

Student & Family Handbook



**Waynesboro Area Middle School
2023-2024**

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Educate and Empower Students for Future Success!

WASD reserves the right to revise the Student/Family Handbook during the course of the 2023-24 school year. If a revision is required, students and families will receive written notification regarding the change.

WASD District Administration

Dr. Rita Sterner-Hine- Superintendent

Dr. Todd DeShong- Assistant Superintendent

WAMS Administration

Eric DeAngelis-Principal

Mark Klink-Assistant Principal

Ben Newhard- Assistant Principal

Office Staff

Cinnamon Singrey - Receptionist

Beth Rock- School Secretary

Mary Fleagle- Attendance Secretary

School Counselors

Kelsie Weaver- 6th gd. Counselor

Collette Rooney -7th gd. Counselor

Diana Carey-8th gd. Counselor

Team Leaders

6A-Joey Minnich

6B-Nicki Embly

6C-Jen Buckley

7A- Ken Carlson

7B- Chris Dennis

7C- Tawyna Finney

8A- Catherine Myers

8B -Sara Hodge

8C- Zachary Horn

8D- Brandy Spielman

WAMS SCHOOL CALENDAR 2023-2024

08-8-23	Team 6A Back to School Night	3:00-7:00PM
08-9-23	Team 6B Back to School Night	3:00-7:00PM
08-10-23	Team 6C Back to School Night	3:00-7:00PM
08-16-23	Back to School Night	5:30- 8:00pm
08-23-23	First Day of School for Students	
09-04-23	Labor Day – No School	
09-13-23	School Pictures	
09-29-23	WAMS Walk-a-thon	

10-02-23	WAMS Walk-a-thon Rain Date	
10-06-23	Act 80 Day- No School for Students	
10-09-23	No School for Students & Staff	
10-19-23	Picture Make-up Day	
10-20-23	Early Dismissal for Students	
10-27-23	Fall Dance	2:30-4:30 PM
10-27-23	1st Marking Period Ends	
11-03-23	WAMS Musical	7:00 PM
11-04-23	WAMS Musical	1:00 PM
11-20-23	Teacher Inservice	
11-20-23	Parent Teacher Conferences	3:00- 6:00PM
11-21-23	Parent Teacher Conferences	7:30AM- 7:00PM
11-22-23– 11-27-23	Thanksgiving Break	
12-18-23	6th Grade Chorus and Band Holiday Concert	7:00 PM
12-19-23	7th & 8th Grade Chorus and Band Holiday Concert	7:00 PM
12-22-23– 01-02-24	Christmas Break –No School (Dec. 22nd- Possible Snow Make up Day)	
01-15-24	MLK Day – No School for Staff and Students	
01-18-24	2nd Marking Period Ends	
01-19-24	Teacher In-service - No School for Students	
01-25-24	Parent Conferences	3:00- 6:00 PM
02-02-24	Early Dismissal for Students	
02-09-24	Valentine Dance	2:30 - 4:30 PM
02-16-24	Teacher In-service - No School for Students	
02-19-24	Presidents' Day – Possible Snow Make up Day	
02-23-24	School Play	7:00 PM
02-24-24	School Play (Matinee)	11:00 AM
02-29-24	Music in Our Schools	7:00PM
03-01-24	Early Dismissal for Students	
03-26-24	3rd Marking Period Ends	
03-28-24 – 04-02-24	Spring Break	
04-03-24	Act 80 Day- No School for Students	
04-04-24	Spring Pictures	
04-22-24 – 04-26-24	ELA PSSA Testing Window	
04-29-24 – 05-03-24	Math PSSA Testing Window	
04-29-24 – 05-03-24	Science PSSA Testing	
05-13-24	6th Grade Chorus and Band Spring Chorus Concert	7:00 PM
05-14-24	7th and 8th Grade Chorus and Spring Band Concert	7:00PM
05-17-24	Jazz Band and Bravos Trip to Hershey	
05-21-24 - 05-22-24	Keystone Alg 1 Testing Window	
05-23-24	Adventures in Careers (7th Gade)	
05-23-24	Adventures in Learning (8th Grade)	
05-27-24	Memorial Day No School for Students	
05-28-24	Field Day	
05-29-24	Hershey Park Trip (8th grade)	
05-31-24	4th Marking Period Ends	
05-31-24	Last Day of School	
06-03-24	187th Day for Teachers	

WAMS 2023-2024 Schedule

6th Grade

Period	Time	Course
1	7:38-8:38	Core
2	8:41-9:41	Core
3	9:44-10:44	Core
4	10:47-11:17	Lunch
5	11:20-12:20	Core
6	12:23-1:03	RA/WIN
7	1:06-1:46	RA/WIN
8	1:49-2:25	Braves Block

7th Grade

Period	Time	Course
1	7:38-8:38	Core
2	8:41-9:41	Core
3	9:44-10:24	RA/WIN
4	10:27-11:07	RA/WIN
5	11:10-12:10	Core
6	12:13-12:43	Lunch
7	12:46-1:46	Core
8	1:49-2:25	Braves Block

8th Grade

Period	Time	Course
1	7:38-8:18	RA/WIN/World Language
2	8:21-9:01	RA/WIN
3	9:04-10:04	Core
4	10:07-11:07	Core
5A	11:10-11:40	Core (Split)
5B	11:40-12:10	Lunch
5C	12:13-12:43	Core (Split)

6	12:46-1:46	Core
7	1:49-2:25	Braves Block

Communication and Interaction

Communication

The students shall communicate with each other and all adults in a polite, respectful manner, with appropriate vocabulary at all times. Students shall not carry or wear any items that are suggestive or vulgar in nature or that promote drugs, alcohol or tobacco. Items that promote racial or ethnic intimidation are prohibited.

Display of Affection

Everyone has the responsibility of being considerate of the rights and the feelings of others. While it is not wrong for affection to be shown between students, it is inappropriate in the school setting. If this type of behavior is reported to the office, the incident will be investigated on an individual basis. If it is determined that a student's rights have been violated, parents of the offender will be notified and disciplinary action will be taken.

Bullying/Cyber Bullying Policy

The WASD Board of School Directors are committed to providing a safe, positive learning environment for district students and employees. The Board recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. All forms of bullying and cyber-bullying by students are prohibited. Anyone who engages in bullying or cyber-bullying in violation of this policy shall be subject to appropriate discipline.

In order to minimize bullying and encourage teamwork, our goal is to help students gain skills and knowledge in a safe and positive learning community. The faculty, staff and students achieve this by modeling positive behavior, using common language, improving communication, and encouraging community involvement.

Bullying...

- ◆ Is intentional harm-doing
- ◆ Happens repeatedly over time
- ◆ Typically involves unequal power between the bully and the victim (e.g., size, ability, popularity, money, clothing)
- ◆ Verbal bullying includes name-calling, threatening and/or rumors
- ◆ Physical bullying includes hitting, kicking, tripping, pushing, and/or getting someone else to hurt someone
- ◆ Emotional bullying includes making faces, isolating others, and/or gestures

School Rules/ Student Pledge Against Bullying

1. We will not bully other students.
2. We will try to help students who are bullied.
3. We will make a point to include students who are easily left out.
4. When we know somebody is being bullied, we will tell an adult at school and an adult at home.

Harassment Statement

Pursuant to Board Policy number 103 and 104, the Waynesboro Area School District is committed to maintaining a learning and working environment that is free from discrimination and harassment based on a person's sex, race, color, age, religion, disability, ancestry or national origin, consistent with applicable laws. All students should respect the rights, opinions and beliefs of others. Harassment of any person because of sex, race, color, age, religion, disability, ancestry or national origin is strictly prohibited.

Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors, unwanted physical contact, and other inappropriate verbal or physical conduct of a sexual nature. Examples of conduct prohibited by district policy include using racial and ethnic slurs or offensive stereotypes and making jokes about these characteristics.

Any person, male or female, student or employee, who feels they or another student or employee has been discriminated against or harassed, is requested to make a complaint to a teacher, principal or guidance counselor. A substantiated charge of harassment or discrimination against a student in the district shall subject that student to disciplinary action that may include suspension or expulsion, consistent with the student discipline code and pursuant to Board Policy.

