

Welcome to WMS

Welcome to Waynesville Middle School for the 2007-2008 school year. We are committed to helping make this a successful school year for everyone. It will take the cooperative effort of students, teachers, staff, and administrators to make this happen. We encourage you to take an active role in your education by participating fully in your classes, keeping up with assignments, seeking help when needed, becoming involved in extracurricular activities, and generally making a positive contribution to our school and community. Be prepared to accept responsibility for your actions and take time to think before you do something that might not be in your best interests or in the best interests of the school. Seek guidance and support from teachers, counselors, or administrators if you are experiencing difficulties. We welcome your suggestions and comments for the improvement of our school. Have a great year!

WAYNESVILLE MIDDLE SCHOOL MISSION STATEMENT

The mission of Waynesville Middle School is to provide a progressive, comprehensive education that meets the individual needs of our students.

Calendar 2007-2008

August 23	Teacher Orientation
August 27	School Opens
September 3	No School - Labor Day
October 11	Conferences (4-7 PM)
October 12	No School Conferences (8-11 AM)
October 15	No School –Holiday
Nov. 2	1st Grading Period Ends
Nov. 8	No School – Teacher Inservice
Nov. 21-23	No School - Thanksgiving
December 20	Last Day before Christmas, Two-hour Late Start
January 7	School Reopens
January 18	2nd Grading Period Ends
January 21	No School - ML King Day
February 18	No School-Presidents' Day
February 21	Conferences (4-7 PM)
February 25	Conferences (4-7 PM)
March 20	3rd Grading Period Ends
March 21-28	School Closed Spring Break
May 26	No School - Memorial Day
June 6	Last Day for Students
June 9	Last Day for Teachers
June 9,10,11	Make-up Days

WAYNE LOCAL SCHOOLS MISSION AND VISION STATEMENT

OUR MISSION

Wayne Local Schools, in partnership with the community, is to develop in a diverse student population the intellectual foundation for beneficial life-long learning, the necessary values for success, and the appropriate skills to be an informed, responsible, productive, and adaptive citizen.

OUR VISION

All students will be provided the highest possible quality education in a safe, nurturing, and caring environment, where staff will demonstrate a deep and abiding respect for everyone. We will display a passion for excellence in all we do.

OUR EIGHT PILLARS OF EXCELLENCE ARE...

1. We will provide a meaningful, rigorous, and adaptive curriculum for each student, including: intellectual skills in written and spoken communication, mathematics, science, technology, social studies, problem-solving, and the tools for application of knowledge.
2. We will provide skills and appreciation for the fine arts, physical activities, languages, and leisure time activities for each student.
3. We will provide the example, leadership, information, and training to help each student function in an honest, moral, and ethical manner in their family, community, and society.
4. We will provide a highly trained, knowledgeable, caring teacher in every classroom whose mission is to teach each student and to maintain an environment that will enable each student to learn, grow, feel worthy, and become successful.
5. We will provide a highly trained, sensitive, and motivated staff that will support and foster the mission and vision.
6. We will teach and demonstrate a respect and appreciation for diversity of culture.
7. We will provide a safe, clean, and attractive environment where learning is an enjoyable, desirable, and eagerly pursued activity.
8. We will involve parents and members of the community in their active role as stakeholders in the school district.

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Bell Schedules

Warning Bell	7:30
Period 1-	7:35-8:22
Period 2-	8:25-9:12
Period 3-	9:15-10:02
MS TASC-	10:05-10:32
MS Period 4-	10:35-12:00
MS Lunch B-	10:32-11:02
Class 4B	11:05-12:02
Class 4D	10:35-11:32
MS Lunch D	11:32-12:02
Period 5-	12:05-12:52
Period 6-	12:55-1:42
Period 7-	1:45-2:32
Buses Leave	2:37

One-Hour Delay

Warning Bell	8:30
Period 1-	8:35-9:02
Period 2-	9:05-9:32
Period 3-	9:35-10:02
MS TASC-	10:05-10:32
MS Period 4-	10:35-12:00
MS Lunch B-	10:32-11:02
Class 4B	11:05-12:02
Class 4D	10:35-11:32
MS Lunch D	11:32-12:02
Period 5-	12:05-12:52
Period 6-	12:55-1:42
Period 7-	1:45-2:32
Buses Leave	2:37

Two Hour Delay

Warning Bell	9:30
Period 1-	9:35-10:02
Period 2-	10:05-10:32
Period 3-	10:35-11:02
MS TASC-	11:05-11:32
MS Lunch B-	11:32-12:02
Class 4B	12:05-1:02
Class 4D	11:35-12:32
MS Lunch D	12:32-1:02
Period 5-	1:05-1:32
Period 6-	1:35-2:02
Period 7-	2:05-2:32
Buses Leave	2:37

Morning Assembly

Warning Bell	7:30
Period 1-	7:35-8:02
Period 2-	8:05-8:32
Assembly	8:35-9:32
Period 3-	9:35-10:02
MS TASC-	10:05-10:32
MS Period 4-	10:35-12:00
MS Lunch B-	10:32-11:02
Class 4B	11:05-12:02
Class 4C	10:35-11:32
MS Lunch D	11:32-12:02
Period 5-	12:05-12:52
Period 6-	12:55-1:42
Period 7-	1:45-2:32
Buses Leave	2:37

Afternoon Assembly

Warning Bell	7:30
Period 1-	7:35-8:22
Period 2-	8:25-9:12
Period 3-	9:15-10:02
MS TASC-	10:05-10:32
MS Period 4-	10:35-12:00
MS Lunch B-	10:32-11:02
Class 4B	11:05-12:02
Class 4C	10:35-11:32
MS Lunch D	11:32-12:02
Period 5-	12:05-12:32
Period 6-	12:35-1:02
Period 7-	1:05-1:32
Assembly	1:35-2:32
Buses Leave	2:37

PM Pep Assembly

Warning Bell	7:30
Period 1-	7:35-8:22
Period 2-	8:25-9:12
Period 3-	9:15-10:02
MS TASC-	10:05-10:32
MS Period 4-	10:35-12:00
MS Lunch B-	10:32-11:02
Class 4B	11:05-12:02
Class 4C	10:35-11:32
MS Lunch D	11:32-12:02
Period 5-	12:05-12:42
Period 6-	12:42-1:22
Period 7-	1:25-2:02
Pep Assembly	2:05-2:32
Buses Leave	2:37

Attendance Procedures

Legal Requirement

Ohio Revised Code, Section 3321.01:

All children between ages six (6) and eighteen (18) are of compulsory school age and must attend school.

Ohio Revised Code, Section 3321.03:

It is the parent's responsibility to cause the child to attend school.

Reporting and Monitoring Student Absences

It is the obligation of the parent, guardian, or custodian to report the child's absence or tardy each day.

- The parent should phone the school within one (1) hour from the start of school on the day of the absence.
- Upon the child's return to school the parent shall provide written documentation stating the day(s) absent and reason for such absence. Written documentation of absence(s) includes parent notes and physician notes as may be required by this attendance policy.
- If within two (2) school days after returning to school following an absence, written documentation has not been received, the absence will be "unexcused."

