

Waverly Middle School

2020 - 2021 Information Booklet



2020-2021 WAVERLY MIDDLE SCHOOL STUDENT HANDBOOK

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Waverly Middle School Information

School Communication

WMS is open to parents at any time during the school day. We do ask that you call to arrange an appointment if you would like to meet privately with any faculty or staff member. The number is 786-2348 or you may email the faculty member. This will allow the faculty member to set aside time to meet with you and not interfere with the educational process. Additionally, keeping two-way open communication between the home and school will make both parties aware of specific situations and events and can help clear up a minor situation before it becomes a major problem.

Here are some opportunities for parental contact and communication throughout the school year:

- A monthly newsletter is posted on our website between August and May. Additionally, students can bring home a hard copy of the newsletter from their homeroom or the principal's office has copies that can be picked up.
- School Messenger system is utilized to send out updates or reminders in email, text, or phone format.
- All teachers and the principal have district email accounts and can be contacted in this manner.
- Academic communication via progress report and report card are communicated every 4 ½ and 9 weeks.
- Parents may also view their student's grades and progress on-line through PowerSchool. PowerSchool can be accessed through our district's website at www.district145.org. Username and passwords to access the site are given to parents at the beginning of the school year.
- Parent-Teacher Conferences are held once a semester.
- Parent Teacher Organization (PTO) meets once a month in the media center. (Dates and times can be confirmed with a phone call.)
- There are further opportunities to converse with staff members at the various athletic events offered to both boys and girls in the 7th and 8th grade (football, basketball, volleyball, wrestling, and track).
- At least two vocal and instrumental music concerts per grade level.

School Hours

Our school day is 8:25 A.M. to 3:25 P.M. The school building will open for students to enter at 8:00 A.M. and all students must be out of the building by 3:35 P.M., **unless under the direct supervision of a faculty sponsor. The WMS building doors will be locked during the day. Any visitors to the building during those hours must use intercom system for admittance.**

Drop Off and pick up procedures

Students are to be dropped off at the west entrance. The east entrance is not to be used before, during or after school except for District 145 bus drop off and pick up and for special situations that are ok'd by WMS Administration.

Designated Parking Areas

Areas of the parking lot have been designated for restricted or special use purposes. Among those special purposes are the following:

1. Unloading Zones - Area directly in front of middle school doors, area in front of commons doors on the east end of middle school.
2. Handicap Parking - As designated near the front entrance.
3. Visitor Parking - As designated near the front entrance.
4. Emergency Lanes - Area allotted for the passage of fire and ambulance vehicles.
Students are to park in a marked stall in the lot on the north side of the middle school. Students not parking in a marked stall or driving recklessly on school grounds face the possibility of not being allowed to park on school grounds.

Use of Cars

Generally cars may be driven only to and from school and are not to be driven during the school day for those students who hold a valid driver's license or school permit. Leaving the school grounds without special permission of the principal's office constitutes truancy.

Visitors at school

We want to welcome you to visit our school and we wish to make your visit meaningful. In order to insure this we ask that you call ahead and make arrangements to visit. Students that attend other districts may not attend ours when they are on vacation. All visitors must check in at the office, sign in and wear a visitor's badge while visiting the school.

Middle School Attendance and Passes

Student Passes

Students who leave their assigned area during a school period must have a pass signed by the teacher in charge, giving the date, time of day, and the place they are going. Students need to use the restroom during passing time. Students who wish to see another teacher must have obtained a pass from that teacher in advance. Students detained by a teacher must have a pass from that teacher to admit them to their next class. Students are to be at their assigned class at the beginning of the class. Students going to the school nurse must report to their class to get a pass from the teacher in non-emergency situations. Passes to leave school grounds will not be issued. Students who leave school during the day must have parent permission and sign out in the office. A written note or a parent phone call is required.

Doctor's Permission

Since daily performance constitutes a large portion of a student's grade in physical education classes, students will be required to secure authorization from a medical doctor to be excused from participation. Permission to be excused on an occasional daily basis can be given by the school nurse or principal. Students who fail to bring their P. E. clothes will be put on the sidelines and given alternative work.

Middle School Academics

Program of Studies for Grade 6

Core Classes: All students are required to take these classes for a full year.

Math, Science, Social Studies, English, Reading, PE

Exploratory Classes: These classes help students explore a variety of interest areas and disciplines. All students must take the following classes for 9 weeks.

Art

Health

Industrial Technology Keyboarding

Family & Consumer Science

Electives: Students must select one option.

