be in school and on time every day. Absences, tardy arrivals and/or early dismissals must have documented approval from a parent/guardian and/or school personnel. A statement, which provides the reason and is signed by the parent, is the preferred verification. Class work for excused absences may be made up per Regulation 724-1. It is the student’s responsibility to obtain any missed assignments from all teachers and to complete and turn in the work in the allotted time. **Middle school students who miss 10 or more days per year of school, excused or unexcused, for which little or no make-work was completed may be considered for retention.**

### **Tardy Arrival to School**

Students are expected to arrive to school before 8:05 am to get breakfast, go to their lockers, etc. The front doors will be locked promptly at 8:05 am. Students arriving to school after 8:05 must report to the main office for a pass before going to class. The front doors for students at 7:30 am. **It is not necessary for a parent to come into the office to sign a student in if the student has a written note signed by the parent/guardian explaining the reason for the late arrival.**

### **Early Dismissal from School**

Students will be called for dismissal when the parent arrives in the main office to check him/her out of school. Students are not allowed to wait for dismissal in the office as the parent’s arrival may be unexpectedly delayed, resulting in him/her missing valuable instructional time. The parent, guardian or approved contact signing the student out of school must provide **proof of identification via photo ID.**

**PLEASE NOTE: To ensure an efficient and safe dismissal for all students, the office will not dismiss individual after 2:45 p.m. Students leaving school early must be picked up no later than 2:45p.m. If a parent/guardian arrives after the 2:45 p.m. cut-off time we will add that student's name to our afternoon announcements, and he/she will be instructed to report to the office for dismissal.**

### **Attendance Requirement to Participate in After School Activities**

**NOTE:** Students may not participate in any after school activity on the day of an absence from school. Students must be present at least one- half day (3 hours + 20 minutes) to participate in any after school activity. Students who arrive tardy to school must be in school by 11:30 am to stay after school for any activity. Students who have early dismissal from school must have been present in school for at least 3 hours +20 minutes to return to school for any activity.

## **ATTENDANCE**

### **MATTERS**

#### **From the Office of Safety and Security**

Each year, it is our goal at PTMS for everyone to have a safe and successful school year and as you know, I always takes a team- staff, students, and parents. I would like to take a moment to remind everyone of a few important items.

#### **VISITORS TO PTMS**

We welcome visitors to our school; however, all visitors must sign in with proper identification in the main office and obtain a visitors badge. For our student's safety, visitor's badges must be visible and are to be worn during the entire visit.

#### **CAR RIDERS**

In an effort to make dropping your student off in the morning run more smoothly and effectively, please pull your vehicle up as far as possible in the car loop and not at a specific door (to include the front door). **Drop Off Begins at the cross walk along the car loop sidewalk. Please pull up as far forward as possible.** This will help to move traffic quickly through the parking lot.

**Please do NOT park your car in the parking space and expect your child to enter or exit your car from that parking space. ALL CHILDREN SHOULD BE DROPPED OFF AND PICKED UP FROM THE SIDEWALK AND NOT ATTEMPT TO CROSS TRAFFIC FROM THE PARKING AREA.**

Finally, when bringing your child(ren) to school in the morning and picking them up at dismissal, we ask that you please exercise patience and courtesy toward other drivers and keep a watchful eye out for our students who walk to and from school.

## **WALKING TO SCHOOL**

For students who walk, everyone will cross at the crosswalks where our crossing guards and security specialist are located. No one will be permitted to cross in the middle of the street. **All walkers will need to enter the building through the front door.**

## **BUS RIDERS**

Please make sure your child has their bus number written down and, in their possession, until they have it memorized.

Buses will line up in the bus loop and students will enter the building through Door 1 if they will be eating breakfast and Doors 15,16,17, and 18 if they are not.

## **PERSONAL PROPERTY**

Students are advised not to bring personal property such as toys, expensive watches, jewelry, large sums of money, etc., to school and does so at his/her own risk. Potomac Middle School cannot be responsible for lost or unsecured stolen items.

## **LOST & FOUND ITEMS**

Small found articles such as jewelry, eyeglasses and keys are turned in and kept in the main office. Coats, backpacks and larger items are collected in the wooden bin located outside of the cafeteria across from the gymnasium. Articles found in and around the school should be turned into the main office or placed in the lost and found bin near the cafeteria. If your child has lost an item, please remind him/her to check both areas as well as all his/her classrooms.

## **PARENT INFORMATION RESOURCE PWCS POLICIES AND REGULATIONS**

The Policies and Regulations governing Prince William County Public Schools may be accessed online at <http://www.pwcs.edu/>. The link can be found in the blue ribbon on the left of the home page of the Prince William County Schools website.

