



Waynedale

LOCAL SCHOOL DISTRICT

Mr. James J. Ritchie, Superintendent
Mrs. Holly Mastrine, Assistant Superintendent
Mr. Matt Karolewski, Principal
Mrs. Shelly Mast, Secretary
Mr. Josh Conrad, Guidance Counselor
Mr. Dane Held, WMS Athletic Director

Waynedale Middle School

Student Handbook 2024-2025

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Apple Creek, OH 44606

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www.waynedale.us



The Waynedale community is united in our commitment to developing lifelong learners by meeting each student's social, emotional, and academic needs.

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This Student Handbook is based in significant part on policies adopted by the Board of Education and school administrators. Those policies are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to documents reviewed in this handbook since it was last printed. If you have questions or would like more information about a specific issue or document, contact your school principal.



PRINCIPAL'S MESSAGE TO STUDENTS [\(BACK TO TABLE OF CONTENTS\)](#)

Welcome to Waynedale Middle School!

The purpose of this handbook is to help you better understand middle school and how it relates to you. It has been compiled for the following reasons:

- To help you realize your responsibilities at Waynedale Middle School
- To acquaint you with the staff and faculty at Waynedale Middle School
- To help you become familiar with policies and activities at Waynedale Middle School

This handbook reflects board policies and it is for your reference. If you have any questions or want additional information, please feel free to contact the school at any time. Waynedale Middle School is to be a positive learning environment that strives for student success. Following this handbook, along with your support, will ensure that.

Students, parents and staff will work together to achieve a wonderful year at WMS!

Mr. Karolewski



SCHOOL COLORS [\(BACK TO TABLE OF CONTENTS\)](#)

Waynedale Middle School colors are brown and gold.

MASCOT & LOGOS [\(BACK TO TABLE OF CONTENTS\)](#)

The school mascot is the Golden Bear. The logos below are used to represent Waynedale Local School District.



AUGUST '24						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Aug. 5-16 Teacher WD (1)
Aug. 14 PD Day
Aug. 15 Convocation/PD Day

Aug. 19-20 1st Day for grades 6-12 students (All staff report)

Aug. 21 1st Day for grades K-5 students

FEBRUARY '25						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

Feb. 14 No School/PT Day

Feb. 17 No School President's Day

SEPTEMBER '24						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Sept. 2 No School/Labor Day

Sept. 9 No School/Fair Day

MARCH '25						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Mar. 21 3rd Report Period (47 days)

Mar. 24 – 28 No School/Spring Break

Mar. 31 School Resumes

OCTOBER '24						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Oct. 17 1st Report Period (42 days)

Oct. 18 No School/PD Day

APRIL '25						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Apr. 18 No School

Apr. 21 No School

NOVEMBER '24						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Nov. 28-29 No School/Thanksgiving Break

MAY '25						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

May 26 No School/Memorial Day

May 30 4th Report Period (42 days)

DECEMBER '24						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Dec. 2 No School/PT Day

Dec. 23 – Jan. 3 No School/Winter Break

JUNE '25						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Make-up dates as needed:

Feb. 17

Mar. 24,25,26,27,28

June 2,3,4,5 (additional days if needed)

JANUARY '25						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Jan. 6 School Resumes

Jan. 10 2nd Report Period (47 days)

Jan. 20 No School/MLK Day



178 Student Days
 4 Prof. Development Days
 2 PT Days

Approved January 8, 2024

MIDDLE SCHOOL STAFF [\(BACK TO TABLE OF CONTENTS\)](#)

Matt Karolewski	Principal
Josh Conrad	Guidance Counselor
Shelly Mast	Secretary
Tim Ebert	6th Grade Math
Pam Morris	6th Grade ELA
Kevin Troyer	6th Grade Science
Stacy Wolfe	6th Grade Social Studies
Karla Abele	7th Grade Science
Jeanne Cerniglia	7th Grade Math
Geneva Johnson	7th Grade ELA
Jennifer Rutt	7th Grade Social Studies
Courtney Maibach	8th Grade Math
Stacey Miller	8th Grade Social Studies
Bridget Rhamy	8th Grade ELA
Justin Stutz	8th Grade Science
Beth Gallion-Lemon	Intervention Specialist
Amy Kneidel	Intervention Specialist
Beth Lemon	Intervention Specialist
Shelby Prater	Intervention Specialist
Melody Schlabach	Intervention Specialist
Brenden Stanley	Intervention Specialist
Connie Cognion	Paraprofessional
Tiffany Durstine	Paraprofessional
Amanda Hershberger	Paraprofessional
Molly Parrot	Paraprofessional
Shauna Pittman	Paraprofessional
Laura Schmucker	Paraprofessional
Dane Held	Title Tutor, WMS Athletic Director
Karlee Wyckoff	Title Tutor
Chris Collier	Librarian
Tara Jacobs	Nurse
Dennis Giotta	Band
Jamie Jones	Physical Education
Dale Lemon	STEM+
Melissa Mowrey	German Experience
Dan Mylott	Music/Choir
Becky Saurer	Art
Jennifer Walton	Applied Technology

DISTRICT STAFF

Jon Ritchie	Superintendent
Holly Mastrine	Assistant Superintendent
Jamie Cicconetti	Director of Special Education



SCHEDULES [\(BACK TO TABLE OF CONTENTS\)](#)

Students may begin arriving at 7:15

Warning Bell
7:25am

Tardy
7:30am - 8:30am

School Day
7:30am - 2:43pm

6th Grade Lunch
11:55am - 12:25pm

7th Grade Lunch
11:35am - 12:05pm

8th Grade Lunch
11:35-12:05



Information, Policies, and Procedures

ADDRESS CHANGE [\(BACK TO TABLE OF CONTENTS\)](#)

Please notify the school secretary immediately of any change in residential address and/or telephone number and also make those changes in Final Forms. This information is vital in case of an emergency.