- The parent (and not the school) maintains responsibility to make certain the absence note was submitted to the proper school attendance authority in timely fashion.

Excused Absences

- Personal illness or injury.
- Medical or dental appointments (partial days, in most cases).
- Illness or death in the family.
- Funeral of immediate family member or relative.
- Quarantine.
- Religious holiday (not counted against the eight (8) day rule).
- Appointments for court.
- Pre-approved vacations. Building principals may pre-approve vacation days that will not be included in the eight day absence rule. Vacation approval during the school year is at the sole discretion of the building principal, who will use such factors as the student's grades and attendance to make the decision of whether or not the vacation is approved.
- Head lice. Children excluded from school due to head lice are allowed two (2) excused absences (two occurrences per year, maximum.). Days beyond the two (2) day limit (2 occurrences per year) are unexcused.
- Emergencies and other reasons deemed good and sufficient by the principal.

Unexcused Absences and Tardies

The school administration will make the final decision whether an absence/tardy is excused or unexcused. In general, unexcused absences/tardies include (but are not limited to):

- Missing the school bus.
- Experiencing transportation problems at home or on the way to school.
- Remaining at home to complete school assignments.
- Missing school without legitimate illness.
- Oversleeping. Alarm clock (student's or parent's) failed to work.
- "My mom didn't get me up."
- Not having suitable clothing to wear to school.
- Working at a job during the school day without a proper work permit.
- Babysitting.
- Any form of recreation (unless pre-approved vacation days).
- Personal business that can be done after school or on weekends.
- "Helping at home" or "Was needed at home."
- "I had a game last night."

- Senior pictures/portraits.

Partial Day Absence

A student will be classified as tardy when up to two hours late to school. When away from school from two to four hours the student will then be considered absent 1/2 day. When away from school for more than four hours, the student will be considered absent a full day.

Signing Out of School

Parents are asked to schedule medical and dental appointments after school hours, if at all possible. Students are not permitted to leave school grounds because of illness or any other emergency, unless you see the proper school personnel and then sign out in the office. Failure to follow proper procedures will be considered an unexcused absence and could result in disciplinary action. A student may leave school before the day ends provided the parent or guardian writes a note indicating the student has a medical, dental or legal appointment, or that an emergency exists. This note, with a telephone number or an appointment card, must be turned into the office before school begins at 7:35. Most of these absences should only result in a partial or 1/2-day absence from school. Students will not be excused for the entire day unless the specific appointment personnel verify it.

Documentation of Absence/Tardy

Generally, eight (8) absences from school per school year or five (5) tardies to school per school year for the reasons identified as “Excused Absences” may be documented by a parent note. Absences in excess of eight (8) per school year or tardies in excess of five (5) per school year may not be excused by a parent and shall require documentation by the child’s physician, etc.

The foregoing general rule is for the convenience of school officials in the administration of this attendance policy. This rule does not create an entitlement for a child to be absent from school eight (8) days per school year or tardy to school five (5) days per school for reasons other than those identified for Excused Absences. Application of this general rule may be waived by school officials where circumstances indicate that its application does not serve the child’s best interest. Those circumstances include, but are not limited to, the child’s and/or the child’s siblings’ attendance in the current or prior school years.

Nothing contained in this attendance policy is intended nor should be construed as restricting the discretion of school officials to make such inquiries and request such verification/documentation as is reasonably necessary to determine if an absence/tardy is for any of the reasons identified in this policy as “Excused Absences.”

In all instances where students/parents have previously been adjudicated guilty for truancy-related offenses (habitual/chronic truancy and contributing), excused absences shall be granted only on the

condition of a note from a physician (see next section) or personally excused from school by the school administrator.

Medical Excuses

Medical excuses are acceptable documentation of an absence or tardy to school following a personal, in-office examination by a physician. Doctors may only excuse absences or tardies to school for the specific dates the student was under his/her direct medical care (during which the student was medically unable to attend school). Excessive medical excuses may result in the school contacting the physician for additional medical documentation.

Tardy to School

Important Note: Five (5) unexcused tardies = one day unexcused absence.

tardy to school penalties: (Per semester)

- | | |
|-------------------------|----------------|
| • 3rd tardy | one detention |
| • 4 th tardy | two detentions |
| • 5 th tardy | ASI |
| • additional tardies | ASI |

Make-Up Work

Excused absences and tardies allow students to make-up all missed class work, tests, and assignments. The general rule is the length of make-up opportunity is equivalent to the length of the absence. Students may not make-up class work, tests, and assignments missed due to unexcused absences or tardies.

Truancy Defined

Truancy is defined by Ohio Revised Code, Section 3313.609, as “any absence that is not excused.”

Consequences of Truancy

Besides school-imposed discipline, unexcused absences (truancies) may be handled as follows:

- 2 Unexcused Absences. Formal warning via letter to parent/student.
- 5 Unexcused Absences. Juvenile Court truancy intervention meeting.
- 7 Unexcused Absences. Unofficial court hearing.

Important Note: Formal court proceedings may be initiated without utilizing the above sequence.

Truancy Charges Filed in Court

Truancy charges may be filed against students who become chronic (or habitual) truants. In addition, “contributing” charges may be filed against the parent(s).

Chronic Truancy (Delinquency) =

- 7 consecutive unexcused absences.

- 10 unexcused absences in four (4) weeks.
- 15 unexcused absences in a school year.

Habitual Truancy (Unruly) =

- 5 consecutive unexcused absences.
- 7 unexcused absences in four (4) weeks.
- 12 unexcused absences in a school year.

Students admitting to the truancy charge or adjudicated as unruly/delinquent for truancy may be ordered by the Juvenile Court to return to school and accumulate no further unexcused absences or tardies until graduation. A Violation of Court Order may be filed against the student for any future unexcused absence or tardy. The same applies to parents who have plead or been found guilty of “contributing” charges. Juvenile Court may retain jurisdiction of students until they attain 21 years of age.

Warren County Inter-School Attendance Agreement

Student attendance records shall be maintained for students moving from one Warren County school district to another district within the county. This includes all provisions of this policy (excused/unexcused absences, steps in the truancy process, et. al.).

Course Offerings

Sixth Grade Courses

Keyboarding	Health
English	Music
Math	Reading
Phys. Ed.	Social Studies
Science	Band
Art	
Choir	

Seventh Grade Courses

Art	Adv. Language Arts
Band	Choir
Computers	English
Health	Math
Music	Physical Education
Pre Algebra	Reading
Science	Social Studies
Language Survey	

Eighth Grade Courses

Algebra	Art
Band	Physical Education
Choir	Computers
English	Advanced English
Health	Social Studies
Industrial Arts	Latin
Pre Algebra	Reading
Science	Advanced Science
Spanish	

Advanced Courses

Advanced courses are offered in Language Arts, Mathematics, and Science. These courses involve

enriched and advanced work, rigorous grading standards, and selective admissions. Factors used in selection include class performance, achievement, and ability as measured by standardized tests, and teachers' recommendations.