Option 1 (Full Year)

Band

Option 2 (9weeks)

Chorus or General Music

Plus Program-Math, Science, Social Studies, Language Arts

Program of Study for Grade 7

Core Classes: All students are required to take these classes for a full year.

English **Social Studies**
Physical Science **Reading**
Math **PE**

(Investigating Math, or Pre-Algebra)

Exploratory Classes: These classes help students explore a variety of interest areas and disciplines.

All students must take the following classes for 9 weeks.

Art **Health**
Industrial Technology **Keyboarding**
Family & Consumer Science

Electives: Students must select one option.

Option 1 (Full Year)

Band

Option 2 (9 weeks)

Chorus

Plus Program -Math, Science, Social Studies, Language Arts

Program of Study for Grade 8

Core classes: All students are required to take these classes for a full year.

English **Life Science**
American History **PE**
Math **Reading**

(Pre-Algebra, or Algebra)

Exploratory Classes: All students must take the following classes for one semester.

Health

Careers

Electives: Students will have the opportunity to choose from these classes. These are a semester in length.

Art

Chorus

Ceramics

Student Assistant (by permission only)

Band (Full Year) or Plus Program

Drama

Metals

Woods

Honor Roll

Middle School Honor Roll: Each student in grades 6-8 who has a 94.0% grade point average or above and no D's or F's for a semester will be placed on the honor roll. Grade averages will be computed by the counselors' office and reviewed by the principal's office.

Alternative to Basic Credit (ABC)

ABC is a support program that provides assistance to students who are or who have been struggling in their classes to the extent that they have lost credit or will lose credit in a core academic class. ABC is an intervention that may be used after teachers have tried other strategies and systems of support. The program may include students completing an individualized learning program with one-on-one assistance and instruction to regain credit and experience success in school.

Did Not Do Policy (DND)

It is an expectation that students complete all assigned work. Students not completing assignments will be required to meet with teachers outside of class time. Assessments such as projects, quizzes, and tests are to be completed within eight school days from the date the original assessment was given. If incomplete work persists, it will be referred to the office and further disciplinary action may follow.

Middle School Activities

ACTIVITIES Guidelines

The athletic program functions on an extracurricular basis and therefore student participation is completely voluntary. People judge the school system by the way participants in the various activities conduct themselves. It is imperative that quality standards of conduct, dress, grooming and training are established as a part of the athletic program. The School District 145 Activities Guidelines will be provided to students and parents involved in WMS Activities Programs. In order for any student to participate in an extracurricular activity he / she must be in attendance by 12:00 pm the day of the activity. This includes practices as well as games. The final determination on consequences and participation will be made by WMS administration.

Middle School Activities

The program goals are to provide students at this age level expanded opportunities for participation in sports activities. The activities recommended take into consideration the level of physical maturation of the students. The types of activities offered reflect student interests. Student attendance and participation in sports activities are encouraged. The sports program supports and contributes to the social development of students. A coaching staff is provided to direct and supervise activities.

Waverly Middle School offers an equal opportunity for all students to participate, grow, and compete in an athletic program to develop and exhibit their skills to the best of their abilities.

Attendance Prior to School Activities

1. Students participating in SCHOOL ACTIVITIES must be in attendance at school for at least a half day immediately prior to the scheduled activity (periods 5-8).
2. Exceptions may be made in the case of previously scheduled doctor or dental appointments or other unforeseen circumstances.
 - a. Requests for such exceptions must be made to the building administrator prior to the time of the absence and activity.
3. Exceptions will not be made for illness or working.

Goals of Activities Programs

- Encourage all students to participate
- Develop self-motivation
- Develop positive self-discipline
- Develop Skills
- Build self-esteem
- Provide opportunity for personal and social growth
- Expand interest in lifetime and leisure activities

Current Athletics Programs (All programs are for 7th/8th only)

- Volleyball
- Football
- Cross Country
- Boys Basketball
- Girls Basketball
- Wrestling
- Boys and Girls Track

Other School Activities

| | | |
|-----------------|-------------|-----------|
| Student Council | Yearbook | Jazz Band |
| Art Club | Mentoring | FCCLA |
| Quiz Bowl | SADD | |
| Technology Club | Swing Choir | |
| Challenge Club | Honor Band | |

Intramural Programs

It is a priority to provide as many opportunities for all students to participate, grow, and compete in an athletic program. In order to continue this vision we have created an intramural program in the areas of volleyball and basketball due to the growing number of participants. The intramural program developed will allow for increased participation for all athletes involved in these two sports. It will also enable them to grow and compete in the athletic program to develop and exhibit their skills to the best of their abilities.

Sports physicals

Sports physicals and a parent permission form are required for all 7th and 8th grade athletics. These must be dated after May 1 of the current school year.