Parent Communications:

In order to best manage the needs of our learners, having an open line of communication is valued and important. It is also necessary and constructive to use the appropriate chain of command when identifying a concern. For example, concerns about grades, instruction, and classroom management/discipline should be directed to the individual teachers. Concerns about teachers, the school day, or office-level discipline should be directed to administration. Questions and concerns about course

selection and schedules should be directed to the school counselors. In order to best reconcile concerns, email is the most effective and valuable tool. Email allows for clear and concise communication of needs as well as a documented source of communication.

The most effective way to communicate an emergency situation for a learner is to call the front office. Office staff will then communicate that information to the learner so the least amount of disruption occurs.

If there is a need for a learner in regards to a transportation change please contact the director of transportation. If a parent/guardian comes into the school for an early pick-up without previous notification, we still ask for a note to be provided upon arrival. Additionally, any adult coming to pick up a child before dismissal will be asked to present photo identification.

In the case of a learner needing materials for school or after school obligations, items may be brought to the front office and the learner will be notified.

Finally, we understand that cell phones have made for easier communication, but to have clear lines of reporting and appropriate dissemination of information, please try to use the office staff to relay important information for or about the learner or send an email including all names that may be important to the resolution of a concern.

Dismissal and Arrival

Bus Privileges

Riding the bus to school is a privilege. In order to assure students' safety, the following rules of conduct apply:

1. Sit in assigned seats.
2. Remain seated, facing forward during the trip.
3. Get on and off the bus only when it is fully stopped.
4. Avoid opening and closing windows.
5. Keep the bus clean and report damage to the driver.
6. Avoid dangerous play or carelessness while on the bus and at the bus stop.
7. Be courteous to the driver and other students.
8. All school rules and policies are in effect on the bus.
9. Bus riders must get off of the bus at the high school and remain on school property.
10. Buses have been installed with surveillance equipment and will be monitored at all times.

Dismissal at the End of the School Day

Please adhere to the following rules:

1. Students are expected to leave in an orderly manner and walk to the high school following all school rules.
2. Bus riders will be picked up at the high school. The buses will be located in the same spot daily.

If a replacement bus is necessary, it will be located in the regular spot.

3. Do not walk over the lawn.
4. Walkers must exit the building and walk to Second Street. They must use the crosswalk near the intersection of East Second Street and Enterprise Avenue. Walkers traveling east must use the crosswalk by Summitview Elementary School.
5. Students may not cross Second Street to Martins without using the crosswalk.
6. Students may not remain in the building after hours unless they have prior approval and are under the direct supervision of a staff member.
7. Bus Riders will be dismissed by grade level to report to the buses starting at 2:21, walkers and care riders will be dismissed at 2:28.

Cafeteria Regulations...

Breakfast and Lunch

The lunch period is treated the same as any other assigned period. You are expected to:

1. Report to the cafeteria promptly and remain until dismissed.
2. Wait in line in an orderly manner (no line jumping).
3. ALL TRAFFIC – one way through the serving area only.
4. Eat in a mannerly fashion and maintain a reasonable noise level.
5. Use the lavatory with teacher permission only. Sign out and take the pass, sign in when returning.
6. Clean your table and immediate area before dismissal.
7. You will be dismissed by sections to return your trays and then again at the end of the lunch period to return to classes.
8. You may not enter the kitchen area.
9. No loitering is permitted around the ice cream freezer.
10. No food may be taken out of the cafeteria.
11. You may not make arrangements for special food to be brought into the school. (Commercial hoagies, pizzas, ice-cream, cakes, etc.)
12. Stay in the assigned seat unless directed by staff.

Academic Dishonesty

Cheating includes but is not limited to:

- ♦ Giving or receiving unauthorized assistance to another or others during a quiz, test, or examination, or arranging with others to give or receive answers via signals, which includes the

use of cell phones to text message or to send digital images to other students.

- ◆ Using unauthorized material (such as notes) during an exam, unauthorized dissemination or receipt of exams, exam materials, contents, or answer keys.
- ◆ Sharing or showing answers during a quiz, test, or other form of assessment.
- ◆ Giving other students access to your software files, and/or allowing them to use your work as their own.
- ◆ Telling another student what is on a test that the student will take later.
- ◆ Copying work or letting another student copy your work.
- ◆ Letting your project partner do all of the work and just putting your name on the final report or project.
- ◆ *Plagiarism - Use of another person's ideas or words without giving them proper credit.*
- ◆ *Using another person's ideas or descriptions without proper citation.*
- ◆ *Sharing a Google doc with another student who submits it as his/her own work.*

Prohibited Items and Restrictions

Prohibited Articles

Weapons, cigarettes, matches, lighters, razor blades, laser pointers, electronic cigarettes, vaporizers and other items that cause a disruption are prohibited at Waynesboro Area Middle School. Sharpies are permitted only when they are property of the school and used under supervision of a staff member. These items will be taken and may be returned to parents.

Cell Phones/ Electronic Devices

Students are not permitted to use or access cellular telephones or cameras on school grounds from 7:15 AM - 3:00 PM. Devices such as electronic games, cell phones, CD/MP3 players, iPods, AirPods, Smart Watches, etc. may not be used during the school day. Teachers and administrators may approve requests for exemptions within individual classroom settings. **A student brings these devices to school at their own risk. The school shall not be responsible for lost or stolen items.**

All devices should be kept in each student's assigned **locker or bookbag**. Please note: lockers have a lock and bookbags do not and should not be considered a secure location. They are not permitted anywhere else in the building. The school will **NOT** be responsible for theft or damage to these items.

Cell Phones

Student's cell phones need to be **OFF** and **AWAY** in the school building. The only exception would be for the

purpose of making an emergency call and under the direct supervision of a staff member. A student brings these devices to school at their own risk. **The school shall not be responsible for lost or stolen items.**

Continued unauthorized use or possession of these items shall result in a 60 minute after school detention and a parent or guardian must pick up the electronic device at school between the hours of 7:00 a.m. to 3:30 p.m.

Text messaging is NOT permitted. Students MAY NOT text a parent if feeling ill; they must report to the school nurse who will contact the parents. Students will receive a consequence if this happens.

Food and Drink

Food and drink, including candy are to be consumed in the cafeteria, with the following exceptions: clear water bottles, or when teachers authorize the use of food to support curricular activities. In the latter instance, students should bring food to the classroom between 7:30-7:40 AM. Any candy brought in not authorized by the teacher is subject to be taken by the teacher/administration and discarded.

Outside food or drink items are not permitted to be brought into the school premises between the hours of 7:15 and 3:00; unless in compliance with above policy. Outside food or drink items "dropped off" will need to be consumed in the office area or outside, weather permitting.

Gum

Students are permitted to chew gum at Waynesboro Area Middle School. Students may lose this privilege if they do not dispose of their gum or if it becomes a distraction during classroom instruction.

Weapons Policy

Weapons on school property or at school functions present a direct disruption to a safe and orderly environment. For this reason, students will not be permitted to possess, handle, transmit, or use any weapon in any school district building, on school property, or on any public conveyance providing transportation to a school or school sponsored activity or function. For purposes of this policy, weapons shall include, but not be limited to: knives, razors, cutting instruments or tools, firearms, shotguns, air guns, nunchucks, blackjacks, daggers, metal knuckles, all look-alike weapons, and any other instruments capable of inflicting serious bodily injury.

The following action shall be taken against individuals violating this policy:

1. The weapon will be confiscated.

2. Parents will be notified.
3. Students will be suspended for ten (10) days. The ten day suspension may be reduced by the building principal for an incident involving any knife that does not meet the definition of a prohibited offensive weapon according to the Crimes Code of Pennsylvania, if it has not been used to threaten or harm anyone.
4. A required meeting with the principal, student, and parents.
5. The School Police Officer will be notified.
6. A recommendation may be made to the Board that expulsion be considered for not less than one year. The superintendent may recommend discipline short of expulsion on a case-by-case basis.
7. The superintendent, in the case of an exceptional student, will take all steps necessary to comply with the Individuals with Disabilities Education Act (Public Laws 91-230.20)

The superintendent shall report to the Department of Education all incidents relating to expulsions for possession of a weapon as described above.