Special Education Programs and Services

Waynesville Middle School offers a continuum of program options for students with disabilities. Students are served in the least restrictive environments, which includes inclusion classrooms, resource rooms, and consultation. Speech and language services, adaptive physical education, physical therapy, and occupational therapy are also available for identified students.

In addition, oral interpreters and aides assist students when appropriate. For more information concerning Special Education Programs and Services, contact the Wayne Local Board of Education (897-6971).

Schedule Changes

Schedule changes must be made during the first two weeks of a course. A course dropped after the first two weeks for semester and year courses must be with parental and principal's approval.

Examinations

Classes taken for High School credit will follow the High School guidelines concerning exams.

Grading Scale

A+	97-100%	C+	77-79%
A	93-96%	C	73-76%
A-	90-92%	C-	70-72%
B+	87-89%	D+	67-69%
B	83-86%	D	63-66%
B-	80-82%	D-	60-62%

Interim Reports

School Board policy directs the establishment of a system of reporting student progress. In addition to grade cards, mid-term grades will be mailed to parents in the middle of each grading period. If there is a question concerning grades, please call the middle school office (897-4706).

Nine-Week Grading System

Formal grade reports are issued to all students each nine weeks. At the end of each grading period and as soon as the information is available, a student may, upon request, obtain private notice of his grade from the teacher.

Semester Averages

Semester averages are calculated with each nine weeks grade counting equally.

Yearly Averages

The yearly averages are calculated with each nine weeks grade counted equally.

Honor Roll Recognition

The honor roll is composed of students who have a 3.0 average or better during a grading period with no grades below a "C".

Withholding of Grade Reports

During the 2nd, 3rd, and 4th grade reporting period, final grade reports will be withheld for any student who has not completed all his financial obligations to the school.

Promotion and Retention

Promotion to the next grade level is based on the following criteria:

- Current level of achievement
- Potential for success at the next level
- Emotional, physical, and/or social maturity

A student may be retained if s/he is truant (absence without excuse) for more than ten percent of the required attendance days of the current school year AND has failed two or more of the required curriculum subject areas in the current grade.

Even if they fall in the preceding category, a student may be promoted if the principal and teachers of the classes that the student failed agree that the student is academically prepared.

Athletics and Activities

Listed below are the extra-curricular activities normally available to Waynesville middle School Students. Up-to-date details concerning a specific program may be obtained by contacting the Athletic Office (897-8756) or the principal (897-4706). The interscholastic program is organized as a four-year senior high school and two-year junior high school.

Basketball (Boys, grades 7-8). Played on an interscholastic level with school teams from the surrounding area. Daily practices from mid-November through February. An interscholastic team represents each grade level. Up to fourteen games per team are played.

Basketball (Girls, grades 7-8). Played on an interscholastic level with school teams from the surrounding area. Daily practices from mid-November through February. An interscholastic team represents each grade level. Up to fourteen games per team are played.

Football (Boys, grades 7-8). Played on interscholastic level with school teams from the surrounding area. Daily afternoon practices are held from mid-August through early November.

Book Club (Boys and Girls, grades 6-8) The book club meets twice monthly after school. Members read several books per year and follow up with discussions, games, and other related activities. Field trips are occasionally taken and club members are also highly involved with Right-to-Read Week activities.

Cheerleading (Grades 7-8). Students from each grade are selected each year at tryouts where judging is based on spirit, appearance, coordination, and voice. In addition to holding regular practice sessions and leading cheers at the games, the cheerleaders are responsible for pep posters, pep assemblies, and other activities associated

with building school spirit. Cheerleaders are selected for the seasons of football, and basketball.

Science Fair (Grades 6-7-8). Waynesville Middle School will hold a Sixth Grade Science Fair and a Seventh/Eighth Grade Science Fair. All students in the 7th /8th grade who receive a superior rating qualify for the district competition.

Student Council (Grades 6-7-8). Meets at least once each month. All meetings are open to the WMS student body. Class representatives are elected in the fall after candidates submit petitions to have their names placed on the ballot. The council is the official voice for the student body.

Track (Boys, grades 7-8). Played on an interscholastic level with school teams from the surrounding area. Practices are held daily from March through early May.

Track (Girls, grades 7-8). Played on an interscholastic level with school teams from the surrounding area. Practices are held daily from March through mid-May.

Volleyball (Girls, grades 7-8). Played on an interscholastic level with school teams from the surrounding area. Daily practices from mid-August through October. Two teams serve both grade levels.

Wrestling (Boys, grades 7-8). Played on an interscholastic level with school teams from the surrounding area. Practices are held after school daily from early November to early February.

Athletic Season Passes (Prepaid)

Athletic season passes for 2007-2008 are now available. Adult Pass - \$80 - This includes admission to all Waynesville home contests for both high school and middle school. Student Pass - \$40 - This includes admission to all Waynesville home contests for both high school and middle school. Family Pass for Family of Four - \$180 this includes admission to all home games for a family of four. Each additional family member will be \$15 each. Passes are good for the entire school year. Each person purchasing a pass will receive a pass with his/her signature on the card. Passes are non-transferable. This means a person uses a pass that does not belong to him, the card will be confiscated and privileges of the owner of the card will be revoked. If interested in purchasing a season pass, contact the Waynesville Athletic Department at 897-8756 or Tim Gabbard at 897-1862.

Individual prices for games in the new league are: high school games: adults \$5 and students \$4: middle school games, \$3 for adults and students.

Recognition and Awards

At the conclusion of each athletic season an awards program is held during which awards of participation are presented to each athlete. Parents are invited to the evening programs.

Athletic Awards Policy

Students who participate in the seventh grade will receive a certificate of achievement. Eighth grade students who

are participating in a sport for the first year will receive a certificate of achievement. Eighth grade students who participate in a sport for a second consecutive year will receive a plaque.

Athletic Eligibility Requirements

All members of interscholastic athletic squads (boys and girls), cheerleading squads, managers, and drill team members must meet specific eligibility requirements. By-law 4, Section 4 of the constitution and By-Laws of the Ohio High School Athletic Association states the following regarding scholastic requirements.

A student enrolling in the seventh grade for the first time will be eligible regardless of previous academic achievement. A student in the second, third or fourth nine weeks grading period of the seventh grade or any grading period of the eighth grade must have passed 75% of those subjects carried the previous grading period. A block class such as Language Arts, which meets two periods and combines Reading and English, counts as two classes for eligibility purposes.

Scholastic Eligibility Requirements for Participation in Interscholastic Extracurricular Activities

Athletic Eligibility Each participant in the interscholastic sports program must have passed at three-fourths of his/her subjects the preceding grading period (9 weeks). A student who receives an "F" the previous nine weeks will miss 10% of the remaining contests and will have a weekly grade check. The student will not be permitted to participate in contests until all grades are passing. A student must be in school in order to participate in a game (exceptions include death in the family, appearance in court all day, and other good reasons approved by the principal). Illness is not a satisfactory excuse. If one is too sick to come to school he/she is too sick to participate in a strenuous activity. A physical examination and a medical emergency card are required to be on file in the athletic office. Students must meet all additional requirements as outlined in the Athletic Code of Conduct. There is a fee of \$10 charged to all students who participate on athletic teams.