AFTER SCHOOL PROCEDURES [\(BACK TO TABLE OF CONTENTS\)](#)

- Only students participating in extracurricular activities are permitted to stay after school.
- A student going home with a friend involved in an extracurricular activity may NOT stay for that student's respective practice.
- Students not riding the bus after school and not participating in an extra-curricular activity MUST be picked up by 3:00 pm.

ATTENDANCE PROCEDURES & POLICIES [\(BACK TO TABLE OF CONTENTS\)](#)

Research has shown that regular daily class attendance and punctuality are directly related to increased student achievement. Frequent absences or tardiness disrupt the instructional process and often cause academic failure. For these reasons, maximum attendance standards must be required and enforced.

The laws of Ohio require daily attendance of all students until the age of 18 (or 16 if approved to withdraw and work full time) ORC 3321.04.

Student absences are recorded in missed school hours. Truancy categories and the criteria for each are as follows:

- Habitual truant- 30 consecutive hours absent without an excuse
- Monthly excessive truant- 38 hours absent in a month with or without an excuse
- Monthly habitual truant- 42 hours absent in a month without an excuse
- Yearly excessive truant- 65 hours absent in a school year with or without an excuse
- Yearly habitual truant- 72 hours in absent in a school year without a legitimate excuse

I. Daily Absence Procedure

1. Parents/Guardians of a student who is absent from school must notify the school by 8:30 a.m. the day of the absence as required by law. ORC.3321.04
2. If the school does not receive a phone call by 8:00 a.m. we will attempt to call the parent/guardian either at home or work. Messages will be left on answering machines unless noted otherwise.
3. If parents cannot be notified by phone an email will be sent through Final Forms.
4. It is the responsibility of the student/parent to provide the school with a written note for all absences within 48 hours. **Failure to do so will result in an unexcused absence.**
5. Students who arrive between 7:30am and 9:00am will be considered tardy.
6. Students who arrive between 9:00am and 11:00am, or leave between 11:00am and 1:30pm, will be considered ½ day absent.
7. Students leaving after 1:30pm will be considered to have attended a full day.

II. Excused Absences

1. Personal illness (medical excuse)
2. Absences due to an approved school activity
3. Death of a relative.
4. Observations of religious holiday
5. One pre-approved family vacation up to 5 days maximum
6. Participation in the Holmes/Wayne County Fair



III. Unexcused Absences

1. All absences other than those excused absences listed above can be considered unexcused absences.
2. Other examples include: work, babysitting, hair appointments, car wouldn't start, overslept, missed the bus, etc.

IV. Minimum Attendance Requirements for Course Credit

1. Every student has a right to an education, but every student also has an obligation to attend school regularly.
2. Each student may not miss more than 72 hours (one school day is equivalent to 6.25 hours). Each student may not miss more than six (6) days per semester. Students with more absences may be denied credit and receive a grade of "F" for the semester. If it is a semester class credit can be denied.
3. Exempt days would include medically excused days (doctor's note), death of a family member, absence due to an approved school activity, observance of a religious holiday, and Wayne/Holmes County Fair days when a student is showing.

V. Early Dismissals or Late Arrivals

1. If students are to leave school, parents/guardians must contact the school via phone or a written explanation (note) specifically stating the time, date, and reason for leaving early. Any student not providing this information will not be granted permission to leave.
2. If students are late arriving to school, they must report to the office to sign-in and receive an admit slip before going to class.
3. All students getting to school late or leaving school early must sign (IN/OUT) in the office.

VI. Truancy and Unexcused Absences

Wayne and Holmes County Residents

Under Ohio law, a student is considered a *Habitual Truant* if he/she has been absent without legitimate excuse from a public school:

- o 30 or more consecutive hours
- o 42 or more hours in 1 school month
- o 72 or more hours in 1 school year

If a student's absences surpass the threshold for a *Habitual Truant*, the school shall develop an Absence Intervention Plan (AIP). This plan is developed in an effort to reduce or eliminate further absences.

The school must file a complaint in juvenile court against the student and parent/guardian on the 61st day after the implementation of the AIP, provided that all of the following apply:

- o The student is an *Habitual Truant*.
- o The school has made meaningful attempts to re-engage the student through the AIP.
- o The student has refused to participate in or failed to make satisfactory progress on the AIP.
- o The student, at any time during the implementation phase of the AIP, is absent without legitimate excuse for 30 or more consecutive hours or 42 or more hours in one school month, unless the school has determined that the student has made substantial progress on the AIP.

ACCEPTABLE USE POLICY (AUP) [\(BACK TO TABLE OF CONTENTS\)](#)

All students at Waynedale Middle School must have an Acceptable Use Policy (AUP) and a Student/Parent Technology Loan Agreement completed in Final Forms.