Searches

Person

The elimination of drugs, alcohol, and weapons in school is important for the welfare and safety of students, staff, faculty, and administrators. Students are entitled to the guarantees of the Fourth Amendment, and as such, they are subject to reasonable searches and seizures by school officials.

Contraband includes drugs, alcohol, weapons, or other materials possessed by a student in violation of federal or state law or School Board policy. Any contraband found during searches by school officials will be seized and used as evidence against the student in disciplinary proceedings. In addition, illegal materials confiscated will be immediately turned over to the appropriate law enforcement agency for further investigation and for the institution of possible juvenile or criminal proceedings.

School officials may conduct a reasonable search of a student and his/her personal items when there is reasonable suspicion that the student is in possession of contraband. The scope of any search must be reasonably related to the objectives of the search and not excessively intrusive in light of the student's age and sex and the nature of the contraband the student is suspected of possessing.

Lockers

Student lockers are owned by the Waynesboro Area School District and loaned to students for their

convenience. The school exercises complete control over lockers and students should not expect privacy regarding items placed in a locker. They are subject to search at all times. School lockers can be searched without prior notice.

Only the principal, assistant principal, or their designee may conduct a search of a student, belongings, or locker. The search should be conducted within the presence of another administrator or designee, except in emergency situations in which there is reasonable suspicion to believe a student is in possession of some type of contraband which poses an immediate threat to property, persons, or buildings.

Emergency Drills and Procedures

Fire Alarms

Fire exit directions are posted in each room. Students should know which exit to use for each of their class periods. At the sound of the alarm, students and teachers will leave the building in an orderly manner to their designated assembly areas. Students will remain with their teachers until properly released. Drills will be completed on a monthly basis.

Emergency Drills

Emergency drills are an important part of student safety. They must be taken seriously. Each teacher will explain evacuation procedures during the first class meeting. Methods of evacuation are posted in each room. WASD staff will teach and practice the necessary steps designed for staff and students to make informed decisions during emergency situations.

We regard the safety habits of our students as a major priority. Therefore, students not in compliance with the required procedures will be held after school for additional drill.

Additional School Procedures

Financial Obligations

All student financial obligations must be satisfied before the end of each year. Financial obligations must also be met prior to purchasing tickets for special school related functions (dances, special events, etc.). Students must pay the replacement value for lost or damaged books as well as Chromebook charges.

Students may not participate in dances and other school activities if obligations have not been paid. All student fees may be found on your child's portal account.

Field Trips

Field trips are opportunities for students to experience a first hand educational event under the supervision of a teacher. Students may be ineligible to participate in a field trip due to excessive attendance and discipline issues. All school rules are in effect during these school related activities.

Candy Sales and Fundraisers

The selling of any items or solicitation of money for any fundraiser by an individual or organization is prohibited. The only exception to this statement will be fundraising projects within the school.

Purses

- ◆ Must be smaller than the planner.
- ◆ **WILL** remain on the floor.
- ◆ After class begins, there should be **NO** need to get into a purse.

Skateboards/Bicycles/Scooters

Students will not be permitted to bring skateboards, bicycles and scooters into the building. These items must be left outside at the bicycle rack. They will be confiscated if brought into the building.

Any student who rides any of these items in an unsafe manner will receive consequences that may include a loss of the privilege to bring a bicycle, skateboard, or scooter on school property.

Homework

Each teacher will determine how much homework will be assigned in his/her class. All students are required to complete the assigned homework on a daily basis. Homework also accounts for 10% of all students' grades in all core subjects.

Projectiles of Any Kind

The throwing of any item is completely out of place anywhere around the building, with the exception of structured physical education activities.

Detentions

If students are issued a teacher detention for an infraction, a detention slip will be given to the student. If a student cannot stay for an assigned detention, please contact the school in **advance** of the detention to reschedule. If the school is not notified that a student cannot stay on a given day, the student will be kept for detention. If students receive a 60 minute detention, a call will be made by administration notifying the parent/guardian of the infraction and to schedule the detention.

Hall Conduct

Stay to the right as much as possible when passing in the halls. Report to your next assignment in a safe, quiet manner and without delay. You are expected to go

directly from one class to another. You are to be walking in the hallway of your team/grade level. No running or loitering is acceptable.

Hall Passes

Any students who have to travel from one room to another for any reason while classes are in session must complete an E-Hall pass with their current teacher. Students must take the most direct route from one location to the next and proceed promptly to their destination. Excessive use of hall passes may result in a student being placed on Administrative Restriction.

Locker Assignment and Locker Use

Students will be assigned a hall locker. Lockers should be kept neat and clean. All lockers should be cleaned out two days before the final day of school. Students are responsible for the cost of a lost locker key. If this key is lost the cost for a replacement key is \$3. Students are advised to keep their lockers locked at all times. Students are not to share lockers at any time (see more information under "Searches"). Students may not change lockers without permission from the office. The district will provide locks for lockers if needed.

Lost and Found

All articles found shall be taken to the office or turned over to a teacher immediately. Any student who has lost an article should check with the office concerning the loss. Articles not picked up at the office will be disposed of at the end of each year.

School Property

Students must maintain respect for school property at all times. The marking/destruction of books, lockers, furniture and any other school property will not be tolerated. Anyone involved in such acts will be required to pay for the damages.

Students must do their part to maintain the cleanliness of the building. Students must keep their locker and their locker area clean. Students should discard paper and other trash in the wastebaskets. Students should help to clean up the classroom at the end of the class period and at the end of the day.

Lost or Damaged Books

Each student will be responsible for his or her own books. Students will have to pay for any books that are damaged, lost or stolen. Students' Sapphire Portals will reflect charges for damaged or lost books.

Chromebooks

Lost or Damaged Chromebooks

Chromebooks are district property and students are expected to use these devices appropriately and

respectfully. Students who improperly use Chromebooks will be subject to teacher and/or administrative consequences and will be responsible for damages.

Borrowing a Chromebook

If you need to borrow a Chromebook, please report to the HelpDesk, located in the library to sign out a Chromebook. You will need to return the device at the end of the day. If the device is broken while you are in possession of it, you assume responsibility for it and will have to pay any fees associated with the damages. If you need to borrow a Chromebook and/or charger an excessive (5+ times) amount of times, the Technology Department may issue a bill for lost property.

Tardiness to Class

If you are going to be late for your next class, be sure to ask the teacher who delayed you to create an E-Hall Pass before leaving that room. If for any reason you arrive late for a class without an E-hall pass, that teacher will record your tardiness. Tardiness will be cause for disciplinary action, as follows:

- 3 times tardy to class = teacher detention
- 6 times tardy to class = 60 minute office detention
- 7 + times tardy to class = further disciplinary action

Gym Rules

1. Each student is scheduled to take a minimum of one period of physical education per cycle. Only a doctor's excuse can excuse you from these classes.
2. When you are to be excused from gym classes by your family physician, for more than one week, be certain to ask the doctor to complete an adaptive physical education form for you while you are in the office. Bring the completed form to the school office on the day you return to school.
3. Each student is to dress in athletic attire.
4. Please do not walk on the gym floor with hard-soled shoes.
5. An informational letter will be sent home with each student explaining additional physical education requirements.
6. Students missing physical education class 3 or more times a quarter due to being unprepared may receive detention.

Library

The library is designed for library reference as well as allowing students to utilize several STEM tools, which allow students to make real world connections. Students are reminded that this is an area of concentrated study and to be considerate of others at all times. The librarian and

assistant librarian are in charge of the library. Please adhere to the following rules:

1. Books may be borrowed for a maximum of two weeks. Students, who have overdue books or materials for six or more weeks will not be permitted to check out other materials.
2. Reference books may be obtained on an overnight basis.
3. Magazines and newspapers are to be read in the library only.
4. Remember – your presence in the resource center is to use the materials contained therein.
5. This is a work space – not a social area.
6. Any library materials may be replaced by the student in lieu of paying a fine.
7. A student will be asked to replace library materials or pay to fix the item if any of the following occur
 - a. Water damage-warping and mold damage
 - b. Food, beverage or other fluid damage
 - c. Removing barcodes, labels, book jackets or damaging the spine of the book.