WAYNESVILLE ATHLETIC CODE OF CONDUCT

Participation in athletics is voluntary. Students who participate in these activities are expected to be positive role models for other students and ambassadors of Wayne Local Schools. These students also accept higher expectations for good citizenship and behavior than non-participants, as well as increased positive recognition that accompanies membership on interscholastic teams. The purpose of this code of conduct is to establish clear guidelines of conduct for all students who participate in athletics at Wayne Local Schools.

I. Academic Eligibility

A. State Quarterly Eligibility

The OHSAA mandates that a student must pass at least five credits each quarter to be eligible to participate in interscholastic athletics. This rule applies to all co-curricular activities at Wayne Local Schools. The eligibility or ineligibility of a student

continues until the start of the fifth school day of the next grading period, at which time the grades from the immediately preceding grading period become effective.

Exception: eligibility or ineligibility for the first grading period commences with the start of the fall sports season.

B. Waynesville Quarterly Eligibility

To be eligible in interscholastic athletics and co-curricular activities at Wayne Local Schools a student must pass all classes with a 1.0 G.P.A. or above and may have no failing grades for the grading period.

- 1) If a student does not meet the eligibility standards of the Wayne Local School District at the end of each grading period, he/she will be ineligible to participate in 10% of the contests or activities of the team, club, or group.
- 2) The student that is ineligible at the beginning of the grading period, will have their eligibility checked on Friday's of each week. If at anytime the student fails to meet the requirements of no F's and a 1.0 G.P.A., in all of his/her classes, he/she will remain ineligible until all grades are passing. Grades will be checked on Friday, which will determine the eligibility for Monday-Sunday of the next week.

For the students who have passed all courses the previous grading period, eligibility will be checked at midterm progress reports. This form indicates the student's current grades for that nine weeks. If a student receives a "D" or an "F" on the midterm, he/she will be required to take home an eligibility form to his/her parents to be signed and returned to the coach. This report will state the grade, class, and teacher and will list options that the student may choose to help improve their grades. Options include: 1) intervention during school; 2) after school help from the teacher; 3) peer tutoring in that subject; 4) private tutoring paid for by the parents.

II. FORMS AND RELEASES FOR STUDENT ATHLETES

A student must have the following information completed and turned into the head coach of his/her sport by the starting date for that sport season in order to participate: a) OHSAA Health Questionnaire and Physical Examination Form; b) Insurance Release Form; c) Emergency Medical Form; d) Athletic Code of Conduct

A written release from a physician may be required before a student athlete resumes participation if an injury or potential injury was treated or examined by a physician, or upon

recommendation from the school district's athletic trainer. The parents/legal guardians of student athletes may be required to allow school officials and the student athlete's health care provider to freely discuss the student's medical condition.

III. SPORTS FEES

Fees for participation may be established by the Wayne Local Board of Education, which are payable before participation in any activity.

IV. SCHOOL ATTENDANCE

Students must attend school the day of all activities, and arrive at school by 11:00 a.m. Students must attend school on Friday in order to participate in events scheduled for the weekends. Special exceptions for funerals, court appearances, etc. will be considered at the discretion of the principal.

V. TEAM FUNCTIONS

Participants are expected to be present at all practices, meetings, and special occasions unless excused by the head coach or advisor of the sport or activity.

VI. TRANSPORTATION

All team members MUST travel on school transportation vehicles. Special considerations will be given only in case of injury or illness with written request from parent/legal guardian and coach/advisor approval.

VII. EQUIPMENT

Participants are responsible for all equipment assigned to them. Equipment must be returned at the end of the season or when required to do so by the coach/advisor. Lost, stolen, or damaged equipment must be paid for before receiving awards will be issued or before a graduation diploma will be issued. This also includes the payment for any equipment that the student committed to purchase. Athletes will be denied participation in all sports until the coach of that sport accounts for equipment.

VIII. QUITTING OR DISMISSAL FROM A TEAM

Any athlete who quits a team without permission of the head coach after starting date set by the OHSAA will not be permitted to try out for or participate in another sport until the completion of that sports season's competition. An athlete who is dismissed from a team for disciplinary reasons shall not begin participating in any other sport until that current sport season is completed.

IX. AWARDS NIGHT

Letters and awards will be awarded as specified in the award policy. Recipients will be

recognized at the appropriate sports awards ceremony. All athletes are expected to attend their respective award ceremonies unless excused by the head coach.

X. RULES FOR USE OF TOBACCO, ALCOHOL, DRUGS, AND OTHER SUBSTANCES

All student athletes are covered by BOTH the student code of conduct AND this Athletic Code of Conduct. Use of tobacco, alcohol, drugs, and other serious misbehavior may result in school disciplinary actions such as suspensions from school, as well as denial of the privilege to participate in school athletics and co-curricular activities.

A. TOBACCO: Student athletes and participants in co-curricular activities may not use or possess tobacco or tobacco products in season, which is defined by dates established by OHSAA. This includes the use of or possession of smoking or smokeless tobacco products and paraphernalia of any form. The following action will be taken for violations of this rule:

FIRST OFFENSE: Denial of participation from all scheduled contests for five (5) consecutive school days and at least one (1) contest, and a similar time period for other co-curricular activities. Student athletes who use tobacco during the off-season will be placed on probation, and will be required to participate in an approved tobacco education program.

SECOND OFFENSE AND SUBSEQUENT OFFENSES: Denial of participation in all team and club related functions for that sports season or school year for co-curricular activities. This policy shall be applied separately to the middle school and high school. Second offenses during the off-season will result in denial of participation as stated in first offense under tobacco.

B. DRUGS AND ALCOHOL: Student athletes and participants in co-curricular activities may not use, possess, conceal, use, or be under the influence of narcotics, drugs, alcohol, or look-alike drugs, or be in possession of drug paraphernalia in season, which is defined by dates established by OHSAA. A student athlete or co-curricular participant shall also not be in possession of prescription or non-prescription drugs, including those taken for medical purposes, unless the student has complied with school board policy and school rules, regulations, and procedures regarding the administering of medication.

These offenses are cumulative in the high school for the student's entire high school career.

FIRST OFFENSE: Denial of participation for thirty percent of the total contests of that particular sports season (including tournament games), and a similar time period for other co-

curricular activities. First offense during the off-season will result in the student being placed on probation, and the student will be required to have a drug/alcohol assessment by an approved provider before participating on any athletic team.

SECOND OFFENSE: Denial of participation in all team and club related functions for a period of 80 school days. Second offense during the off-season will result in the first offense discipline.

THIRD OFFENSE: Denial of participation in all sports and co-curricular activities for the remainder of the student's high school career. Third offense during the off-season will result in the second offense discipline, and any subsequent off-season violations will result in permanent denial of participation.