BUS TRANSPORTATION RULES AND GUIDELINES [\(BACK TO TABLE OF CONTENTS\)](#)

It is the goal of the Waynedale Local School District to provide bus transportation as safely as possible. Bus drivers have a major responsibility while driving a school bus loaded with students, and it is the responsibility of each student to comply with expected conduct of behavior. In addition to the school Code of Conduct, students are expected to abide by the following rules:

- Keep hands and feet to yourself
- Use appropriate language
- Follow driver instructions
- Walk when entering and exiting the bus
- Sit in your seat and face forward
- Keep all items in your backpack
- No eating or drinking on the bus

School bus transportation is a privilege. When a student's behavior on the bus is such that it puts the safety of others in jeopardy or when a student repeatedly violates bus rules, he/she will have consequences, which may include bus privileges being suspended. A school administrator will notify the student's parent or guardian, as well as the board office and bus garage, if there is a suspension of bus privileges. The administrator has the discretion to add to the bus suspension any school disciplinary action deemed necessary and appropriate.

CAFETERIA PROCEDURES & LUNCH/BREAKFAST POLICIES [\(BACK TO TABLE OF CONTENTS\)](#)

Waynedale Middle School adheres to a CLOSED lunch policy. Students are not permitted to leave school to get lunch unless special permission by the office has been granted. Students may pack their lunch or purchase a hot meal. Students are not allowed to have others deliver restaurant or fast food items to the school during the lunch hour.

General cafeteria expectations include:

- Students will remain in their designated areas.
- If restrooms are used, only those closest to the cafeteria will be utilized.
- There should be no cutting in line.
- All food/drinks are to be consumed in the cafeteria area.
- Trays, dishes, paper products, and food scraps will be placed in the appropriate designated areas.
- Areas should be kept clean.
- No guests are permitted.

Purchases

- Money can be posted to the student's lunch account at www.myschoolbucks.com or in the cafeteria. Checks should be made payable to Waynedale Middle School.

Charges Limits

- Students may charge up to 5 breakfasts and 5 lunches.

When a student has reached the charge limit they will be given an alternative lunch until the negative balance is paid in full. They will not be served breakfast. An alternative lunch will consist of a sandwich, vegetable or fruit, and milk. Parents/guardians will be notified of negative balances by letters sent home with students or mailed home. Phone calls will be made to parents/guardians as students near the maximum limit for negative balances. The lunch policy description is provided at the back of this handbook.



CARE OF SCHOOL PROPERTY [\(BACK TO TABLE OF CONTENTS\)](#)

This is our school. We are proud of it. In order to maintain our pride, we must keep it clean and attractive. Students are responsible for the proper care of supplies, furniture, equipment, and buses. If there is damage to school property or equipment (textbooks, computer equipment, buses, etc.), the offender will assume the total cost for repair or replacement. Lockers, desks, and student properties are subject to be searched by school officials at any time.

CELL PHONES AND ELECTRONIC DEVICES [\(BACK TO TABLE OF CONTENTS\)](#)

Students may keep their cell phones/electronic devices on their person, but must be kept in a pocket or bookbag, and not used. Phones/devices may be confiscated, and additional consequences may apply, if this privilege is abused. Teachers may allow students to use electronic devices for educational purposes. The school is not responsible for lost or stolen devices. All electronic devices that can provide information are subject to be searched by administration if reasonable suspicion exists.

CHILD ABUSE AND NEGLECT [\(BACK TO TABLE OF CONTENTS\)](#)

The Ohio Revised Code Section 2151.421 requires any professional school employee to report suspected child abuse or neglect to Children's Services immediately. The school does not investigate such cases and makes no other decisions in this regard. All referrals are confidential.

CODE OF CONDUCT AND CODE VIOLATIONS [\(BACK TO TABLE OF CONTENTS\)](#)

The Ohio Revised Code (3313.661) specifies that the school has the right to expect reasonable behavior from students. It is the responsibility of each student to contribute positively in the school environment by demonstrating respect for self and others, for personal property and the property of others, and by behaving in a way that enhances personal learning and the learning of others.

Violation by a student of any one or more of the following rules of conduct may result in disciplinary action, which may include one or more of the following: detention, parental contact, referral to legal authorities, withhold participation in extracurricular activities or commencement ceremony, emergency removal, in-school suspension, suspension, and/or expulsion.

Code of Conduct

1. Violation of federal and state statutes on school premises or involving school activities
2. Possession and/or use of narcotics, counterfeit drugs and related tools, alcoholic beverages and other dangerous or illegal drugs. Use and/or possession of tobacco, marijuana, or vapes.
3. Contributing to and encouraging disruptive behavior, including, but not limited to fighting
4. Creating a disturbance
5. Disobedience, disrespect, or insubordination to faculty, staff, visitors and other employees of the district
6. Intentional, negligent, or careless defacing, damaging, or desecration of school or private property
7. Intentionally giving incorrect information to faculty, staff or other employees of the district
8. Gambling
9. Intimidation of faculty, staff, employees, visitors or students of the district
10. Use of profane, indecent or obscene language: written or verbal, directed towards or used in the presence of school personnel or students. This shall include use of obscene gestures, immoral acts, pictures and signs.
11. Theft
12. Falsifying/cheating/plagiarism incidents, including student work, student records, test, grades or other correspondence directed to the school or its personnel. This includes the misuse of artificial intelligence (AI).
13. Truancy, repeated tardiness from school, class, lunch or any other assigned activity for part or all of a day without school authorization
14. Leaving school property or any assigned location prior to specified dismissal