## **ELECTRONIC DEVICES/CELL PHONE POLICY**

Students may possess electronic devices on school grounds provided that these devices are not visible and are not activated before or during the school day except at the direction of the teacher for educational purposes. When the devices are not in use, they should be stored in the student's locker and either placed on vibrate or silent.

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

## **STUDENT PHONE CALLS/PHONE MESSAGES**

**PLEASE NOTE: Students will not be pulled from class for phone calls.** Emergency phone calls will be handled between class, during lunch time or after school. For our students' safety, we do not give phone messages due to our inability to verify the identity of the caller.



## **PTMS “Jewel of the East “Administrative Team**

**Kevin J. Smith, Principal**

**Brian Coleman, Assistant Principal**

**Latanya Haskins, Assistant Principal**

**Patrice Mason, Administrative Intern**



## Tryouts for Football, Boys Soccer, Girls Track, and Volleyball

Tuesday, August 27, 2019

After School

All students trying out for sports must have a current sports physical and concussion training on file prior to trying out.



“Let's GO Panthers”

## Potomac Middle School

### 2019-2020 PTSO Membership

\*\* Please send in your completed form and dues with your student. \*\*

Dear Parents,

We invite you to help make a difference in your child's Middle School Experience by joining the PTSO. The PTSO has partnered with Potomac Middle School to help expand several great programs that include:

1. Make PTMS a place where parents want to help out and be involved.
2. Create opportunities for parents to be involved and have a place where they can share their concerns and ideas.
3. Help raise money to help teachers with additional learning tools for our children. Our goal this year is to donate new laptops for teachers and students.
4. Have more fun family events throughout the school year.

We have a page on the Potomac Middle School website. We will update with all our latest information of upcoming events, program updates and ways you can help our students, school, and community.

You can also “Join” our Facebook Page “Potomac Middle School PTSO”. If you have any questions or would like more information on the PTSO, and volunteer opportunities please contact us at [potomacmiddlePTSO@gmail.com](mailto:potomacmiddlePTSO@gmail.com)

Please fill out this form and return along with payment with your student.

**Checks can be made out payable to Potomac Middle School PTSO.**

**Returned checks will be subject to a \$36 service charge.**

Sincerely,

Potomac PTSO



# Potomac Middle School

## 2019-2020 PTSO Membership Form

\*\* Please send in your completed form and dues with your student\*\*

Student Name (s) \_\_\_\_\_

Grade      6<sup>th</sup>      7<sup>th</sup>      8<sup>th</sup>      Homeroom Teacher \_\_\_\_\_

Parent/Guardian \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email (Please print clearly) \_\_\_\_\_

Telephone \_\_\_\_\_ Cell Phone \_\_\_\_\_

I prefer to be contacted by \_\_\_Email \_\_\_Phone \_\_\_Text

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### PTSO FEES

\_\_\_\_\_ \$ 15 per family

\_\_\_\_\_ \$ 5 per facility member (Must be part of PTSO to request funding and supply donations)

\_\_\_\_\_ \$ 150 Business donation and membership. This will insure your advertising of business on the bulletin board at school throughout the school year. As well as advertising on the PTSO web page and the PTSO newsletter.

### ***Right to Special Programs/Services***

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The Prince William County Public Schools Division is required to inform the community of a student's right to a free, appropriate public education and the availability of programs and services, including a special education. The Individuals with Disabilities Education Improvement Act (IDEA) and Section 504 of the Rehabilitation Act (Section 504) are federal laws that give the School Division certain responsibilities with respect to providing such educational programs to students with disabilities. Under the IDEA and Section 504, the School Division has the responsibility to actively and continuously identify, locate, and evaluate those children, infant to age 21, living in Prince William County who may be in need of special education and/or related services, or adaptations or accommodations to regular education services.

These laws also require the School Division to:

- Refer for possible evaluation any student of school age living in the School Division who a school staff member suspects may be disabled.
- Provide appropriate educational and school-related opportunities to students with disabilities in an inclusive setting to the maximum extent appropriate.
- Provide notice of the availability of services and types and location of services to nearby private schools, pediatricians, and the Health Department.
- Provide parents/guardians of students with disabilities with notice of their rights annually, and prior to their student's evaluation and placement, or any significant change in their student's placement.
- Develop and implement procedural safeguards with respect to actions regarding the identification, evaluation, and placement of students with disabilities.
- Provide written notice of the School Division's procedural safeguards to parents or guardians. If you suspect that your student may have a disability affecting your student's development or academic performance, or may have a mental or physical impairment that substantially limits a major life activity, please contact the Director of Special Education at 703.791.7287 for further information.