NOTE: For each offense, student athletes and co-curricular participants will also be required to seek an evaluation from a reputable health agency acceptable to the administration. Failure to follow through with this requirement shall result in denial of participation in athletics for the remainder of the student's high school academic and athletic career or until the assessment procedure is carried out. An evaluation shall be a program designed to assess the needs of the particular student-athlete and will include an evaluation, drug test, and educational component regarding the harmful nature of the drug or alcohol. The cost of any such evaluation shall be the responsibility of the student-athlete.

C. OTHER MISCONDUCT: Student athletes may not engage in conduct that demeans their ability to serve as role models and ambassadors of the school district and school community. This includes behavior on or off school property, at any time, including out of season, and when school is not in session. Students who participate in such negative activities or misconduct forfeit any privilege to participate on any athletic team or co-curricular activity. Any acts of unacceptable conduct that results in dishonor to the athlete, team, school, or community will not be tolerated. These acts include, but are not limited to, theft, vandalism, assault, immorality, or violations of the law.

Consequences: Students who engage in such behaviors may receive whatever discipline is deemed appropriate by the principal, up to and including permanent denial of participation in any school team.

C. SELF-REFERRALS

The primary goal of school athletics and co-curricular activities is to help students develop skills for leadership and good citizenship. Wayne Local Schools seeks to foster and nurture every student's talents and gifts, and discipline is never used as a way to hurt students.

Many students do struggle with the pressures and problems that sometimes leads to substance abuse or other problems. Students (or parents of students) who refer themselves to their coach,

athletic director, or school administration BEFORE the start of any investigation (by school or legal authorities) will not be subject to this code of conduct, and the principal may use more discretion in administering different disciplinary consequences than are required by this code of conduct (first offense only).

XI. TEAM RULES

The head coach of an individual sport may establish other specific rules. Students may be removed from a team only with approval of the athletic director and principal.

XII. ATHLETIC JUDICIAL BOARD

This board shall consist of the following members: a member of the Board of Education, Superintendent, High School Principal, Middle School Principal, and High School Athletic Director. The purpose of the Athletic Judicial Board is to develop policies and settle disputes arising from student misbehavior related to the athletic code of conduct. The board will conduct hearings and issue decisions based on evidence presented. It will also hear appeals. If any member(s) of the Judicial Board is directly involved with the dispute, their place will be taken on the board by a varsity coach not involved. Appeals shall be filed in writing to the Judicial Board within five school days. Decisions rendered by the Judicial Board will be final.

Student Code of Conduct

School Sponsored Activities

The rules of conduct listed herein apply to all school sponsored activities, on and off campus, The list of school sponsored activities will include, but not be limited to, the following: band camp, all band trips and contests, all athletic events, all dances, after play parties, graduation rehearsal and ceremony, all banquets sponsored by school organizations, all intramural contests and practices, and all field trips.

Due Process

Due Process for suspensions, expulsions, and removals will be in accordance with Section 3313.66 of the Revised Code of Ohio.

Detention

Students may be assigned detention by the office or any member of the faculty. This is for those students with undesirable patterns of attendance, tardiness, or conduct as well as other disciplinary problems. Students assigned to detention are to report at the given time and for the number of days assigned. Students must sit in silence while doing homework or reading other acceptable material. Students must not sleep or will be dismissed from detention and assigned two detentions. Missing an assigned detention will result in two assigned detentions. Missing two assigned detentions will result in Saturday school. Any student who does not abide by the regulations of the detention period will receive further disciplinary action. A copy of a detention slip stating the reason for the detention and the time for the detention will

be given to the student. Students with detention may not ride the elementary bus home. Students receiving 5 detentions in a nine-week period may be assigned After School Intervention or In School Study.

In School Study

In School Study is an alternative to Out of School Suspension. Students assigned to In School Study will report to the office on the date(s) listed and follow the rules for I.S.S.

During this time your son/daughter will receive assignments from teachers so as not to get behind in her class work. All assignments received that day will be collected at the end of the day and given to the respective teacher.

Various teachers throughout the day will monitor students. The administration feels this is a sound alternative as the student can keep up with his/her work, but still be disciplined.

Out of School Suspension

During Out of School Suspension students are not permitted to be on school grounds or at a school sponsored activity. Suspensions are unexcused absences and students will receive zeros on all schoolwork assigned during the suspension period.

After School Intervention

After School Intervention is an alternative to suspension: thus, student refusal to sign an After-School-Intervention document will automatically result in out-of-school suspension. Attendance at an After-School-Intervention is considered a privilege and not an automatic right. No more than (4) After-School-Interventions may be scheduled at any one time. The (5th) or more After-School-Intervention will automatically result in a (2) day out-of-school suspension. The program is designed to be a learning experience.

Articles Prohibited at School

Items that are dangerous or interfere with the educational process are prohibited. These items include, but are not limited to, toy guns, knives, lighters, firecrackers, pagers, cellular phones, radios or CD players, skateboards, roller blades, shoes with wheels, etc. Such items will be confiscated and may be returned to parents on request. Disciplinary action may also result.

Dress Code

Students are expected to dress appropriately at all times. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted.

Modesty and decency will continue to be stressed. School appropriate footwear is required for health and safety reasons. Clothing, including buttons and hats with obscene or questionable material on them (drug, alcohol, or sexual related) will not be permitted. Clothing that advertises or refers to anything that is prohibited to minors is prohibited. Caps, bandanas, hats*, any other headgear, cutoff shirts, miniskirts, halter-tops, pajamas, muscle shirts, total mesh shirts, and tank tops are some examples of unacceptable clothing. (*Hats must be placed in a student's locker upon arrival at school and

cannot be carried around during the school day.) Shirt length on the arms should be to the top of the arm connecting to the shoulder. Midriffs must be covered at all times, including when arms are raised above the head. Clothing will be worn in the commonly accepted manner. Lower Garments are to be worn at the appropriate level and should not be so long that they drag the floor. Holes in jeans are not allowed above mid-thigh. No portion of students' undergarments should be visible at any time. Shorts and skirts should reach at least mid thigh and are permitted by the administration subject to judgment of school personnel and the principal. Tennis shorts and coaching shorts with pockets are permitted if they are not too short or too tight. Short shorts are not permitted. Students are not permitted to have facial piercing. Hair color that distracts students or brings attention to an individual is not permitted. Inappropriate dress may result in class removal, zeros in the class (or classes) missed, a parent conference, and possible disciplinary action. The administration may remove short wearing privileges for everyone if violations continuously occur.

School Bus Safety

Students will ride their assigned bus only, unless written permission from parents is given to the principal ahead of time. Students must abide by all school and bus riding rules. Any behavior, which distracts the driver, is very serious and threatens the safety of everyone. The following are examples of behavior, which will result in loss of bus privileges, plus other school penalties: Failure to remain seated, profanity, fighting, vandalism, throwing objects, or use of tobacco.