15. The unauthorized throwing of any object inside or outside of the building
16. Concealing or threatening the use of weapons, look-alike weapons or any object which might be considered a dangerous weapon or instrument of violence including mace or any other threatening device or substance on school property, in a school vehicle, or at any school-sponsored activity.
17. Willful violation of the student responsibilities as established by the Waynedale Board of Education.
18. Wrongly discharging an alarm system.
19. Failure to serve an assigned detention
20. Hazing
21. Public display of affection
22. Being in an unauthorized school area.
23. Unauthorized uses, or use other than the specific assigned or approved purpose, of school voice, video, and technology
24. Harassment
25. Failure to follow rules as set forth in the Student Handbook
26. Repeat offenses or flagrant violations of any school rule
27. Any offense which is grounds for expulsion or that constitutes a violation of local, state or federal law. (ie. false alarms, mass panic)
28. Possessing articles that are hazardous to the safety of others, or interfere, in some way with school procedure. Such items include toy guns, water pistols, radios, MP3 Players, video games, curling irons, and laser pointers.

COMMUNICATION [\(BACK TO TABLE OF CONTENTS\)](#)

It is important for parents/guardians to stay up to date with information from the school and teachers. Please be sure that your phone number and email address remain up-to-date in Final Forms and with the school office.

CUSTODY NOTIFICATION [\(BACK TO TABLE OF CONTENTS\)](#)

Senate Bill 140 requires that parents inform the school anytime the custody of a child changes. If a court order exists concerning the legal custody of your child, the parent or guardian who has legal custody must provide the school office with a copy of these directives and a letter indicating who has access to the child during the school day. A letter from an attorney is not acceptable. It is the responsibility of the parent or guardian who maintains legal custody to see that these directives are on file in the school office. We want to be sure that children are released only to authorized adults. The school cannot provide protection beyond the law. If we do not have those papers on file we assume that rights are extended to all parents. We will follow the legal paperwork most recently decided by the court and on file.

DRESS CODE [\(BACK TO TABLE OF CONTENTS\)](#)

Students are asked to adhere to a dress code that promotes a positive and focused learning environment.

- No midriffs or bare torsos may be showing
- Only fingertip length shorts, skirts, and dresses may be worn
- Fingertip length shirts should be worn with form-fitting pants, such as leggings
- Any clothing article advertising alcohol, tobacco, drugs, weapons, or any obscenity is prohibited
- No underclothes are to be visible with jeans or pants
- No spaghetti straps permitted
- Except for religious or medical reasons, caps, hats & scarves must be removed when inside the building
- Students must have appropriate clothing and footwear for outdoor recess and play

Final discretion concerning the dress code rests with the administration according to the Waynedale Board of Education.



ELECTRONIC SURVEILLANCE [\(BACK TO TABLE OF CONTENTS\)](#)

In order to promote security and protect the health, welfare and safety of students, staff and visitors, the school utilizes video surveillance and electronic monitoring equipment on school property, in school buildings, and on school buses. Information obtained through video surveillance/electronic monitoring may be used to identify intruders and persons breaking the law, Board policy, or the Student Code of Conduct (i.e., it may be used as evidence in disciplinary actions and criminal proceedings).

EMERGENCY CANCELLATIONS AND EARLY DISMISSALS [\(BACK TO TABLE OF CONTENTS\)](#)

- If school is canceled for any reason, usually because of bad weather conditions, it will be announced on WQKT (104.5 FM) and WQMX (94.9FM) radio stations, TV Channels 3,5,8,19 and the Waynedale School District website at www.waynedale.us
- Waynedale Local Schools also uses the Blackboard Connect calling system. Please make sure your phone numbers are current and up to date with the school office and in Final Forms.
- If school must close early on a given day due to inclement weather, or other emergency, it will also be announced on these sites. Please talk to your child about what they are to do in case they must return home early. This may be to call you, go to a neighbor, etc. Feel free to call the school if you have questions. The school must be notified if normal plans are changed.

EMERGENCY DRILLS [\(BACK TO TABLE OF CONTENTS\)](#)

Fire, tornado, safety, and other emergency drills are held periodically. Instructions in drill procedures are posted in each classroom and reviewed periodically with all students. Please remind your child that these are practice drills for everyone's safety.

EMERGENCY MEDICAL FORMS [\(BACK TO TABLE OF CONTENTS\)](#)

The Ohio State law requires an Emergency Medical Authorization Form be completed for each student annually. These forms are completed online in Final Forms. These emergency forms allow parents to authorize emergency treatment for a student should they become ill or injured while under school authority. This is very important when parents cannot be reached. The forms also alert school personnel to medical problems that may require special treatment, and designate an emergency contact who is authorized to assume responsibility for the student, if the parent/guardian cannot be reached. These forms are extremely important and need to be completed no later than the second week of school. They also must be updated promptly should there be any changes.

EMERGENCY REMOVAL [\(BACK TO TABLE OF CONTENTS\)](#)

Emergency removal in the Waynedale Local School District will be done according to the provisions of O.R.C. 3313.66.