Assembly Procedures

Students will be called to the assembly by the public address system. Students should follow their teacher, stay with their group and listen to instructions for where to sit. The following procedures apply:

1. Report quickly and quietly.
2. Be courteous and cooperative during the program.
3. Show appreciation by applause. Refrain from whistling or booing.

In each assembly students give an impression of our school. Misbehavior by a few students can detract from our school's image. Please be courteous. Students unable to represent their school in an acceptable manner will be asked to leave the assembly. Future privileges may be lost.

Student Responsibilities

- ◆ Go about the job of being a student in an orderly and business-like manner. Make your best effort.
- ◆ Maintain regular attendance.
- ◆ Keep in good shape mentally and physically.
- ◆ Eat, sleep and exercise in the proper, regular amounts.
- ◆ Go to class fully prepared.
- ◆ Pay close attention in class, but ask questions when you need clarification.
- ◆ Ask for extra help when you need it and be prepared to stay after school for help if necessary.

- ◆ Have regular daily study hours in a place properly set up for studying.
- ◆ Do every assignment as soon as possible after it has been assigned.
- ◆ Rely on the advice of your parents, teachers, and counselors and then do what is best for you. Don't let acquaintances talk you out of your future. Always strive to get to the top; don't settle for less.
- ◆ Take responsibility for your actions and your academic progress.

Health

Head Lice ([Policy 209.3](#)):

Head lice are fairly common among school-aged children. It is not a sign of poor hygiene, but it may be difficult to eliminate the problem once infested. WASD is committed to maintaining a healthy environment for students and staff. To fulfill this commitment, the school nursing staff may examine students for head lice at any time during the school year. If active lice are identified the following procedures will be implemented: 1) The parent/guardian is contacted and notified of the head lice; 2) The student is excluded from school and must be picked up by a parent/guardian or an approved contact; 3) Information will be provided to the parent/guardian regarding treatment and notification will be sent home with classmates; 4) Siblings and close contacts of the student will be examined for head lice. After a child has been sent home due to head lice, the student must be brought to the nurse's office by a parent/guardian to be examined and cleared for readmission to school. Students are permitted a maximum of two (2) days legal absence for treatment. Additional days of absence for treatment of the same "case" (infestation) shall be considered unlawful for attendance purposes. The student will be checked as often as deemed necessary by the nurse due to the risk of re-infestation. We are hopeful by staying vigilant and working together as a team, we can help reduce the number of students with head lice.

Emergency Contact Information:

Parents/guardians are requested to provide the school with the name, address, and telephone number of at least one relative, friend, or

neighbor to be used in case of emergency. If parents/guardians work, the telephone number at the place of employment should be on file with the school. All changes of address and telephone numbers should be reported to the school office or submitted through the Community Portal. Please make every effort to keep contact information current.

Medical Conditions:

Parents/guardians are requested to keep the school nurse updated with new medical diagnoses and changes of medication throughout the school year. If your student does have medical diagnoses, please provide the school nurse with documentation of the diagnoses from their medical provider. Please make every effort to keep the school nurse up to date with medical and medication changes.

Medication:

Medication Policy ([Policy 210](#)) - The administration of prescribed medication to a student during school hours in accordance with the direction of a parent/guardian and licensed prescriber will be permitted only when failure to take such medicine would jeopardize the health of the student or the student would not be able to attend school if the medicine were not available during school hours.

Requirements for prescription and over-the-counter medications to be administered at school:

1. Medication order from a licensed prescriber - A new order and action plan (if applicable) is required each school year and with any medication changes. [School medication administration form](#) is available in the nurse's office or on the WASD website.
2. All medication shall be brought to the nurse's office, or the main office if the nurse is out of the office, by the parent/guardian or by another adult designated by the parent/guardian.
3. Prescription medication shall be delivered in its original packaging with the prescription label. Nonprescription medication must be delivered in its original packaging and labeled with the student's name.

4. Students are not permitted to possess prescription or over-the-counter medications at school, unless self-administration requirements are met for inhalers and epinephrine auto-injectors.
5. Students who require medication on a field trip should have a parent or a designated adult attend the trip if at all possible.

Standing Orders

- The school nurse has standing orders from the school physician that can be used as needed with parent permission.
- Parent/guardian permission is required yearly for administration of standing order medications. This permission is on the emergency card sent home at the beginning of the year.
- Standing order medications include: Acetaminophen, Ibuprofen, Caladryl (itch relief), Benadryl, Anbesol (oral pain reliever), Antacid (Tums), EpiPen (used only in emergencies related to anaphylactic reaction).
- Cough drops - must be provided by parent/guardian and sent with a note giving permission for their student to have them as needed.

Students may be sent home from school and should be kept home from school for the following:

1. Fever over 100 degrees F
2. Vomiting
3. Diarrhea
4. Head lice
5. Rash of unknown cause or contagious rash diagnosed by a medical provider
6. Possible or confirmed strep throat
7. Possible or confirmed pink eye
8. Untreated ringworm
9. Communicable diseases (examples: Flu; COVID; Hand, Foot, and Mouth Disease; Impetigo; Scabies; Norovirus)

Requirements to return to school:

1. Fever free for 12-24 hours without fever-reducing medication (acetaminophen or ibuprofen)

2. Pink eye - can return after 24 hours of treatment or as directed by a medical provider
3. No vomiting or diarrhea for approximately 12 hours and the student is able to keep food down.
4. No live lice - must be cleared by the school nurse
5. Strep Throat- can return after 24 hours of antibiotics or as directed by medical provider
6. Rashes - after diagnosed as non-contagious by a medical provider or as directed
7. Ringworm - Must stay home until treatment has been started or if the lesion cannot be covered. If on the scalp, the child should remain home until 24 hours after treatment has been started. Any child with ringworm should not participate in gym, swimming, and other close contact activities that are likely to expose others until 72 hours after treatment has begun or until the lesions can be completely covered.

If you have questions concerning if your child should come to school or can return to school, call your school nurse or primary care provider.

Tobacco Policy

Smoking or possession of tobacco in any form is prohibited to all students of the Waynesboro Area School District. "Smoking" shall mean all uses of tobacco, including cigar, cigarette, electronic cigarette, pipe, Juuls, Vapes, chewing tobacco and snuff.

Drug and Alcohol Policy Possession, Use or Distribution of Drug and Alcohol

This policy is intended to conform to the requirements of the Public School Code of 1949, as amended; possession, using, delivering, selling, or attempting to sell alcohol or any other controlled substance, or related paraphernalia, shall have reference to these actions as they are defined in the Controlled Substance, Drug, Device, and Cosmetic Act of the Commonwealth of Pennsylvania.

A student who on school grounds, during school session, or anywhere at a school activity is under the influence of alcohol, drugs, look-alike drugs, or mood altering

substances or possesses, uses, dispenses, sells, transfers, or aids in the procurement of alcohol, narcotics, restricted drugs, mood altering substances, or any substance purported to be a restricted substance shall be subject to discipline pursuant to the provisions and procedures outlined in School Board policies.

First Offense:

A student possesses, uses, or is under the influence of drugs, look-alike drugs, and mood altering substances, alcohol or the student possesses drug-related paraphernalia when attending school or a school sponsored or school related function shall be subject to:

1. Principal will be contacted immediately and an anecdotal report of the incident will be submitted in writing.
2. The student, his/her locker and other possessions may be searched.
3. The parents will be notified.
4. The police will be notified.
5. An analysis of the substance and/or paraphernalia will be made.
6. A required meeting with the principal, student and parents.
7. Students will be suspended for 10 days out-of-school.
8. Referral to and compliance with the recommendations of the Student Assistance Program.

Second Offense:

Any second offense, during the student's educational career, as herein described, shall result in:

1. The requirements of "1 through 7" listed under "first offense" will apply.
2. A formal hearing before the School Board may take place. The Board's action may include extended suspension up to and including permanent expulsion.
3. Conditions for the return to school following the Board's action may require an assessment by a licensed drug and alcohol facility, at parental expense, and compliance with the recommendations of the Student Assistance Program and the Drug and Alcohol Facility.

Sale, Attempted Sale, Delivery or Attempt to Deliver

A student sells, attempts to sell, delivers, or attempts to deliver drugs, look-alike drugs, mood altering substances or alcohol shall result in.