Search and Seizure

School authorities are charged with the responsibility of safeguarding the safety and well being of the students in their care. In the discharge of that responsibility, school authorities may search the person or property (including vehicles, purses, knapsacks, gym bags, etc.) of a student, with or without the student's consent, whenever they reasonably suspect that the search is required to discover evidence of a violation of law or of school rules. The extent of the search will be governed by the seriousness of the alleged infraction and the student's age. General housekeeping inspection of school property may be conducted with reasonable notice. Student lockers are the property of the District, and random searches of the lockers and their contents may be conducted. Unannounced and random canine searches may also be conducted.

A. General searches of school property, vehicles on school grounds, or students may be conducted at any time by school authorities when there are reasonable grounds to fear for the welfare or safety of the school community or when school authorities have reason to believe that the possession of certain items constitutes a violation of a law or committing of a crime.

B. Illegal items (firearms, weapons, drugs, tobacco) or other possessions reasonably determined to be a threat to the safety or security of others shall be seized by school authorities and the student and parents involved

shall be notified.

C. Items, which are used to disrupt or interfere with the educational process, will be removed from the student's possession.

Anything that is found in the course of a search that may be used as evidence of a violation of school rules or the law and may be taken, held, or turned over to the police. The school reserves the right not to return items that have been confiscated.

Vandalism and Property Damage

Our school building and equipment are constructed, purchased, and maintained at a cost to taxpayers. Much of the care depends on you. Respect your School building and property and expect others to do the same. If you damage something by accident, report it to a teacher or the office immediately.

STATE POLICIES

Hazing

The Ohio General Assembly passed an anti-hazing law in March 1983. It is the policy of the Board of Education that no student shall engage in hazing which injures, degrades, or disgraces a fellow student. Hazing is defined as "doing any act or coercing another, including the victim, to do any act of initiation against any student or other that causes or creates a substantial risk of causing mental or physical harm to any person."

Nondiscrimination

Waynesville Schools do not discriminate on the basis of sex, race, color, national origin, or handicap, in the educational programs or activities which it operates, and it is required by Title VI Civil Rights Act of 1964, Title IX Educational Amendments of 1972, and Section 504 of the 1972 Rehabilitation Act, not to discriminate.

SCHOOL BOARD POLICY

The Waynesville Middle School Code of Conduct is organized into three categories of rules. Category I includes those rules involving drugs, alcohol, look alike drugs, and tobacco. Category II includes those rules involving behavior that causes or has the potential to cause serious physical or mental anguish to any student, teacher or other school personnel, or is a violation of civil ordinances. Category III includes those rules involving behavior that causes or threatens to cause disruption or interferes with any curricular or extracurricular activity.

Penalties for violations of the rules vary according to the severity and frequency of the rule violation. A range of penalties is listed for each category of rules. Specific penalties will be assigned by the administrator and based on the information available and the severity and frequency of the rule violation.

CATEGORY I

1. A student shall not sell, transfer, attempt to sell or deliver narcotics, drugs, alcohol, or look-alike drugs while on school premises, school buses, or at any school function.

PENALTY: Ten day out of school suspension, police

notification, recommendation for expulsion.

2. A student shall not possess, conceal, use or show signs of use of narcotics, drugs, alcohol, or look-alike drugs, or be in the possession of drug paraphernalia while on school premises, school buses, or at any school related function.

PENALTY: Ten days out of school suspension, police notification, and possible recommendation for expulsion. Suspension may be reduced to five days if student attends administrative approved chemical dependency evaluation.

3. A student shall not possess, conceal, or use tobacco, tobacco substitutes, or look-alike tobacco products while on school premises, school buses, or any school related function.

PENALTY: First Offense. Five day out of school suspension. Suspension may be reduced to three days if the student attends administrative approved tobacco education program.

Second Offense. Ten day out of school suspension. Suspension may be reduced to five days if student attends administrative approved tobacco intervention program. Third Offense. Ten day out of school suspension, recommendation for expulsion. (Student alternative placement may be used for tobacco offenses.)

CATEGORY II

1. A student shall not willfully engage in any act which causes or has the potential to cause physical injury or mental anguish to any student, teacher, or other school personnel, or which is a violation of civil ordinances. Such acts shall include but are not limited to the following: a. Possession or use of dangerous weapons b. Fighting and/or assault

c. Ignition of fires, firecrackers, smoke bombs, and/or other incendiary devices.

d. Turning in false fire, tornado, bomb, or disaster alarms and/or tampering with such alarm systems.

e. Hazing (defined as "doing any act or coercing another, including the victim, to do any act of initiation against any student or other that causes or creates a substantial risk of causing mental or physical harm to any person.

PENALTY: Out of school suspension for no less than three days and no more than ten days, possible student alternative placement, police notification, and/or recommendation for expulsion.

2. WMS Weapons Policy

The possession or use of dangerous weapons or ordnance or objects which look like weapons or ordnance, including, but not limited to, guns, firearms, ammunition, knives, grenades, sling shots, bows, arrows, machetes, brass knuckles, chains, studs, etc. is strictly prohibited. This includes possession or use of objects which may render physical harm to another if improperly used, including, but not limited to, axes, hatchets, hammers, saws, ice picks, screwdrivers, knives, etc.

PENALTY: May include out of school suspension up to ten days, police notification, and recommendation for expulsion up to a calendar year.

CATEGORY III

1. A student shall not engage in any act that causes or threatens to cause disruption or interference with any curricular or extracurricular activity, including conduct on school buses. Such acts shall include but are not limited to the following:
 - a. Threat, intimidation, and/or coercion of others
 - b. Damage or destruction of school property on or off school premises
 - c. Damage or destruction of private property on school premises, at extracurricular activities, or in areas under the control of the school
 - d. Demonstrations
 - e. Distribution of printed material which may incite others to violent or disruptive behavior
 - f. Profanity, vulgarity, or obscenity in language, gestures, and/or printed material
 - g. Possession or distribution of vulgar, obscene and/or pornographic material
 - h. Indecent exposure
 - i. Harassment and/or verbal abuse
 - j. Stealing
 - k. Gambling
 - l. Forging unauthorized signatures
 - m. Tampering with or altering school related documents
 - n. Presence in areas during school hours or outside school hours where a student has no legitimate business without permission of school officials.
 - o. Cheating
 - p. Lying to administrator, teacher, or other staff member
 - q. Disregard of reasonable directions or commands by school authorities, including administrators, teachers, and other school personnel
 - r. Disrespect to school employees
 - s. Tardiness
 - t. Truancy and/or leaving school without permission
 - u. Violation of school parking rules and regulations
 - v. Reckless driving
 - w. Littering
 - x. Violations of dress code
 - y. Public display of affection
 - z. Refusal to abide by any properly administered school discipline
 - aa. Aiding another student in violating any school rules or regulations
 - bb. Violation of rules, regulations or procedures regarding administering medication
 - cc. Chronic misbehavior of any type
 - dd. Any type of conduct which is harmful to the person or property of school personnel or students, or conduct which is not in compliance with socially acceptable standards of behavior
 - ee. Possession of C.D. payers, beepers, cell phones, or other electronic devices
 - ff. Harassment of school personnel or other students during school and or non-school hours
 - gg. Abuse of another. No student shall use or direct to, or about a school employee, or student, words, phrases, or actions which are considered to be slanderous or degrading in nature, word or phrases which could be considered threatening, menacing or indicate an intent to cause harm to person or property, and/or words or phrases which are obscene or profane as defined by the majority of our society. Name-calling

and negative, uncomplimentary and offensive remarks related to physical handicaps or defects, mental handicaps, race religion, nationality, appearance or other reason is prohibited. Falsifying of information given to school authorities in the legitimate pursuit of their jobs.