EXTRACURRICULAR ELIGIBILITY [\(BACK TO TABLE OF CONTENTS\)](#)

The rules and regulations of the Ohio State High School Athletic Association govern all interscholastic athletics in this high school. Each team candidate:

1. Must pass physical examinations administered by a physician.
2. All athletes are required to pass a minimum of 5 classes and maintain a GPA of 1.0 or better during any given nine-week period. It is essential for students to schedule the appropriate number of classes for the school year. Physical Education does not count as a class toward eligibility.
3. Must not be under penalty of discipline.
4. Students are eligible until the age of 20.
5. Must maintain an amateur standing – no money or other items of value to be received for participating in any athletic contest at any time, including vacations.



6. All students must have school insurance or a signed and notarized insurance waiver, and an Emergency Medical Form, which must be given to the head coach prior to the season.
7. Students using or possessing alcohol, drugs, or tobacco products in any form will be subject to penalties outlined in the Athletic Handbook and may be denied the privilege of participating.

The above academic guidelines (#2) will also govern all students involved in extracurricular activities that are non-interscholastic in nature. (Drama, Musicals, Etc.)

GRADING SCALE [\(BACK TO TABLE OF CONTENTS\)](#)

*Please note this is a change from the elementary grading scale.

A+	99-100	B+	90-91	C+	81-82	D+	72-73
A	94-98	B	85-89	C	76-80	D	67-71
A-	92-93	B-	83-84	C-	74-75	D-	65-66
						F	0-64

HALL PASSES [\(BACK TO TABLE OF CONTENTS\)](#)

Students are not to be in the halls, main office, guidance office, etc during the school day unless a teacher has issued them a pass.

HARASSMENT, INTIMIDATION, AND BULLYING [\(BACK TO TABLE OF CONTENTS\)](#)

"Harassment, intimidation, or bullying" means either of the following (ORC 3313.666):

- Any intentional written, verbal, electronic, or physical act that a student has exhibited toward another particular student more than once and the behavior both:
 - Causes mental or physical harm to the other student; (ii)
 - Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.
- Violence within a dating relationship. (ORC 3313.666)

An accusation of harassment, intimidation, and/or bullying shall be investigated by a school official and may include interviews of students, review of school records, and identification of family issues. Consequences for students that harass, intimidate, and/or bully others will depend on the results of the investigation and may include; a parent conference, detention, suspension or expulsion. Depending on the severity of the incident, an administrator may take the appropriate steps to ensure student safety, which may include reporting incidents to law enforcement agencies.

Any student who believes that she/he is the victim of the above actions or has observed such actions taken by another student, staff member, or other person associated with the district should promptly provide the name of the person(s) whom she/he believes to be responsible and the nature of the incidents to the Guidance Counselor or an administrator. The student may submit a report in writing, by telephone, or in person.

The report shall be investigated in a timely and confidential manner. While a charge is under investigation, except as may be required by law or in the context of a legal or administrative proceeding, no one involved will discuss the subject outside of the investigation.

If the investigation reveals that the complaint is valid, then prompt, appropriate remedial and/or disciplinary action will be taken to prevent the continuance of the harassment, intimidation, and/or bullying, or its recurrence.

All students are expected to act responsibly, honestly, and with the utmost candor whenever they present harassment allegations or charges against fellow students, a staff member, or others associated with the district.



Some forms of sexual harassment of a student by another student or staff member may be considered a form of child abuse, which will require that a report be made to proper authorities.

HEALTH INFORMATION ([BACK TO TABLE OF CONTENTS](#))

All district health and safety protocols will be followed. It is sometimes difficult to decide when and how long to keep a child home from school. The timing of the absence is often important in order to decrease the spread of disease to others, and to prevent your child from acquiring other illnesses while their resistance is lowered. The following guidelines represent the more common childhood illnesses and the usual recommendations.

- **FEVER**
If a child's temperature is 100 degrees or greater, he/she should remain home until the child has been without fever for a full 24 hours. Remember, fever is a symptom indicating the presence of an illness.
- **VOMITING AND DIARRHEA**
Stomach ache, cramping, nausea, vomiting, and/or diarrhea, possible fever, headache and body aches. Your child should remain at home until without vomiting, diarrhea or fever for a full 24 hours. If your child has had any of these symptoms during the night, he/she should not be sent to school the following day. Antibiotics ordered for an infection are to be taken until all medication is gone. Only when these directions are followed is a germ completely eliminated from the body.
- **IMPETIGO**
Blister-like lesions, which later develop into crusted puss-like sores. Your child should remain home from school until receiving 24 hours of antibiotic therapy, and the sores no longer draining dry or can be covered.
- **PINKEYE**
Redness and swelling of membranes of the eye with burning or itching, matter coming from one or both eyes, or crusts on the eyelids. Your child should remain home from school until receiving 24 hours of antibiotic therapy and discharge from the eyes have stopped.
- **HEAD LICE**
Students will be checked for head lice by the school health nurse or by other school personnel as the need is indicated during the school year. When students are found to have lice or nits (egg cases) present in their hair, parents may be called to pick up the infested students. Infested students must be properly treated. Students' hair will be rechecked upon their return and as needed. The Board reserves the right to require a written statement from the students' physician or from the public health department, indicating that the student is free from lice and nits before being readmitted to classes. Children are expected to return to school with clear heads within two calendar days. Days after that will be counted as unexcused absences.

HOMEWORK ([BACK TO TABLE OF CONTENTS](#))

Homework is assigned to reinforce instructional concepts and skills. Students are expected to complete homework on time daily. Incomplete work may result in students losing their intramural time and any other extra privileges.