1. The requirements of "1 through 7" listed under "first offense" will apply.
2. A formal hearing before the School Board may take place. The Board's action may require an assessment by a licensed drug and alcohol facility, at parental expense, and compliance with

the recommendations of the Student Assistance Team and the Drug and Alcohol Facility.

Compliance

Any student who is uncooperative about following the recommendations of the Student Assistance Team and Drug and Alcohol Facility shall be subject to:

1. A referral to the Student Assistance Team to examine the reasons for noncompliance, and a report of these findings will be sent to the administration.
2. Parent notification.
3. Suspension until the report is completed or the student demonstrates compliance.
4. Possible recommendation for a formal hearing before the Board and expulsion.

All students and professional staff of the Waynesboro Area School District shall report violations of this policy as defined.

Nothing in this policy shall detract from the continuing responsibility of the school district to inform students about the potential physical and psychological dangers of the improper use of alcohol or other controlled substances at all appropriate grade levels.

Attendance

Compulsory Attendance Law

Children between the ages of five and seventeen years are under the Pennsylvania Compulsory Attendance Law. For them, regular attendance is required unless they are excused by means of an employment certificate or are absent for valid reasons.

State law lists an absence as excused for the following reasons:

1. Illness
2. Death in family
3. Impassable roads
4. Exceptionally urgent reasons as approved by the principal

You are responsible for attending school if the bus does not arrive or if you miss the bus. Written documentation of all absences is expected within 3 school days of absence.

Truancy Policy

Truancy, the illegal or unexcused absence from school, violates the attendance policies of the Waynesboro Area School District. Students who do not return an excuse within 3 days of their absence will receive an illegal absence. If convicted of truancy, a parent, guardian, or person acting as the parent of a child can be subject to any or all of the following sentences.

- Payment of a fine not exceeding \$300, plus additional court costs
- Required community service for a period of up to (6) months
- Completion of a mandatory parenting education program

Failing to pay truancy fines or complete assigned community service or parenting education programs can result in a jail sentence for the parent or guardian for a period not to exceed days (3) days. Under the law, school district attendance officers and state and municipal police officers are given full police power and may arrest or apprehend any child who fails to attend school in compliance with the provisions of Act 29.

In the case of students age 13 and older, if parents can show that they took every reasonable step to insure their child's attendance at school, the student can be sentenced to pay a fine of up to \$750 for each offense or assigned to an alternative program. Students over age 13 who are cited and convicted of truancy can also lose their driver's license for ninety (90) days on the first offense and six (6) months for the second and further offenses.

Absence from School

Parents who wish to obtain the release for their children from school for family trips, family business or other family activities, must request PRIOR (10 days) permission from the principal. The request must be made in writing using the Educational Trip Form, which is available in the office and returned for the principal's approval. Parents must define the nature of the activity, its duration and its purpose. According to School Board policy, only those activities which are emergencies or which are educational in nature will be excused.

- Absences of more than nine (9) days are considered to be excessive. A letter will be sent to parents when more than nine days are missed by any student.
- Students who arrive at school after 8:51 a.m. and leave before 1:15 p.m. will be given a half-day absence. If a student leaves before 8:51 a.m. or comes to school after 1:30 p.m. he/she will be given a full day's absence.
- Students who miss ten days of school may be required to ***submit a medical excuse for further absences***. When a medical excuse is required for each absence, each day of absence must be dated on the note by the doctor and the note presented on the day the student returns to school.
- A student must bring a signed excuse from a parent or legal guardian, stating the date or dates of the absences and the reason for the absence. Excuses signed by anyone other than the parent or guardian will not be accepted.

- A student must return a proper excuse signed by a parent or guardian within three (3) school days following any absence to return.
- Even though a parent may have notified the school concerning an absence, an excuse must still be turned in. If the excuse is not submitted to the attendance secretary within 3 days, the absence becomes an illegal absence.
- Handing in signed excuses to the attendance office should be done before and after school, but excuses can be turned in throughout the day between class times. Students must sign in when turning in an excuse.
- When an attendance notice (1st or 2nd offense) is sent out, absence notes will not change the notice. It is then too late.
- After the third day of illegal absence for a given year, parents are notified in writing.
- If an illegal absence occurs again during the remainder of the year, a citation may be issued.

In the event your absence begins to show evidence of interfering with your scholastic work, you will be required to present a doctor's excuse for each day of absence.

Tardiness

Students who arrive late (after 7:38AM) to school **MUST** sign in and submit an excuse to the attendance secretary. They will be given a late admit slip. If tardiness persists, administrative discretion will apply to the consequences such as:

- 3 tardies to school = Reprimand
- 6 tardies to school = Reprimand
- 9 tardies to school = 30 minute detention
- 12 tardies to school = 60 minute detention

*Every 3 tardies accumulated after 12 will result in additional 60 minute detentions.

If there are an exceptional number of tardies, even with a parent sign-in or excuse, we reserve the right, at our discretion, to begin coding tardies as illegal and subject to the above stated consequences. Weekly reports will be run to track tardies and attendance during the year.

Dismissal During a School Day

Should you have a medical or dental appointment which occurs during the school day, or any other reason for an early dismissal, be certain to have a note stating time and reason for early dismissal.

Early dismissal notes should be submitted to the office the morning of the desired dismissal. The parent/guardian or adult picking you up must come to the school office to sign the appropriate book for your

release. No student may leave unless accompanied by a parent/guardian or another adult identified in the note previously provided by the parent/guardian.

Parents/guardians will also be required to provide their driver's license which will be scanned through the Waynesboro Area School District's School Gate Guardian System.

Withdrawal From School

Should you be moving from the Waynesboro Area Middle School area to attend school in another area, please see the school secretary. Until you have withdrawn with the secretary, you have not officially withdrawn from Waynesboro Area Middle School and your student's name remains on the roll. Don't neglect this important responsibility. Parents must either appear at the school, or send a written statement, which must be verified before you will be permitted to withdraw.

Failure to follow this procedure may result in days being classified as illegal. If you know at the end of the school year that you will not be returning in August, you should inform the secretary.

Information for Parents

Visitors

Visitors to Waynesboro Area Middle School are required to show proper identification. All persons must have a reason for visiting (WAMS). All individuals must sign a guest/visitor form in the main office upon arriving at the school, submit photo identification which will be scanned through the Waynesboro Area School District's School Gate Guardian System, and receive a pass as a visitor with their photo on it. Visitor passes must be clearly displayed. Any person found wandering the halls can be prosecuted for Trespass under provisions of the "Crimes Code of Pennsylvania, Section 3503(6)".

Counseling Office

The services of trained guidance personnel are available to students and faculty. A major aim of guidance services is to help students to learn to help themselves and to grow into the best persons possible. Counselors assist students with questions about course and subject selections, employment preparation, selecting a career, and any other personal problems affecting school life

Health Services

Health and first aid facilities are provided in all buildings of the school district.

Students should not come to school ill, but if illness or injury does occur, they should report immediately to the health room. If the nurse does not happen to be there at that moment, make sure your emergency is known by

other office personnel, so that the nurse can be called if necessary.

If your child becomes a frequent visitor to the nurse's office, you may be notified and asked to talk with your child about the visits and how they can be decreased. If the visits continue, you may be asked to provide information from your doctor, which shows the visits are necessary.

ELL Instruction: For students whose primary home language is not English, testing and instruction in English as a Second Language is required, dependent upon proficiency. Students will receive academic credit for this instruction. The instruction will be delivered utilizing classroom pull-out and co-teaching. ELL instruction is core-academic instruction. The ELL Program Plan is available for review in the school offices.

Emergency Contact

At the beginning of the year students must supply an emergency name and phone number to the office. Any change in that emergency number must be given to an office secretary. Emergency contacts can be updated at any time through the Sapphire portal.

Closing of School Due to Inclement Weather or other Emergency

When it is necessary to close the Waynesboro schools due to inclement weather, the announcements will be made on the school district website, on school district social media, through school messenger and over radio stations WIKZ 95.1, WAYZ 104.7, and/or television station WGAL Channel 8. Announcements usually begin about 5:45 – 6:30 a.m.

