

# Waverly Yowell Elementary School

## Student Handbook

### 2022-2023



Dear Students:

Welcome to the 2022-2023 School Year! Each of you follows in the footsteps of many generations of Madison students who have helped to make Madison a special place to grow up.

At Waverly Yowell we believe that what you practice as a child you become as an adult and that every day counts. The foundations of character are integrity, respect, and determination. These are qualities that have been and remain the foundation of the Mountaineer spirit. The WYES students of today will be the leaders of tomorrow.

We are All Mountaineers!

### *Waverly Yowell Honor Code*

Today I will be a person of honor  
I will respect my teachers, my parents and my classmates  
I will do my best at work and play with no excuses  
Because that is what a person of honor does



## *WYES Vision and Mission Statement*

**Vision Statement** – Empowering all students to maximize their potential to become lifelong learners who are productive members of our global community.

**Mission Statement** – We believe our mission is to inspire and engage every student through differentiated instruction in a positive and collaborative environment. We expect all children to be prepared with the 21st century skills of problem solving, creativity, critical thinking, and collaboration. Equally, we believe our mission is to foster a socio-emotional environment where students feel encouraged to grow, adapt, and self-reflect.





## The People and Places of Waverly Yowell

Waverly Yowell School has three floors. The gym and the cafeteria are on the lower level. The first floor has the Main Office, the Library, the Art Room, the Music Room, STEM Room, Guidance Office, and Classrooms that are numbered 101-113. The top floor has classrooms that are numbered 201-211.

### First Floor

- **The Main Office** is our business office and reception area. Mrs. Mills is our secretary and attendance officer. If you are tardy or need to check out early you will need to check with her. Ms. Becky is our secretary and bookkeeper. She writes our school correspondence and orders all of our school supplies.
- **The Clinic** is located in the Main Office. Ms. Lampman is our school nurse. She is responsible for taking care of you if you are hurt or are not feeling well. You must have your teacher's permission to see the nurse. You must also have a pass from your teacher.
- **The Principal and Assistant Principal's Office** are located in the Main Office. Again, you must have your teacher's permission to come see Mr. Kubricki or Dr. Rees.

*\*\* Please enter the office through the back door. It is important that you remember that when you are in the Main Office area you will need to be quiet, polite, and respectful. If you are waiting to be seen by Mr. Kubricki, Dr. Rees, or Ms. Lampman or to be picked up, you are expected to sit in a chair and wait patiently. \*\**

- **The Library** is on the first floor across the hall from the main office. Our library is a very special place and contains over 13,000 books, both fiction and nonfiction. Our media specialist is Mrs. Lam. We encourage you to check out books, enjoy them, take care of them, and return them promptly so that others may also read them. You can only check out 2 books at a time. You must return a book before you will be able to check out another. If you lose or damage your library book you will be expected to pay for the book.
- **The Art room and the Music room** are on the first floor. Mrs. Gigliotti is our art teacher and Mrs. Lyddane is our music teacher. During art class you will learn a variety of art forms and art history. During music class you will learn about music history and basic music concepts by participating in a variety of skill-based activities.
- **The School Counseling Office** is located in Room 121. Mrs. Dove is our School Counselor. You must have your teacher's permission to visit Mrs. Dove. School Counseling services include a school wide program called Second Steps, monthly School Counseling classroom lessons, career and college awareness, and group and individual counseling, as needed, to address social, emotional and/or academic concerns. All students participate in the WYES School Counseling program as part of their overall school curriculum. If your parent does not want you to receive School Counseling services, they must state that in writing to Rachel Dove, School Counselor.

*\*\*Teacher Workrooms are located on both the first and second floor of our building. Students are not allowed in the workrooms unless accompanied by an adult. \*\**

## Lower Level

- **The Gym** is on lower level. Coach Schmaltz is our physical education teacher. The gym is a place to play and have fun, but it is important that you remember to act safely, go by the rules, and exhibit good sportsmanship. Encouraging others and including everyone in a game is a sign of good manners and character.
- **The Cafeteria** is also on the lower level. Ms. Heflin is our cafeteria manager. The cost of a student breakfast is of zero cost to your student this school year. Breakfast is served each morning in the cafeteria. The cost of a student lunch is also of zero cost to your student this school year. Students who bring their lunches from home may purchase water, juice, milk and / or snacks from the cafeteria. Remember that you can't just eat snacks instead of lunch and extra food items can add up very quickly.