jj. Any crime committed by a pupil in violation of the Ohio Criminal Code, Ohio Traffic Code of the Ohio Juvenile Code.

kk. Any other activity by a pupil, which the pupil knows or should know, will disrupt the academic process or a curricular or extracurricular activity.

ll. Failing to report the actions or plans of another person to a teacher or administrator where these actions or plans of another person, if carried out, could result in harm to another person or persons or damage.

mm. Violation of any Board rule, regulation, or policy

nn. Improper use of computers and/or the Internet.
PENALTY: Violations of the above offenses may result in student conference, parent conference, referral to counselor, detention, Saturday School assignment, student alternative placement, out of school suspension (not to exceed ten days), police notification, and/or recommendation for expulsion. The administrator based on the information available and the severity and frequency of the rule violations will assign the specific penalty.

Acceptable Use Policy

All Middle School students are required to have on file in the Middle School office; a completed WLS Board adopted Acceptable Use Policy before they are to use the Wayne Local computer network.

Advertising Outside Activities

No announcements or posting of outside activities will be permitted without the approval of the principal. A minimum of twenty-four (24) hours notice is required to ensure that the principal has the opportunity to review the announcement or posting. If approved, the principal will determine the number of announcements and postings, and also indicate where they may be posted.

Announcements

Announcements are delivered over the public address or CATV system to inform the students and faculty of upcoming events and the results of completed activities. To have an announcement read a group must have it authorized by the advisor and submitted to the WMS Office by 8:00 a.m.

Assemblies Program

Waynesville Middle School offers a variety of assemblies for the students throughout the school year. The assemblies include: Muse Machine (the arts), academic recognition, drug free and motivation messages, and pep assemblies.

Bicycle Parking

Riders of bicycles should park their bicycles in one of the areas provided by the old middle school. Students are encouraged to lock their bicycles with their own individual locks to provide security of their bicycles. The Wayne Local School District is not responsible for stolen or

damaged bicycles.

Building Hours and Security

Students, except those with supervised groups, must vacate the building by 3:00 PM. Unsupervised students may not be in the building at anytime. Athletic team members may not stay in the building unsupervised to wait for late practice. For security purposes, all doors to the building are locked throughout the day with the exception of the main entrance.

Cafeteria

The food service provides a plate lunch, as well as, ala cart items. If a student forgets his or her lunch money, he or she may call home. All food is to be consumed in the cafeteria, or other areas designated by the principal.

Cell Phone Policy for Students

Students may possess a cellular telephone in school, on school property, at after school activities and at school-related functions, provided that during school hours and on school buses the cell phone remains powered off and must be concealed from view. Violations of this policy may result in disciplinary action against the student. Teachers and staff are expected to confiscate cell phones that are visible or in use and take them to the office. Students who bring a cellular phone to school shall assume responsibility for its care. At no time will Wayne Local Schools be responsible for preventing theft, loss, or damage to cell phones brought onto its property. This includes all forms of electronic communications.

1st Offense – Phone may be picked up from the principal at the end of the school day.
2nd + Offense - ASI or \$5.00 fine

Class Trips

Class trips may be held with permission from the Wayne Local Board of Education. Class trips are a privilege and all school rules apply. To attend class trips, students must be fulltime students, and meet all requirements for the trip. Students who have been suspended at anytime during the school year are ineligible to participate in school-sponsored trips. Other school discipline problems may

Computer Technology and Networks

Before any student may enhance his/her school career through participation in the school's computer network, s/he and his/her parents must sign an agreement that defines the conditions under which the student may participate. Failure to abide by all of the terms of the agreement may lead to termination of the student's computer account and possible disciplinary action up to and including suspension from school or referral to law enforcement authorities. Please refer to your internet agreement for details.

Neither the school's computer network nor the broader Internet (whether accessed at school or away from school, either during school hours or after school hours), or any type of electronic devices, including cellular telephones, may be used for the purpose of harassment.

All forms of harassment in cyberspace, often called cyber bullying, are unacceptable.

Cyber bullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful email messages, instant messages, text messages, digital pictures or images, or Web site postings (including blogs). Often the author (sender or poster) of the inappropriate materials is disguised (logged on) as someone else.

Students, staff, or community members who feel they have been the victims of such misuses of technology should not erase the offending material from the system. They should print a copy of the material and immediately report the incident to a school official. All reports of harassment in cyberspace will be investigated fully. Sanctions may include, but are not limited to, the loss of computer privileges up to and including expulsion.

Confidentiality of Records

Parents may review the academic and official records of their children. The directory data includes the student's name, parent's name, address, telephone listing, date and place of birth, participation in officially recognized activities and sports, weight and height of member of athletic teams, attendance record, and most recent school attended. Parents should notify the Director of Guidance if they do not wish to have such directory information released. The Director of Guidance is responsible for the maintenance of records in the senior/junior high school. Individual student data remain confidential except to the student, the parent, the non-custodial parent (unless prohibited by court order), or the staff member who has a responsibility for the educational program of that student. For the confidential contents of a record to be released, the parent must sign a waiver. In the examination of records, any materials determined to be inaccurate, misleading or inappropriate shall be corrected, deleted, or a written explanation inserted by the parent...Records are first challenged to the person responsible for their maintenance, to the principal, and then to the Superintendent of Schools. If persons wish copies of records duplicated, each student is provided three free copies with a cost of .50 per copy thereafter. For students no longer in the school system, the cost of duplicating records is \$1.00 per copy.

Emergency Medical Authorization

Emergency Medical Authorization forms are sent each fall to all parents. Section 3313.12. Ohio Revised Code states, in part: Annually the board of education...shall...have provided to the parent of every pupil an emergency medical authorization form...If a parent...does not wish to give such written permission, he shall indicate in the proper place on the form the procedure he wishes school authorities to follow in the event of a medical emergency involving his child. Even if a parent...gives written consent for emergency medical treatment, when a pupil becomes ill or is injured and requires emergency medical treatment while under school authority, or while engaged in an extracurricular activity authorized by the appropriate school authorities,

the authorities of the school...shall make reasonable attempts to contact the parent or legal guardian before treatment is given. The school shall present the pupil's emergency medical authorization form or copy thereof to the hospital or practitioner rendering treatment.

Field Trips

Field trips are conducted from time to time under the direct supervision of a faculty member. However, no student may participate on such a school-sponsored field trip without the specific written permission of the parent. The permission form lists the destination of the field trip, the faculty sponsor who will accompany the group, the approximate time of departure and return, and the mode of transportation.