Athletic and District Event Considerations

Parents, Guardians, Students, and Community Members are encouraged to attend and show support for the various athletic programs and district events that occur over the course of the school year. Please read and consider the following policies regarding these events;

- All athletic and district events are a function of the district and school. General conduct, behavior, and dress must be in accordance with all district policies and regulations.
- Parents and Guardians must accompany their child to these events and activities; specifically athletic events. (Football Games, Basketball Games, etc.)
- Parents, guardians, or other adults may NOT represent more than 2 students.
- Parents and guardians MUST remain with their child or children they represent the duration of the game. Failure to do so will result in removal from the game without refund.

- Parents, guardians, and adults assume responsibility for the behavior of the students under their care and must be readily available and accessible to the student.
- Students who have received any type of suspension (Ex: In School Suspension, Out of School Suspension, etc.) are restricted from visiting all athletic and district events the DAY the suspension or infraction occurred.
- District Administration and designated staff reserve the right to deny entry or restrict visitation privileges based on in-school behavior, social or peer concerns, etc.
- Disrespectful behavior, foul language, and general misconduct of any kind that poorly represents the district and community is forbidden and will not be tolerated. This type of misconduct will result in immediate removal from the event and could carry additional consequences.

Schedules and Course Requests

WAMS administration will attempt to honor parent requests for teams and/or teachers when applicable. Numerous considerations go into request fulfillment, including but not limited to; individual class sizes, team sizes, course offerings, special education/services offerings, enrollment/registration fluctuations, class-cohort needs, etc. While the administration will attempt to honor requests, the District reserves the right to deny any request. Requests must be submitted or communicated to building administration no later than the first of June each year. Requests submitted after June 1st will not be considered.

Flexible Instructional Days (FID Days):

A Flexible Instruction Day (FID) is a program available to public school entities to be used as an alternate approach to delivering instruction if a circumstance arises that prevents instruction in a customary manner. These days will be used for inclement weather or other emergencies once all the scheduled inclement weather days have been used.

Computer/Internet Policy

The Board supports the use of the Internet and other computer networks in the District's instructional program in order to facilitate learning and teaching.

Telephones

The school's telephone is strictly a business phone. Therefore, students may use it only when deemed appropriate. We ask parents **NOT** to call students unless

absolutely necessary during school hours. If you must call, we will take the message and relay it to the student.

Visitation

Parents wishing to observe classes must complete a classroom visitation form (available in the office) at least two school days prior to the visitation.

Students wishing to have a friend or relative visit the middle school shall submit a written request for approval (request must have administrative approval) at least two days prior to the visitation.

Parent Request for Student Opt Out

Parents opting out of specific lessons taught in the WAMS Health curriculum should put in writing to the building principal that they do not want their student to participate in specific lessons. These students will receive alternative assignments on these days.

Activities

Eligibility for Activities

Eligibility for athletics dependent upon class grades and infractions.

Participants in extracurricular activities must maintain the proper scholastic eligibility as determined by the PIAA.

Participants in athletics must also pass a physical examination and meet other PIAA requirements.

A student's grades will be checked weekly to determine eligibility. All athletes are ineligible if they are failing two (2) subjects, regardless of their credit value, in a given week.

Athletics

The sports available to the girls in the middle school are field hockey, basketball, volleyball, track/field, soccer, and cross country.

The sports available to the boys in middle school are cross country, basketball, wrestling, track/field, and soccer. All 7th and 8th grade participants will receive a certificate. All 8th grade students (and 7th graders playing on 8th grade teams) will also receive a letter if they play in at least 50% of the games or quarters played.

All equipment of one season must be returned before any athlete may practice for any other sport and season. If for any reason an athlete fails to return his/her equipment, he/she will be held financially responsible. Financial obligations will be added to the students' Sapphire portal and can affect participation in school dances and other planned activities until the obligation is met.

Participation in Extracurricular Activities

A student must be in school by 8:50 a.m. to attend or participate in an extracurricular activity that day. Students arriving later than 8:50 a.m. will be considered absent for ½ of the day unless he/she arrives with a medical note.

Waynesboro Middle School Sportsmanship Code

One of the main objectives of the Middle School is development of sportsmanship and fair play.

Students attending athletic events as spectators are expected to be courteous to our visitors and fans. Remain in the stands until between games, halves or matches. Students will follow all sportsmanship rules outlined by the PIAA. Middle School teams are expected to display outstanding qualities of sportsmanship.

A good sport will:

1. Accept with respect the decisions of the officials as final.
2. Show the proper courtesy to all players. No booing.
3. Strictly avoid the use of profane language.
4. Be a gracious winner and good loser.
5. Always strive to uphold the reputation of the Waynesboro Area Middle School.

Clubs

The following clubs are available to interested/qualifying students at the middle school:

Yearbook Student Council Chess

Clubs are subject to change at any time!!

Student Council

The Middle School Student Council is a representative group of seventh and eighth grade students. The Student Council represents your likes or dislikes with the school. Your concerns are then discussed among all the student representatives and then presented to the school administration for consideration. The Student Council also promotes school spirit by sponsoring several contests and annual events.

Instrumental Music

Students in grades 6-8 who play musical instruments are encouraged to join the Middle School band.

After-school Dances and Activities

The various clubs throughout the year may schedule after-school dances or activities.

- Dances and activities are restricted to members of Waynesboro Area Middle School only.
- Dances run from 2:30-4:30 PM
- Once a student is admitted to the event that student may not leave until the event is over, unless he or she is picked up by a parent or guardian.

- Students will be required to pay an entrance fee.
- All school rules apply to all activities.
- If a student has had ISS, Alternative Instruction, OSS, or 2 Office Detentions in the marking period, they will not be eligible to participate in the after-school activity.

Student Assistance Program

The purpose of the Student Assistance Program and team is to identify at-risk students and to establish appropriate strategies or interventions to provide the needed assistance in each situation. Students are referred to the program for any number of concerns: academic, family, drop in grades, attendance issues, sadness, relationships, drug or alcohol involvement and more. Anyone is able to make referrals to the S.A.P. team. Referral forms can be found in the counseling office. The entire process from referral to completion is confidential. If you have further questions about S.A.P., please speak with a school counselor.

Grading and Homework

Grading Scale

The following grading scale will be used by the Waynesboro Area Middle School:

90% - 100 % = A	70% - 79% = C
80% - 89% = B	60% - 69% = D

Honor Roll

An honor roll is calculated at the end of each marking period.

- **Honors with distinction** – average of 100% – 97% for all courses in that quarter.
- **High honor roll** – average of 93% to 96.9% in all courses in that quarter.
- **Honor roll** – average of 90% to 92.9% in all courses in that quarter. Any student who receives an incomplete (I) grade for any course will be disqualified for the honor roll unless all make-up work is received within two weeks of the end of the marking period.

Report Cards

Report cards are issued four times a year via Sapphire Community Web Portal. Report cards are **not** printed and sent home.

Progress Reports

Parents can check student progress in the Sapphire Community Web Portal. Progress reports will be posted in the portal at the mid-way point of each marking period. If you need assistance logging into your Sapphire account, please contact the building secretary.

Make-up Work Procedures

Students are responsible for making up missed assignments. Students will need to ask for missed work when they return to school. Students may have two days to make up work for every one day of excused absence.

Assignment Completion

Students are expected to turn in all assignments on the due date. If a student has missed a due date for an assignment they will have two days past the due date to earn up to a 50% of the assignment.

Discipline Code

It is expected that all students at Waynesboro Area Middle School will adhere to rules and policies that have been established by the Board of Directors of the Waynesboro Area School District and the policies and procedures listed in this handbook. Failure to comply with any school policies or procedures will result in disciplinary action. This action will be determined by the severity and frequency of the conduct violation.

Types of Disciplinary Consequences

It should be noted that if a student continues to commit the same (or similar) infraction, the punishment might be increased to include options from a high level.

Consequences may include:

- Verbal or written reprimands from a teacher or administrator.
- Parent Conferences
- Exclusion from Extra-Curricular Activities
- Loss of Student Privileges
- Restitution
- Detention
- Alternative Instruction (AI)/In-School Suspension (ISS)
- Out of School Suspension (OSS)

Teacher Assigned Detention (2:30PM-3:00PM) -

Classroom conduct is subject to the rules of each individual teacher. Students who do not follow these rules may serve a teacher detention. A teacher detention may take place any day after school. Teachers will issue a written notice of detention to a particular student. If a student fails to participate in a teacher detention, they can be issued an administrative detention.