### Mountaineer Manners in the Cafeteria

1. You should always walk in the cafeteria. If you run or try to get ahead of others you will eat last and may be seated at the silent lunch table.
2. If you need to leave the cafeteria you **MUST** obtain permission. Please raise your hand and a person on duty will come to help you.
3. Eat your own lunch and do not share with others. If you spill something or drop your lunch let someone on duty know. Accidents happen.
4. Use good table manners. Please let the person on duty know if someone at your table is not following lunch rules.
5. Keep the topics of conversation polite at the table.
6. Lunchroom monitors will bring trash cans around for students to throw away trash. Students are expected to clean up their areas.
7. When your teacher comes to dismiss your table, line up quickly and quietly.
8. Remain seated at your table unless you have permission to get up.

## **General Student Information**

**Hall behavior** – Students are expected to walk quietly and conduct themselves with respect for the other classes. No running in the hall. If you are changing classes you are expected to wait quietly with your hands to yourself.

**Electronic Equipment / Cell Phones** – Students may not bring electronic games, I-Pods, or other electronic equipment to school without prior approval. The school is not responsible for the loss of any electronic equipment. If a student needs to carry a cell phone for use after school, then the cell phone must be turned off and left in their book-bag during the school day. If you use your cell phone or electronic device during school hours or without teacher permission the following protocol will be followed...

1. **First Offense** – Device will be taken and given back at the end of the day
2. **Second Offense** – Device will be taken and your parent will have to pick it up at school
3. **Third Offense** – Device will no longer be allowed at school. Discipline actions may occur.

**Toys/Games/Trading Cards** - Students may not bring unapproved toys, games, or trading cards (ie. Pokemon cards) to school. Any items that become a distraction to learning will following the below protocol:

1. **First Offense** – Items will be taken and given back at the end of the day
2. **Second Offense** – Items will be taken and your parent will have to pick it up at school
3. **Third Offense** – Items will no longer be allowed at school. Discipline actions may occur.

**Telephone Use** – If a situation arises that it is necessary for you to use the telephone, you must have your teacher's permission.

**Language** – You are always expected to express yourself without the use of crude and vulgar language. Calling people names and making fun of others will be taken very seriously. Repeated behavior will result in an office referral and possibly a conference with your parents.

**Websites** – It is important that you are familiar with our school website and more specifically, your teacher's website. Study guides, permission slips, instructional sites and curriculum schedules will be posted. We will continue to give you paper copies, but these resources can also be downloaded from our website.

**Lost and Found** – Please put your name on your coats, books, notebooks and lunchboxes. The lost and found is located outside of the cafeteria. We understand that sometimes people forget, but it is your responsibility to keep up with your belongings.

**Snacks and Water Bottles** – You may bring a water bottle to school to drink water during the day. Please make sure that the water bottle closes securely. Soft drinks, energy drinks, coffee, and tea are not allowed. You may bring a snack from home to eat at a time your teacher designates. We encourage you to bring healthy snacks in a reasonable quantity. Please do not bring any snack food that requires refrigeration or the use of a microwave. There will be no gum permitted at any time.

**School Laptops** – Taking care of technology is everyone's responsibility. You should never eat or drink when using technology. When you carry a laptop from place to place use both hands and treat it gently.

When you have finished using a piece of equipment it is important to shut it down properly and return it to the cart so that it can recharge. Do not change settings or go to sites that are not approved by your teacher.

**Google Accounts** – Each student will have a Google account to be used to communicate with his/her teacher for educational purposes. **Everything** on this account is monitored by our technology department



**Recess** – Each grade level has a daily 20 minute recess after lunch. Your grade level teachers are there for supervision and are responsible for your safety and behavior during that time. Please let them know if anyone is being unkind or not following the rules.

### Recess Policy

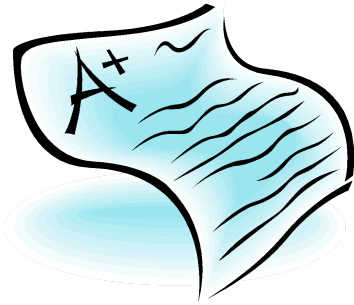
- State Law states that students must have at least 150 minutes of physical activity a week (PE and recess).
- If a student receives lunch detention the student does not eat lunch with their peers, loses entire recess, and the parent is contacted. After 4 lunch detentions, the student serves ASD (After School Detention). After 8 lunch detentions, the student serves 1 day of ISS (In School Suspension). After 12 lunch detentions, the student receives 1 day OSS (Out of School Suspension).
- Students may lose up to 10 minutes of recess for minor behavior infractions.