Discipline Procedures

SECURITY CAMERAS

Waverly Middle School is monitored by a security system. Information gathered through the use of the security cameras can and will be used in the investigation of incidents that occur on school grounds. School officials may access and review videotapes from the security cameras as they deem necessary.

Cellular Phones:

The use of cell phones is prohibited in the building during school hours unless approved by a school official. Parents who need to contact their child must contact the office and have the office relay a message for their child.

There are telephones located in each classroom in the building and in the office if students need to contact their parent's.

Cell phones brought to school shall be placed in pockets, locked in lockers, or on your person in a safe manner unless permission is granted for use by a teacher or administrator. All cell phones must be on inaudible mode (silent or vibrate). If a cell phone is used or heard during the school day without permission of a school official, the phone will be confiscated and it will be placed in the office where it will remain until the end of the day. If it is a first offense, the student may pick up the cell phone from the office after school. Repeated violations of this policy may result in additional disciplinary actions including, but not limited to, requiring the parent to pick-up the device from the office, detentions, or possible suspension.

Electronic Devices:

Electronic devices such as music players, radios, ipods, headphones, and electronic games may be used at school with permission from a teacher and/or administrator. Students that bring these items to school assume full responsibility for the security of that item if lost, stolen, or damaged. Unauthorized use of these items during the school day will result in it being confiscated and placed in the office where it will remain until the end of the day. If it is a first offense, the student may pick up the device from the office after school. Repeated violations of this policy may result in additional disciplinary actions including, but not limited to, requiring the parent to pick-up the device from the office, detentions, possible suspension, or item(s) being held until the end of the school year.

In addition, a student may be subject to additional disciplinary action if he/she uses a cell phone or other electronic device at school to engage in conduct that would otherwise constitute a violation of school rules or technology usage policy. For example, if a student uses an electronic device at school for the purposes of engaging in academic dishonesty, taking or transmitting inappropriate photographs, cyber bullying, or encouraging disruptive behavior, that student will be subject to disciplinary action for such conduct and the device will be confiscated.

Nuisance Items

Items considered a nuisance or distraction such as a laser light pen/pointer, noise makers, or other items as deemed by the administration that deter from the educational process or school mission, are strictly prohibited, and will be confiscated. Additional disciplinary action may also be taken.

USE OR POSSESSION OF TOBACCO/E-CIGARETTE

Students are not permitted to smoke or chew or have in their possession any form of tobacco, look alike tobacco, or any type of e-cigarette, at any time in the school building, on school grounds, in school buses, or at any school sponsored activities. Violation of the tobacco/e-cigarette policy will result in a parent contact and disciplinary action.

Detention

Students who misbehave in class or on school property may be given an after-school detention or before school detention of 30 minutes by school personnel (7:50-8:20 or 3:30-4:00). The detention will be served in the classroom with the teacher giving the detention or in the office. We encourage students to stay the day of the incident, or as a last resort, the following day. Lunch detention will be served the following day during the lunch period. Being involved in an after school activity or riding the bus home does not exclude a student from serving detention periods. Students that fail to serve their detention will be assigned an additional detention/suspension. Students who stay after school hours to work on an assignment are not included in the detention list. Teachers are encouraged to call parents directly about any type of behavioral/academic problem.

Lunch Detention

Students should report to the office at the beginning of their lunch period. Extra time or an in-school suspension may be added for being late or not attending.

After Hours:

Students may be assigned after hours time to make up school work. Students assigned an After Hours session must report to the appropriate area after school. Students who fail to report for an After Hours session or exhibit inappropriate behavior will have additional disciplinary consequences as well as completing another After Hours session.

Food Services

Lunchroom Guidelines and Procedures

The eating area is generally limited to the cafeteria. Lunch may be purchased or brought from home. There will be three lunch periods by grade level- 6th, 7th and 8th.

Lunch will be enjoyable and pleasant if everyone remembers the following procedures.

Students are expected to:

- While being escorted by their classroom teacher, walk into the cafeteria and be seated at a table with no more than 8 students.
- There will be five rows of tables facing the serving area. Throughout the week, each row will have an opportunity to be dismissed first by table on a rotating basis. Supervisors will dismiss students by tables with certain tables being first according to weekly rotation.
- Conduct themselves in an appropriate manner and follow general rules of conduct as directed by supervisors. Such behavior as leaving garbage, throwing or scattering food on the table tops, floor, or from tray to tray, or taking food from another student will be considered serious infractions that may lead to dismissal from the cafeteria or other consequences. Other infractions may also require disciplinary consequences.
- The supervisor may dismiss students from the cafeteria during the last 10 minutes of lunch to participate in the gym or outdoors. This is a privilege and may be withheld if student(s) behaviors justify such restrictions.
- Students will be dismissed in an orderly fashion when lunch period is over. Classroom teachers will escort students back to class.
- Any other infractions or behaviors not outlined above that is disruptive to the working or social environment will not be permitted and consequences will be given.