Administrative Detention (2:30PM-3:30PM) – 30 and 60 minute detentions served after school in assigned classrooms.

Administrative Restriction - instituted when less severe consequences have not had the intended effect on behavior. School personnel must escort students to and from classes.

Social probation - the loss of all extra-curricular privileges and participation in all school sponsored dances because of inappropriate conduct.

Alternative Instruction/In-School Suspension - is a placement for students who have difficulty functioning in the regular classroom. Students who are disciplined for code of conduct violations may serve in-school suspension.

Out of School Suspension - is when a student is removed from the school campus for a period of 1-10 days. A student assigned this consequence may not participate in any school related functions or activities until the day after the last day of suspension.

Video Surveillance - To ensure the safety of all learners and staff while on district property, camera surveillance has been installed on inside the school building and on school property. Video records of learner misbehavior may be used to assist in investigating discipline issues on school property and/or as evidence should criminal charges be filed. Due to confidentiality laws, parents/guardians may not view videos or snapshots recorded from the video surveillance equipment.

Braves Bucks

WAMS utilizes a positive behavior incentive program called Braves Bucks. Students earn Braves Bucks for positive behaviors at WAMS. Students “spend” Braves Bucks in situations such as forgetting their locker key, etc. Students can also “spend” their Braves Bucks at WAMS for special events throughout the year. Students are not permitted to sell items to other students for Braves Bucks.

Waynesboro Area School District Student Dress Code

Although students exhibit different styles of clothing, it is important that our dress reflects good taste and is appropriate for school. The clothing of the student shall not cause a substantial disruption of the educational environment. If a staff member feels a student's apparel is distracting to the educational process, the student will be sent to an administrator who will make the final judgment. If a student is dressed in an unacceptable manner, as determined by the administration, parents will be contacted and asked to bring appropriate attire, or the student may be asked to go home to change. Appropriate discipline will be administered should the dress code violation persist.

General:

1. Jeans and pants with rips and tears are acceptable as long as they are located at or below mid-thigh. Rips and tears above the mid-thigh are only acceptable if skin is NOT showing.
2. Yoga pants are acceptable but cannot be sheer or see through. Leggings are acceptable. They cannot be sheer or see through and the buttocks must be covered. Skinny jeans are acceptable.
3. Undergarments must not be exposed in any way.

Unacceptable School Attire:

1. Tank tops and muscle shirts are not acceptable.
2. Spaghetti strap/halter/mesh tops are not acceptable.
3. See-through blouses or shirts cannot be worn without an undershirt or tank top.
4. Tube tops and crop tops are not acceptable.
5. Any top that allows the stomach, chest or undergarments to be exposed is not permitted.
6. Coats, jackets or garments designed for protection from the outside weather are not to be worn in school.
7. Hooded sweatshirts are acceptable but wearing the hood is not.

Pants/Shorts/Skirts/Rompers:

1. Pants and shorts must be secured and worn above the hip and no undergarments be shown.
2. Shorts, skirts, and rompers shall be of sufficient length. The length of these articles of clothing shall be no shorter than mid-thigh.
3. Cut-off pants or shorts are permitted as long as they are below the mid-thigh.

Offensive Dress:

1. Clothing, patches, buttons, pins, jewelry, and backpacks are not permitted if they:
 - a. Have sexually suggestive writing/pictures.
 - b. Advocate violence.
 - c. Advertise or promote the use of tobacco, alcohol or drugs.
 - d. Have double meaning wording or obscene language.
2. A tattoo must be covered if it:
 - a. Have sexually suggestive writing/pictures.
 - b. Advocates violence.
 - c. Advertises or promotes the use of tobacco, alcohol or drugs.
 - d. Has double meaning wording or obscene language.

Footwear:

1. Shoes must be worn at all times.
2. Flip flops and high heeled shoes (heels greater than one inch) are not acceptable for K-5 students.

Jewelry:

1. Spiked jewelry, chains or any jewelry that could cause injury, constitute a hazard are not permitted.

Head Wear:

1. Hats, caps, bandanas, sunglasses, visors, and sweatbands are not permitted unless medically necessary or for religious reasons or used for a function with the hair.
2. Hoods from sweatshirts, sweaters, and hoodies cannot be worn.

Health and Hygiene:

1. Any apparel that is judged to be unhealthy or unsanitary (e.g. clothing that is dirty and/or gives off a foul odor) is not permitted.
2. Each student is expected to maintain good personal hygiene.
3. Head Lice ([Policy 209.3](#)):

WASD is committed to providing a healthy and safe environment for each of our learners. In an effort to maintain the health and welfare of all learners, we wish to inform you of a preventative measure we will be performing that involves head lice and head lice checks. Head lice are fairly common among school-aged children. It is not a sign of poor health habits or being dirty, but it may be difficult to eliminate the problem once infested. After a child has been sent home for head lice, the student will be checked as often as deemed necessary by the nurse due to the risk of re-infestation. We are hopeful by staying vigilant and working together as a team, we can help reduce the number of learners being infested with head lice.

Enforcement – EXTREMELY IMPORTANT

Although all staff are expected to support the dress code, homeroom/period 1 teachers – please take the time to examine and be aware of student dress in your classroom.

Appropriate disciplinary actions for violations shall include the following:

First Offense: Students shall be informed that they have violated the policy. They shall be given the opportunity to change into acceptable clothing available at school or by calling a parent/guardian to bring in acceptable clothing. If neither of these options is used, the students may be placed in in-school suspension for the remainder of the day.

Second Offense: A second infraction of the policy shall be considered as defiance. In addition to the disciplinary actions available for the first offense, a parent/guardian contact will be initiated.

Subsequent Offenses: Administration discretion up to and including out-of-school suspension.

Attendance Codes - Time Of Day
Effective January 3, 2023

Secondary	Elementary
Tardy = 7:38 am - 8:50 am	Tardy = 8:51 am - 9:50 am
Half Day = 8:51 am - 1:15 pm	Half Day = 9:51 am - 2:15 pm
Early Dismissal = 1:16 pm - EOD	Early Dismissal = 2:16 pm - EOD
Arrival and/or departure between 8:51 am and 1:15 pm = half day absence	Arrival and/or departure between 9:51 am and 2:15 pm = half day absence
Arrival after 1:30 pm = entire day absent	Arrival after 2:30 pm = entire day absent
<i>Notes</i>	
Half Day AM = before noon Half Day PM = after noon	Use applicable excused/unexcused codes dependent on documentation received

Acceptable Use of Technology Resources Policy 815

The Waynesboro Area School District provides its employees, students and guests ("Users") access to technology resources including, but not limited to, electronic communications systems, computers, computer networks, networked devices, hardware, software, Internet access, mobile devices, peripherals, copiers, and cameras.

The Board supports the use of the district's technology resources to facilitate teaching and learning, to provide access to information, to aide in research and collaboration, to foster that educational mission or the district, and to carry out legitimate business and operation of the district, and to carry out the legitimate business and operation of the district.

The use of the district's technology resources is for appropriate school-related educational and operational purposes and for the performance of job duties consistent with the educational mission of the district. Use of educational purposes is defined as use that is consistent with the curriculum 31 adopted by the district, as well as the varied instructional needs, learning styles, abilities and developmental levels of students. All use for any purpose must comply with this policy and all other applicable codes of conduct, policies, procedures, and rules and must not cause damage to the district's technology resources. All employees and students are responsible for the appropriate and lawful use of the district's technology resources. This policy is intended to ensure that all Users continue to enjoy access to the district's technology resources and that such resources are utilized in an appropriate manner and for legitimate purposes. A document titled WASD Acceptable Use Policy is sent home with all students. The signature page, signed by both the student and parent/legal guardian, must be returned prior to the student being allowed to use the internet.