HONOR ROLL & MERIT ROLL [\(BACK TO TABLE OF CONTENTS\)](#)

All A's	4.0 average for all subjects for an entire grading period.
Honor Roll	3.5 to 3.99 average for all subjects for an entire grading period.
Merit Roll	3.0 to 3.49 average for all subjects for an entire grading period

IMMUNIZATION LAW (ORC 3313.67-3313.6711) [\(BACK TO TABLE OF CONTENTS\)](#)

In compliance with the Ohio Compulsory Immunization Law, all students who do not have evidence of proper immunization will be excluded from school after 14 days. During the course of an outbreak, students who've not received all required vaccinations, and those with a signed legal immunization exemption form on file in the office, may be subject to exclusion from school for the duration of an outbreak.

LOCKS, LOCKERS AND LOCKER SEARCHES [\(BACK TO TABLE OF CONTENTS\)](#)

Student lockers are the property of the Waynedale Local School District. Lockers are the property of the school and may be inspected at any time. There should be no expectation of privacy. Every middle school student is encouraged to purchase a lock(s) from the school office for all of their assigned locker(s) at the beginning of the year. The cost of the lock is \$5. At the end of the school year, locks will be turned in with combinations and handed out the following year. Students must use a school supplied lock only. No exceptions. Students are encouraged to keep their lockers in good condition. **UNDER NO CIRCUMSTANCES SHOULD YOU EVER KEEP MONEY OR VALUABLES INSIDE YOUR LOCKERS.**

LOST & FOUND [\(BACK TO TABLE OF CONTENTS\)](#)

All lost and found articles should be taken to the main office where they can be claimed. The school is not responsible for items lost. If items are not claimed by the end of each semester, they will be donated appropriately.

MAKE-UP WORK [\(BACK TO TABLE OF CONTENTS\)](#)

A student is expected to make-up work missed when his/her absence is excused. The student has the same number of days he/she has been excused to make up their work. This is not the same policy for family vacations. The student must contact the teacher to make arrangements immediately after returning or make-up work may be denied. All make-up work is to be done by arrangement with the teacher. If no effort is made to show good intent the work missed may be recorded as a zero (0). Homework requests will only be collected if the student has an extended illness (3 days) and timing will be based on staff availability. We will make the effort to post homework on the internet.



MEDICATION (PRESCRIPTION AND NON-PRESCRIPTION) [\(BACK TO TABLE OF CONTENTS\)](#)

The primary responsibility for the administration of prescription drugs and other medication to their children is with the parent. Times for the administration of such medication should be done whenever possible to avoid school hours. If this is not possible, parents may come to school to administer medication to their children by notifying the school. School personnel will only administer drugs, prescribed by a physician, to any student during school hours in accordance with board policy and state law. This includes prescription and over-the-counter medication such as Tylenol or cough syrup. Medication must be received in its original container, labeled with the student's name, name of medication and the proper dosage. The proper medication form (signed by physician) must accompany the medication before personnel can dispense it to a student. The school's role in the administration of this policy is one of cooperation with the parent and student. We will follow these guidelines for the protection of your child. Medication must be dropped off and picked up by the parent. New request forms must be submitted each year and as necessary for any changes in the medication order.

Students who use inhalers or epipens must have a physician's order on file. If a physician notes that a student should self-carry, the student may. All others will be kept in the office.

*See appendix for Medication Form

PARENT/TEACHER CONFERENCES [\(BACK TO TABLE OF CONTENTS\)](#)

Parent/Teacher Conferences are scheduled twice per year, once in the fall and once in the spring. We encourage parent participation and communication.

PERSONAL PROPERTY [\(BACK TO TABLE OF CONTENTS\)](#)

The school cannot be responsible for the personal property of a student. Students should not bring large sums of money or other valuables to school. Valuable items should be kept on your person or left in the office. The process of recovering stolen items is time consuming with limited success.

REPORT CARDS AND INTERIM REPORTS [\(BACK TO TABLE OF CONTENTS\)](#)

Report cards are issued four times a year on the Friday following the end of each nine-week period. At the midpoint of each nine-week period, interim reports will be sent to the parents only if the student has a D or F, or at parent request.

RETENTION [\(BACK TO TABLE OF CONTENTS\)](#)

A student failing two or more core courses of study may be retained in that grade level. Parents will be notified and consulted at the beginning of the 2nd semester if retention is being considered.

In accordance with the section 3313.609 of the Ohio Revised Code, the Board prohibits the promotion of a student to the next grade level if the student has been truant, meaning absent without excuse, for more than ten percent (10%) of the required attendance days of the current school year and has failed more than two subject areas in the current grade level unless the student's principal and the teachers of any failed subject areas agree that the student is academically prepared to be promoted to the next grade level.

TARDINESS [\(BACK TO TABLE OF CONTENTS\)](#)

Waynedale Local School District provides transportation to all students in Kindergarten - 12th grades, who choose to ride the bus.. Students who decide not to use school transportation must understand that school starts at 7:30am. All students are expected to be on time. If a student is tardy to school they must sign in the office upon arriving at school. Few excuses will be accepted for being tardy and the following will occur, per semester.



1st-3rd Tardy	Warning
4th-9th Tardy	Detention
10th + Tardies	In-School Suspension

TESTING [\(BACK TO TABLE OF CONTENTS\)](#)

Standardized achievement tests and competency tests, as required by Ohio law, are given to Waynedale Local students at specified grade levels. These tests also enable the school staff to monitor student progress and strengthen the curriculum.