Fire Drills and Tornado Drills

As required by law, periodic instruction and drills are given to the student body with regard to severe windstorms and fires, and other safety related situations.

Guidance and Other Pupil Services

A guidance counselor is available to provide students with assistance in making decisions about their courses of study, plans for the future, relations with other students and teachers, and personal problems. Through individual counseling, group guidance sessions, test interpretation, parent conferences, teacher conferences, supplying information concerning educational and vocational opportunities, and consultation with other pupils personnel services, such as speech and hearing therapist, attendance office, nurse, psychologist, and tutors, the counselor attempts to help the student have a successful school experience.

Gum Chewing

Careless disposal of gum presents sanitation and cleaning problems. Therefore, gum chewing is not permitted.

Hall Passes

Students are to use the "Passport" in their student planner whenever they are in the halls during class times.

Health Services

Screenings that will be completed during the school year by the school nurse include:

1. Scoliosis screenings for all WMS students.
2. Vision and hearing screenings are given to all 7th graders, students new to the district, and others requested by parents, teachers, or the student.

The school nurse is responsible for all health/immunization records of each student. Students entering the 7th grade must have "physician" proof of having received a second MMR shot. (This form is mailed to all sixth graders. Additional copies are available in the WMS office.) If the school nurse does not receive the MMR shot record by the end of the 15th day into the school year, the student will be excluded from school until the shot record is produced. If there is a medical, philosophical, or religious reason for the student to not receive immunizations, a special form must be completed.

Lockers

Each student is provided access to a hall locker for the safe keeping of his books and personal belongings. Students are to use assigned lockers only, and are responsible for the upkeep of the locker and the security of the locker combination given to them. Students will not do anything to the lockers that will disable the locking system. Lockers must be kept organized so that the door will close completely. Students should not leave money or valuables in their lockers; they are not safes. All lockers remain the property of the Wayne Local School District. The school reserves the right to inspect lockers for reasonable cause.

Lost and Found

Lost and found facilities are located in the Waynesville Middle School Office.

Medication Policy

1. Medication shall be defined as either prescription or non-prescription.
2. The student or his parent/guardian must present to the school nurse a complete medication form for each medicine that is to be given during school hours. This form is titled "Physician's Request for the Administration of Medication by School Personnel." This form requires both a physician's signature and a parent's signature.
3. When possible, the administration of medication to a student should be scheduled outside of school hours.
4. All medication, prescription or non-prescription must be delivered to the school in the original container with the student's name written on it.
5. A parent/guardian is responsible to deliver and pick up all medication to and from the office.
6. At the end of the school year, all medication must be picked up by the parent. Failure to pick up medicine by June 15th will result in the medicine being discarded.
7. All medicine will be kept locked up in the clinic's medicine cabinet. No medication is allowed to be in the possession of the student (exceptions: #8).
8. Exceptions to #7 include:
 - a) EPI PEN - A "Self-Medication for Epi Pen form must be completed and signed by both physician and parent. These signatures imply proficiency of student in using Epi Pen.
 - b) INHALERS - A "Self-Medication for Asthma Inhalers" form must be completed and signed by both physician and parent. These signatures imply proficiency of student in using inhaler(s).
9. The school nurse must be notified of all changes in the original medication order. This may require a new medication form to be completed.

Parent Conferences

First semester conferences will be available for the parents of all WMS students on Oct. 11 from 4-7:00 and Oct. 12 from 8-11:00. Second semester conferences will be available on Feb. 21 and Feb. 25 from 4-7:00. Parents of all students may request individual or group conferences with teachers at any time by contacting the individual teachers or the guidance department.

Privileged Communication

Effective October 10, 1984, the Ohio General Assembly extended the concept of privileged communications to communications made by students to guidance counselors. This privilege extension is intended to assist guidance counselors since students may be more willing to discuss their problems if the communications are privileged; however, the privilege will also create problems since statements made by students to counselors will now be privileged, and may not be disclosed to anyone, including teachers, administrators, or parents, except under certain circumstances defined by law.

Public Display of Affection

Public display of affection is inappropriate for school and may result in a request for a parent conference.

School Insurance

Wayne Local Schools offer an insurance policy to cover all middle school students. The policy has two different options (low and high options). The school insurance is provided through the N. Carol Insurance Agency. For further information, you may contact the Waynesville Middle School office.

Social Activities

Grade-level social activities are available during the year for middle school students. Dances and other WMS social activities are closed events, available for only WMS students.

Testing Program

Ohio Achievement Tests are administered to sixth, seventh, eighth graders, and other off year proficiency type tests are administered. Teachers and counselors use the test results as a diagnostic tool in assessing the needs of individual students. In addition, the data is also used to assist school personnel in the evaluation of the curriculum.

Tutoring

Free tutoring services are available to middle school students after school or during study halls. Parent volunteers, retired teachers, and college and high school students provide the tutoring.

Telephones

Office telephones are not to be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call.

Pay telephones are available in the school for students to use before and after school. Students are not to use telephones to call parents to receive permission to leave school. Office personnel will initiate all calls on behalf of a student seeking permission to leave school.

Textbooks

Textbooks are school property and should be covered and cared for properly. Damage beyond normal wear and tear will be the financial responsibility of the student. Students who lose textbooks will be charged for their replacement.

A student who loses a textbook during the year may

obtain a replacement book by paying its purchase price. If the student finds the original book, the full purchase price will be refunded. A student who desires to purchase a replacement textbook should inquire at the WMS Office.

Use of School Equipment and Facilities

Students must receive the permission of the teacher before using any equipment or materials in the classroom, and the permission of the principal to use any other school equipment or facility. Students will be held responsible for the proper use and safekeeping of any equipment or facility they are allowed to use.

Vending Machines

Vending machines are provided for use by Waynesville Middle School students, before school, after school, and during the students assigned lunchtime. No student may use vending machines at any other times. Items purchased from vending machines must be consumed before leaving the cafeteria. Students will not carry to class, or store in their lockers, any drinks other than water in a clear bottle.

Visitors

Visitors, particularly parents, are welcome at the school. In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the school to sign in and obtain a visitor pass. Any visitor found in the building without signing in and without a pass shall be reported to the principal. If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the school in order to prevent any inconvenience.

Students may not bring visitors to school without first obtaining written permission from the principal.

Waiver of Fees

Parents or guardians who are unable to meet the payments of student fees should schedule an appointment with the principal to discuss their situation. Arrangements will be made on an individualized basis.

Instant Notification System

The "CNotify" system will allow school district personnel to quickly send messages to parents, students, and employees about school closures or delays, school emergencies, absenteeism, sporting events, fundraisers, and other important events of interest.

This service can notify individuals using:

- Phone - Calling and playing a message on your home, cell or office phone
- Email - Sending an email to one or more email accounts
- Text Message - Sending a message to wireless devices

You can select which phone numbers, email addresses and text message addresses you wish to be notified at during specific times of day and days of week.

Parents will receive a username and password that will enable them to log on to the website:

<https://cnotify.com/waynelocalschools/> to correct, update and add information.