A Guide to Special Education Services and Programs

Any questions regarding this information or other options which may be available should be directed to:

Waynesboro Area School District

210 Clayton Avenue

Waynesboro, Pa 17268

Erica McDonald

Director of Special Education/Student Support Services

(717) 762-1191, Ext. 1124

erica_mcdonald@wasdpa.org

Tammi Richards

Supervisor of Special Education

(717) 762-1191, Ext. 1126

tammi_richards@wasdpa.org

This guide lists and explains the Special Education Services and Programs available in the District. The Learning Support, Emotional Support, Autistic Support, Physical/Occupational Therapy, Speech and Language Support, and Gifted programs are operated by the School District. Other special education services and programs are provided in conjunction with the Lincoln Intermediate Unit #12.

- **Instructional Support:** Every effort will be made to adapt a regular education program to your child's needs before he is evaluated for special education services. Classroom adjustments may include curricular adaptations, modifications in assignments, changes in instructional approaches, and/or changes in instructional or behavioral management approaches.

- **Due Process:** The Fourteenth Amendment to the United States Constitution ensures everyone "due process" and "equal protection" of the law. Due process is a series of steps to guarantee each pupil a free, appropriate public education. At each step in determining your child's need for specially designed instruction, parents are involved in the decision-making process. An explanation of your due process rights is available upon request in our schools.

- **Confidentiality:** The District ensures the confidentiality of student records in the following ways:
 - o Limited access to authorized school personnel for the purpose of aiding the student.
 - o Obtaining parental approval for release of information to all other sources.

- **Autistic Support/PDD:** Services and programs for exceptional pupils with a diagnosis of autism or pervasive developmental disorder (PDD).

- **Emotional Support:** Services and programs for pupils with inappropriate behavior and inability to develop interpersonal relationships that adversely affect educational performance over a long period of time.

- **Hearing Impaired Support:** Services and programs for pupils with hearing loss, ranging from mild to severe, interfering with communication.

- **Learning Support:** Services and programs for exceptional pupils whose primary identified need is academic support. 13

- **Life Skills Support:** Services and programs for exceptional pupils where instruction is focused primarily on functional academics and daily living.

- **Multiple Disabilities Support:** Services and programs for exceptional pupils who are identified as having a combination of physical and mental disabilities.

• Physical / Occupational Therapy: Services and programs for exceptional pupils with orthopedic and/or fine motor skill difficulties. • Speech and Language Support: Services and programs for exceptional pupils whose language, voice, fluency or articulation impairments, affect communication.

• Visually Impaired Support: Services and programs for exceptional pupils with loss of vision, affecting educational performance.

• Gifted Support: Services and programs for gifted identified students who need curriculum enrichment and/or advancement.

The Special Education Consult Line

1-800-879-2301

How to Access Special Education Services and Programs

Parents, guardians, teachers, counselors or others identify students who may have special needs. Forms requesting screenings can be obtained at the school anytime. Assessment data will then be collected and reviewed with the parent and building-level instructional support team (IST). Classroom interventions begin. Recommendations will be made for either continued classroom interventions or formal evaluations. Written parental permission is required for a formal evaluation. At any time during the process a parent has the right to request an evaluation through the school district. A multidisciplinary team (MDT) which includes the parents collects and analyzes data from the evaluation. A Comprehensive Evaluation report is developed by a certified school psychologist who determines the nature and degree of the impairment. An individual education program (IEP) team reviews the recommendations from the MDT and determines if the student needs specially-designed instruction. If the student is eligible for services, the team develops an IEP. IEP's are reviewed and updated annually. Reevaluations are conducted biannually.

ANNUAL PUBLIC NOTICE

To Parents of Children Who Reside in

Waynesboro Area School District

In compliance with state and federal law, the Waynesboro Area School District conducts ongoing identification activities as part of its school program for the purpose of identifying students who may be in need of special education and related services (eligible students). If your child is identified by the District as possibly in need of such services, you will be notified of applicable procedures. Individual services and programs are available for children who are determined to need specially designed instruction due to the following conditions:

1. Autism / Pervasive Development Disorder
2. Visual Impairment, including Blindness
3. Hearing Impairment, including Deafness
4. Emotional Disturbance
5. Specific Learning Disability
6. Speech and Language Impairment
7. Deaf / Blindness
8. Other Health Impairment

9. Orthopedic Impairment
10. Traumatic Brain Injury
11. Mental Retardation
12. Multiple Disabilities

If you believe that your school-age child may be in need of special education services and related programs, screening and evaluation processes designed to assess the needs of the child and his/her eligibility are available to you at no cost, upon written request. You may request screening and evaluation at any time, whether or not your child is enrolled in the District's public school program. Requests for screening and evaluation are to be made in writing to your child's building principal. The Lincoln Intermediate Unit #12 also provides early intervention services for eligible preschool children, ages three to five, with developmental delays. For more information on Early Intervention Services, contact Mrs. Jody Bering, (717) 624-6502.

Confidentiality

In accordance with federal and state law, information obtained regarding a specific child is maintained in a confidential manner. The district ensures the confidentiality of student records in the following ways:

- Limited access to authorized school personnel for the purpose of aiding the student.
- Obtaining parental approval for release of information to all other sources.

Due Process Rights

Due process is a series of steps to guarantee each pupil a free, appropriate public education. At each step in determining a child's need for specially designed instruction, parents are involved in the decision-making process. An explanation for due process rights is available upon request in our schools.

For additional information regarding special education and services in the Waynesboro Area School District, contact Sherri Sullivan, Director of Special Education, at (717) 762-1191, extension 1126. Consult Line is a toll-free parent helpline for special education questions and concerns. Advisors will answer questions and provide information about the special education process and the laws governing such programs for parents of children with disabilities and educational agencies that serve them. 1-800- 222-3353, or <http://odr.pattan.net>

Public Notice for Chapter 15

In compliance with state and federal regulation at C.F.R. Part 104, the Waynesboro Area School District will provide to each protected handicapped student without discrimination or cost to the student or family, those related aids, services or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate to the student's abilities. The identification, evaluation and education of students who are qualified disabled persons within the meaning of Section 504 of the Rehabilitation Act of 1973 will be provided in accordance to the regulations. In order to qualify as a protected handicapped 15 student, the child must be school age with a physical or mental disability which substantially limits or prohibits participation in, or access to, any aspect of the school program. These services and protections for "protected handicapped students" (Section 504 of the Rehabilitation Act 1973) cover students who are disabled but do not need special education services.

For additional information regarding chapter 15 service contracts (Section 504 of the Rehabilitation Act 1973) in the Waynesboro Area School District, contact Sherri Sullivan, Section 504 Coordinator, at (717) 762-1191, extension 1126.

McKinney-Vento Act: Homelessness / Displaced Youth or Family

A family or student is considered homeless under the **McKinney-Vento** definition if they are in any of these places or situations: • Public or private shelters • Public or private places not designated for, or ordinarily used as, regular sleeping accommodations such as vehicles, parks, motels, campgrounds, etc. • Living with a parent in a domestic violence shelter • Living with relatives or friends due to lack of housing • Living in transitional housing programs • Runaway children (under 18 years of age) and children and youth who have been abandoned or forced out of their home by parents or other caretakers (unaccompanied youth). These children may be in temporary shelters awaiting assistance from social service agencies, or may live alone on the street or move from place to place among family members, friends or acquaintances. • Children of migrant families who lack adequate housing • Children abandoned in hospitals or awaiting foster care* * Youth awaiting foster care placement include those who are placed in: emergency, interim or respite foster care; kinship care; evaluation or diagnostic centers; or placements for the sole purpose of evaluation. When necessary, local school officials should consult with their county children and youth agencies to determine if a child meets the definition of “awaiting foster care placement,” including, on a case-by-case basis, whether a child who does not clearly fall into one of these categories is nevertheless a child “awaiting foster care placement.” Frequently, unaccompanied youth become homeless after leaving abusive or destructive home environments. In turn, their homelessness, which often involves “couch surfing” (staying temporarily with friends or relatives), or living on the streets, places them at risk of further victimization, including robbery and assault, or human trafficking. School personnel must understand that although youth may hesitate to admit it, home may be an unhealthy or dangerous environment for them. Judgments regarding why a youth left home fall outside the purview of the public education system. Schools are required to enroll any unaccompanied youth who fits the definition of homelessness. The district is responsible for identifying and reporting all students under McKinney-Vento Act.

For additional information, please visit our district website at <https://www.wasd.k12.pa.us/>