TEXTBOOKS [\(BACK TO TABLE OF CONTENTS\)](#)

Most textbooks are furnished free of charge by the Waynedale Board of Education. Students are expected to take reasonable care of these textbooks. If a book is damaged, lost, or stolen the student to whom it is checked out will be responsible.

VISITORS [\(BACK TO TABLE OF CONTENTS\)](#)

For the safety of our students and staff, all approved visitors must come to the main office and sign in. Meetings with staff members must be arranged in advance. Parents are not to visit classrooms unannounced. All appointments must be made through the office or with the teacher. Middle school students are not allowed to have guests visit during the lunch period.

WALKERS & BICYCLE RIDERS [\(BACK TO TABLE OF CONTENTS\)](#)

All walkers and bicycle riders come to school independently, without supervision from school personnel. After school, all are expected to wait until an adult dismisses them. The school is not responsible for walkers and bicycle riders after they leave the school grounds.

WITHDRAWAL/TRANSFERS OF PUPILS [\(BACK TO TABLE OF CONTENTS\)](#)

When you are planning to move, it is essential that the school be notified as soon as possible. Waynedale Local Schools does not give out records to parents/guardians to take to the new school. The parent/guardian is to fill out a records release form when they enroll at the new school, and it will be mailed, faxed, or emailed directly to our schools. A copy of the child's immunization records will be given upon request if lost or stolen. All school materials must be returned and all fees paid in full, prior to records being released.



Middle School Athletic Handbook

At Waynedale Middle School, we believe that we can maintain a competitive program and at the same time do things “the right way.” First class conduct is expected at all times. The goal of this handbook is to put into writing the policies and procedures for our interscholastic athletes. The handbook's contents have been adopted by Waynedale Middle School in adherence with the rules of the Wayne County Athletic League and Ohio High School Athletic Association.

PHILOSOPHY [\(BACK TO TABLE OF CONTENTS\)](#)

The purpose of interscholastic athletics is to offer well planned and well balanced programs for as many middle school students as possible, consistent with available facilities, personnel and financial support. These athletic activities will operate in harmony with our physical education program, Waynedale Board of Education, the Wayne County Athletic League, and the Ohio High School Athletic Association.

OBJECTIVE [\(BACK TO TABLE OF CONTENTS\)](#)

1. Athletics are an extension of the educational program and are a privilege. **ACADEMICS MUST ALWAYS TAKE PRIORITY.**
2. To promote a cooperative and supportive environment among athletes, coaches, and teams.
3. To develop and maintain the highest level of sportsmanship, proper attitudes toward winning and losing, and to encourage respect for teammates, fellow competitors, and officials.
4. To develop in our athletes a **TEAM** concept, building upon the intrinsic values that make athletic participation and competition worthwhile.
5. To be aware that the health and welfare of the individual always supersedes that of the sport.
6. To acknowledge that athletics can serve to greatly enhance the overall spirit of the school and community.

ELIGIBILITY [\(BACK TO TABLE OF CONTENTS\)](#)

1. Athletic eligibility is determined through guidelines adopted by both the Ohio High School Athletic Association and Waynedale Board of Education.
2. Ohio High School Athletic Association Standards
3. A student must pass a minimum of 5 of his/her classes in the preceding nine weeks to be eligible for the following nine weeks. (Semester and yearly grades have no effect on eligibility).
4. A student must carry a minimum of 1.0 GPA on the most recent report card.
5. Both 7th and 8th grade students must maintain the 1.0 GPA standard for the fourth quarter to be eligible for a fall sport the next school year.
6. If a student attains the age of 15 before August 1st, he/she is ineligible to participate in middle school interscholastic athletics for the school year commencing in that calendar year. (The student is eligible to participate in high school athletics)

SCHOOL STANDARDS

The final determination of student eligibility will be made at the building level. The guidelines and standards may differ from that of the OHSAA due to the fact that the state standards are set as a minimum requirement.



ATTENDANCE

1. Student athletes must be in attendance by 11:00 am on the day of competition.
2. If an athlete is absent on Friday, they must have parental permission to participate in a Saturday contest. The coach maintains the final decision.
3. Excused absences other than illness won't effect requirement #1
4. Athletes serving an Out of School Suspension are not eligible to participate. If the student is serving an In School Suspension they are eligible to participate; however, final discretion is with the coach.

MEDICAL REQUIREMENTS

Every athlete must have the following forms turned into the Athletic Director prior to participation.

1. Completed and signed physical form
2. Completed and signed Emergency Medical Form
3. OHSAA Authorization Form

Parent/student acknowledgment of Athletic Handbook

- A doctor must clear any athlete returning to competition following a Doctor authorized injury.
- An athlete can not practice before the forms are turned in!

TRANSPORTATION [\(BACK TO TABLE OF CONTENTS\)](#)

The Board of Education provides transportation to and from all athletic events. It is crucial that all student participants be transported to and from contests by authorized school vehicles unless prior approval is granted by the coach or athletic director. The safety of our students is our top priority.

*A request form must be submitted by the parent/guardian to the coach for the alternate transportation to be considered.

PARENTAL PICK UP AFTER PRACTICE [\(BACK TO TABLE OF CONTENTS\)](#)

It is important that parents feel comfortable about leaving your child here after school. We will make sure that there is always a coach present until the last student is picked up. At the same time, please be here to pick your child up on time! If a problem arises, please make an effort to communicate with the coach.