Students are allowed to play board or card games during lunch, as long as the game is played in a manner that is fair and does not cause a distraction or disturbance to the lunch area

In most cases, parents are allowed to visit school and eat with their child. The school, however, reserves the right to limit lunch visits in appropriate circumstances. Parents planning to eat lunch with their child are encouraged to notify the school office one day in advance. Bringing outside restaurant or fast food is discouraged. Only a parent/guardian may bring in lunch for a student.

Food Service Regulations

Middle school lunch will be a Type A lunch that consists of milk a fruit, vegetable, and an entree. An entree consists of the main portion of the meal or the sandwich portion.

Ala Carte items are available and may be purchased separately at an extra cost.

A breakfast program operates before school each school day. The lunchroom rules listed above also relate to the breakfast program.

Waverly Middle School participates in a free and reduced-priced lunch program, covering only full Type A breakfast/lunch meals, with measures in place to follow state, federal, and government guidelines.

Safety Procedures

Fire Procedures

1. Use the exit outlined for use for the room you are in: the directions should be posted above the door in each room.
2. Use the nearest exit if the one that is outlined for your use is blocked.
3. Walk at all times.
4. Verbal instructions may be necessary; therefore, do not make loud noises or talk. This is for your own protection.
5. Everyone must leave the building.
6. Close the door after leaving the room.
7. Do not go to your locker for coats or equipment.
8. Avoid confusion.
9. Students will report to assigned areas in the west parking lot.
10. Do not re-enter the building until instructed to do so by the person or persons supervising the drill.

Tornado Watch

A tornado watch means that conditions are favorable for the formation of a tornado and residents are advised to remain alert to possible changing conditions. When it is announced that Waverly is in a tornado watch area, the office will notify appropriate staff. Teachers are to review general emergency evacuation procedures with their students, evacuation routes, and destination. As far as possible, regular instruction is then to continue.

Tornado Warning

A tornado warning means, an actual tornado has been sighted or detected. Teachers and students are to proceed with all deliberate speed along their evacuation routes to their destinations. An announcement will be made that we are in a tornado warning.

Teachers are to accompany their classes to the assigned area and to check to see that all students are in the assigned area after arrival. Teachers are responsible to supervise their students while in the area. Teachers who have planning at that time are expected to assist with general supervision in and around the area. Each teacher will be responsible to notify students, during each class period, of the location of the assigned area for each room.

The following tornado evacuation plan for the Middle School was developed in cooperation with the Lancaster County Civil Defense Office

Designated Tornado Areas

Students and faculty will use the Tornado exit plan outlined for use for the room they are in; the outline and directions should be posted above the door in each room. Designated tornado areas are: Vocal Music Room-200, Instrumental Room-204, Boys' Locker Room-304, Girls' Locker Room-307, and the Teachers' Lounge. Waverly Middle School regularly practices drills.

SAFETY RESPONSES TO POTENTIAL THREATS: Standard Response Protocol

LOCKOUT: Indicates potential threat is outside of the building. Staff and students return to the building, exterior doors secured, classroom activities continue as normal.

LOCKDOWN: Indicates potential threat is inside the building. Staff and students will secure and barricade classroom doors, turn out the lights, and get out of sight. If possible, staff and students will relocate to a safe location. Parents are asked to refrain from coming to the school and potentially blocking emergency responders from accessing the location of need.

EVACUATE: is always followed by a location, and is used to move students and staff from one location to a different location in or out of the building.

SHELTER: is always followed by a type and a method and is the protocol for group and self protection.

Benefits

The benefits of SRP become quickly apparent. By standardizing the vocabulary, all stakeholders can understand the response and status of the event. For students, this provides continuity of expectations and actions throughout their educational career. For teachers, this becomes a simpler process to train and drill. For first responders, the common vocabulary and protocols establish a greater predictability that persists through the duration of an incident. Parents can easily understand the practices and can reinforce the protocol. Additionally, this protocol enables rapid response determination when an unforeseen event occurs.

The protocol also allows for a more predictable series of actions as an event unfolds. An intruder event may start as a Lockdown, but as the intruder is isolated, first responders might transition parts of the school to an "Evacuate to the Gym and Lockdown," and later "Evacuate to the Bus Zone."