**Student Dress** – The clothes that you wear to school should be comfortable and not distracting to you or others.

- Students' clothing should never be see-through as to reveal undergarments or private areas of the undressed body.
- Tops with necklines and backlines that fall at or below the armpit crease should not be worn.
- Tops must include straps that connect from the front of the shirt to the back.
- Clothing should cover the midriff at all times.
- Students should only wear eye-wear within buildings that is untinted
- (unless medically prescribed)
- Students may wear head coverings within the school building during the instructional day.
  - Head coverings must not cover any identifying facial features and ears must be visible.
  - Head coverings may be restricted under certain circumstances.

- Dresses, skirts, shorts, and other similarly related clothing should be of appropriate length that covers private areas of the body. The buttocks may not be exposed at any time.
- Appropriate and safe shoes must be worn at all times.
  - Students must wear tennis shoes for participation in Physical Education class. (Tennis shoes can be provided if needed)
- Clothing free from language that is profane or images that depict, advertise, or advocate illegal, violent, or lewd conduct, the unlawful possession or use of weapons, drugs, drug paraphernalia, alcohol, tobacco, marijuana, or other controlled substances or are discriminatory.



## Student Instructional Information

### Report Cards ~ Grading Scale ~ Homework Policy

**Report cards** – You will receive your report card four times per year-every nine weeks. You will receive mid-term progress reports at the midpoint of every nine weeks. Report cards and progress reports are to be signed by parents and returned to your teacher.

**Grading Scale** – The following is our grading scale which will be used for tests and graded assignments. Your work may also be evaluated using a rubric for assignments and projects.

• <b>A – Outstanding</b>	<b>90 – 100</b>
• <b>B – Above Average</b>	<b>89 – 80</b>
• <b>C – Average</b>	<b>79 – 70</b>
• <b>D – Below Average</b>	<b>69 – 65</b>
• <b>F – Failing</b>	<b>64 – 0</b>

**At Home Extension** – Resources for extension and remediation on weekly topics should be included in weekly emails to parents and posted on teacher websites. This will be in lieu of daily homework.

**Classwork** – If you are absent and miss an assignment or a test, please check with your teacher when you return to get your work. All missed work should be made up within a week of the absence unless you make other arrangements with your teacher. If you don't finish classwork it automatically becomes homework. **Time management is a lifelong skill that must be practiced.**



## Waverly Yowell Elementary School Mountaineers WILL . . .

Location	Show Determination	Take Responsibility	Act Safe	Respect Everyone
School	<ul style="list-style-type: none"> <li>• Do your best work.               <ul style="list-style-type: none"> <li>• Persevere.</li> <li>• Be proactive.</li> </ul> </li> <li>• Practice the growth mindset.               <ul style="list-style-type: none"> <li>• Try.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Keep our school clean.</li> <li>• Make good choices.</li> <li>• Be on time.</li> </ul>	<ul style="list-style-type: none"> <li>• Keep hands and feet to self.</li> <li>• Be where you are supposed to be.</li> <li>• Report any problems.</li> <li>• Walk.</li> </ul>	<ul style="list-style-type: none"> <li>• Follow directions immediately.</li> <li>• Use your manners.</li> <li>• Offer help.</li> </ul>
Classroom		<ul style="list-style-type: none"> <li>• Be organized.</li> <li>• Be prepared.</li> <li>• Be ready to learn.</li> <li>• Complete assigned work.</li> </ul>	<ul style="list-style-type: none"> <li>• Keep hands and feet to self.</li> <li>• Walk.</li> <li>• Use materials correctly.</li> <li>• Put your materials away.</li> </ul>	<ul style="list-style-type: none"> <li>• Be an active listener.</li> <li>• Show empathy.</li> </ul>
Hallway and Stairs		<ul style="list-style-type: none"> <li>• Go straight to your destination.</li> <li>• Walk on the right hand side.</li> </ul>	<ul style="list-style-type: none"> <li>• Keep hands and feet to self.</li> <li>• One step at a time.</li> <li>• Walk.</li> <li>• Face forward.</li> </ul>	<ul style="list-style-type: none"> <li>• Stay in the first blue square.</li> <li>• Give silent waves.</li> <li>• Walk quietly.</li> </ul>
Bathroom		<ul style="list-style-type: none"> <li>• Be quick.</li> <li>• Wash your hands.</li> <li>• Throw away your trash.</li> <li>• Report any problems.</li> </ul>	<ul style="list-style-type: none"> <li>• Keep hands and feet to self.</li> <li>• Walk.</li> <li>• Keep water in the sink.</li> </ul>	<ul style="list-style-type: none"> <li>• Keep eyes to self.</li> <li>• Quiet voices.</li> <li>• Respect school property.</li> </ul>
Cafeteria		<ul style="list-style-type: none"> <li>• Keep food and drink on your tray.</li> <li>• Be prepared.</li> <li>• Throw away trash.</li> <li>• Eat <b>YOUR</b> food.</li> </ul>	<ul style="list-style-type: none"> <li>• Keep hands and feet to self.</li> <li>• Walk.</li> <li>• Stay in your seat.</li> <li>• Raise your hand.</li> <li>• Use two hands to carry your tray.</li> </ul>	<ul style="list-style-type: none"> <li>• Quiet voices.</li> <li>• Stay in line.</li> <li>• Use table manners.</li> <li>• Raise your hand.</li> </ul>
Recess		<ul style="list-style-type: none"> <li>• Throw away trash.</li> <li>• Be an active listener.</li> </ul>	<ul style="list-style-type: none"> <li>• Keep hands and feet to self.</li> <li>• Use equipment properly.</li> <li>• Watch for vehicles.</li> </ul>	<ul style="list-style-type: none"> <li>• Be a friend.</li> <li>• Show good sportsmanship.</li> <li>• Respect your surroundings.</li> </ul>
Bus		<ul style="list-style-type: none"> <li>• Follow directions.</li> <li>• Voice level 0-1.</li> <li>• Throw away trash.</li> <li>• Hold on to your belongings.</li> </ul>	<ul style="list-style-type: none"> <li>• Keep hands and feet to self.</li> <li>• Enter and exit bus safely.</li> <li>• Sit facing forward.</li> </ul>	<ul style="list-style-type: none"> <li>• Respect your driver.</li> <li>• Respect others.</li> </ul>