SPORTSMANSHIP [\(BACK TO TABLE OF CONTENTS\)](#)

We believe that promoting sportsmanship, ethics and integrity in interscholastic activities is a responsibility that we owe our students, parents, community, and guests of Waynedale Middle School. It is our intention to strongly adhere to a policy that reflects these ideals.

OUR STUDENTS WILL:

1. Treat opponents and officials with the respect that is due them as guests of John R. Lea Middle School
2. Shake hands with opponents regardless of the outcome.
3. Dress appropriately without bringing undo attention to ones-self.
4. Remain positive without public criticism of officials or opposing players/coaches after a contest.
5. Refrain from using foul language, obscene gestures, and rude or inappropriate behavior to fellow competitors, fans, and officials.



OUR PARENTS/FANS WILL:

1. Treat opponents and officials with the respect that is due them as guests of John R. Lea Middle School
2. Refrain from using foul language, obscene gestures, and rude or inappropriate behavior to fellow competitors, fans, and officials. 3. Refrain from any physical or verbal confrontations with coaches, players, security personnel or administration. ♦ Failure to abide by the above listed expectations could result in the fans removal. (See Waynedale Board Policy IGDJ-R)

CODE OF CONDUCT [\(BACK TO TABLE OF CONTENTS\)](#)

A Coach, Athletic Director, or Administrator has the right to amend or create rules beyond those stated in the athletic handbook. The student handbook code of conduct remains in effect and will be adhered to. A violation of school rules may result in additional disciplinary action including but not limited to the denial of participation or dismissal from the activity. These rules are in effect on or off school grounds from the first day of fall practice until the last day of spring participation.

DUE PROCESS [\(BACK TO TABLE OF CONTENTS\)](#)

The following procedures are established for all extra-curricular activities sponsored by John R. Lea Middle School. Included, but not limited to, are all class organizations, and athletic programs etc.

RULES AND REGULATIONS [\(BACK TO TABLE OF CONTENTS\)](#)

Each coach/advisor shall distribute and explain the rules and regulations pertinent to their particular activity. A list of procedures and possible consequences will be reviewed. Their rules/ regulations must be on file with the Athletic Director/ Principal.

EXCLUSION PROCEDURES [\(BACK TO TABLE OF CONTENTS\)](#)

1. The coach/ advisor may recommend that a student be excluded from an activity for a period of time not to exceed ten (10) school days. The Athletic Director or committee may recommend a student be excluded from the activity for the remainder of the season.
2. The coach/ advisor must give a written/ verbal notice of intention to exclude and the reason why to the Athletic Director/ Principal in a timely manner.

CONDITIONING PROGRAM [\(BACK TO TABLE OF CONTENTS\)](#)

Coaches/ Advisors may organize and conduct conditioning programs for groups of students provided the guidelines are within the framework of OHSAA regulations. Programs must be open to all students who are interested in participating. The conditioning program is not to supersede state established practice dates. The OHSAA rules do not require physical exams and insurance before a student participates in a conditioning program. Conditioning programs are not sanctioned by the OHSAA.



COMMUNICATION [\(BACK TO TABLE OF CONTENTS\)](#)

In a situation regarding suggestions, complaints, problems, or criticisms, or any other related situation, whether it is specific or general, all situations will be heard. We ask that you adhere to the line of communication in which an appointment is scheduled outside of practice or game time. The line of communication will be as follows:

1. Coach
2. Athletic Director
3. Principal
4. Superintendent
5. Board of Education



SCHOOL USE ONLY

DATE RECEIVED: _____

RECEIVED BY: _____

RECEIVED FROM: _____



STUDENT MEDICATION REQUEST FORM
PRESCRIPTION AND NON-PRESCRIPTION MEDICATIONS

Student Name: _____

Date of Birth: _____

Building:

- Waynedale High School
- Waynedale Middle School
- Waynedale Elementary School

School Year: _____

TO BE COMPLETED BY PRESCRIBING PHYSICIAN

_____ of _____ is under my care and should

STUDENT NAME

ADDRESS

receive _____

NAME OF DRUG

DOSAGE

METHOD

at the following times: _____.

Date administration is to begin: _____ and end _____.

Severe or adverse reactions, which should be reported to the doctor:

Special instructions for administering the drug:

Storage requirements or sterile conditions required for the drug:

Should a change in any of the above information occur, a revised written physician's statement must be submitted to the school.

PHYSICIAN'S PRINTED NAME

PHYSICIAN'S SIGNATURE

DATE

PHONE NUMBER

TO BE COMPLETED BY THE PARENT/GUARDIAN

I hereby request and give my permission to the principal or his/her designee (e.g. school nurse or other responsible Board authorized person) to administer the above medication to my child as instructed by the physician.

All medication must be brought to the school, by an adult, in the original container as dispensed by the pharmacist or physician, clearly labeled. Ask the pharmacist to give you two containers. Send only the amount of medication that will be administered during school hours. Medications will be kept in the clinic/office.

If any revisions in the above plan or doctor's statement occur, a written revised doctor's statement must be submitted to the school. It is understood that it is the student's responsibility to seek the medication at the proper location and time, unless he/she is physically or mentally unable to do so.

PARENT/GUARDIAN SIGNATURE

DATE