## Specific School Rules

In order to have a safe and orderly environment that is conducive to learning keep in mind:

- No weapons – guns, knives or sharp objects that resemble weapons
- Horseplay is not allowed – no pushing, shoving, or grabbing another person. Students are expected to respect others' personal space. **Keep your hands to yourself.**
- No chewing gum
- Talking back, yelling or arguing with the person in charge will not be tolerated
- Bad sportsmanship is not permitted
- Hitting another person is never allowed
- Threatening to kill, shoot or hurt someone is very serious and will not be tolerated
- Damaging school property is not permitted
- Profanity is not allowed
- No drugs, tobacco or alcohol
- Unless there is a specific educational reason to make an exception: No toys, magazines, electronic games, telephones, iPods or trading cards (ie. Pokemon) are to be brought to school
- Sexual Harassment is a very serious infraction. This type of harassment is inappropriate words, gestures, touching or written comments that are suggestive in nature are not allowed
- Bullying is very serious and will not be tolerated

**If a student breaks a school rule the consequence could be:**

- a personal apology or note
- conference with your parent
- loss of recess or a privilege
- paying for a stolen or damaged article
- lunch detention
- school service
- an office referral
- in-school suspension
- out-of-school suspension
- alternative consequence deemed suitable by school administration



Waverly Yowell's Faculty and Staff are committed to providing a safe learning environment for every student. Bullying in any form is not allowed at school, on school property, in/on school buses and vehicles or at any school sanctioned event and will be taken very seriously. Please also refer to the Madison County Public Schools bullying policy located at the MCPS website – <https://sites.google.com/a/madisonschools.k12.va.us/policies/section-j> (Scroll down to bullying policy – JFHB and click VIEW) or stop by the office to request a copy.

**At WYES students are taught that a bully is someone who hurts you on purpose over and over and over again and you have asked them to stop. Specifically students are taught about 4 types of bullying: Physical, Verbal, Emotional, and Cyber.**

Any student who has concerns should report them immediately. Tell someone –a parent, teacher, principal or other trusted adult. Students may also report concerns to Mrs. Dove by leaving her a note in the box outside her office (Room 121)

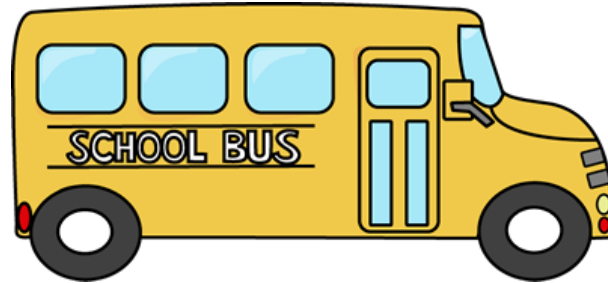
**Bullying includes, but is not limited to:**

- Sarcastic or derogatory remarks about another student's personal appearance
- Pointed questions intended to embarrass or humiliate
- Mocking, taunting, or belittling
- Non-verbal threats and/or "stepping up to" a person
- Demeaning humor relating to a student's race, gender, ethnicity, or personal characteristics
- Demanding money, food, or anything else that belongs to another student
- Blocking access to school property, classrooms, or facilities
- Deliberate physical contact or injury to a person or property
- Stealing or hiding books or belongings
- Threats of any kind or spreading rumors intended to create drama or start a fight



### **Attendance Policy for Students**

- One (1) to Four (4) unverified / unexcused absences will require early intervention. This will consist of speaking to the student, phone call home, reminders about signing of the student handbook, etc.
- Parents of students with five (5) unverified absences will be contacted via email, letter, and/or phone to discuss and verify each absence. A plan to reduce absenteeism shall be made with the student and parent / guardian to resolve the nonattendance issues. The student and parent / guardian may be referred to a school-based multi-disciplinary team for assistance implementing the plan.
- Parents of students with six (6) unverified absences will be contacted via a letter to schedule an attendance meeting within ten (10) days. Student, parent / guardian and conference attendants will all meet and sign an attendance contract.
- Schools shall intervene with court procedures after seven (7) unverified absences and a decision will be made after reviewing the circumstances of the absences.
- Parents of students with ten (10) absences, regardless of reason, will be contacted. (warning letter, scheduled conference or phone call home)
- If a parent or guardian knows in advance that a student will be missing school for five (5) consecutive days, the parent or guardian should meet with a school official prior to the missed days to make arrangements for the student's work.
- Students who are absent from school are not allowed to participate in extracurricular activities on that day/evening unless it is a school related absence.



## **Bus Transportation and Expectations for Students**

This year MCPS will be implementing a new bus system. Students will ride their home bus to and from school. There are three waves of buses dropping and picking up at WYES in order to facilitate traffic flow. You are expected to show respect and courtesy to your bus driver and fellow riders. WYES staff will be responsible for your safety while loading and unloading the bus. If you are suspended from your bus because of misbehavior, you may not ride any bus during that time period, which would include field trips.

***\*\*Remember...riding a bus is a privilege. Your driver may assign you to a particular seat for any reason. Failure to sit in an assigned seat will result in a bus conduct referral.\*\****

**In addition to the usual school rules the following rules apply to all students when riding any school bus of the Madison County Public Schools.**

- You are under the supervision of the bus driver and the school staff while loading and unloading.
- You are to use only the bus and bus stop assigned.
- You are to stay seated while the bus is moving; sitting on objects, standing or walking in the aisle while the bus is moving is not safe.
- Sit facing forward; do not turn around in your seat while the bus is in motion.
- You are to keep your hands, arms, legs, and head inside the bus.
- You are not to play, push, or make loud noises on the bus.
- You are not to litter the inside of the bus or throw objects at, out of, or on the bus.
- You are not to move from seat to seat without your driver's permission.
- You are not allowed to eat or drink on the bus. (Exception: Students may have water on the bus in clear, non-glass containers).
- Glass containers and balloons are not permitted on the bus.
- You must manage your personal belongings. Large, oversized objects should not block the aisle, cause loss of passenger seat space, obstruct the driver's view, or create a safety hazard. (Drivers will provide guidance to

students on where to place band or sports equipment on the bus)

- Possession of weapons (as defined in the student handbooks), drugs, tobacco (all forms including electronic vaping), and / or alcohol is prohibited on all school grounds, including buses
- You must have written permission to ride a bus other than your assigned bus. Please give any notes to your teacher in the morning. They will be copied and returned to you. Give your signed note to the bus driver when you board.
- Remember that every bus is monitored with a camera.

**Misbehavior on the bus is a safety issue and is very serious because it is distracting to the driver. These regulations are designed to keep our students safe. Riding a school bus is a privilege.**

**Students who do not follow these expectations may receive verbal warnings from the driver, changes in seat assignments, parent contact, or bus referrals to the school principal.**

## **Madison Pride**

All students and faculty of the Madison County Public Schools belong to a special school system that exhibits Madison Pride in self, school, and community. This reputation is earned in every classroom in every school across the division. Sportsmanship, academic rigor, and a commitment to personal best are the hallmarks of a Madison Mountaineer.

**Have a great year!**

**Madison Pride**

**We are all Mountaineers**

