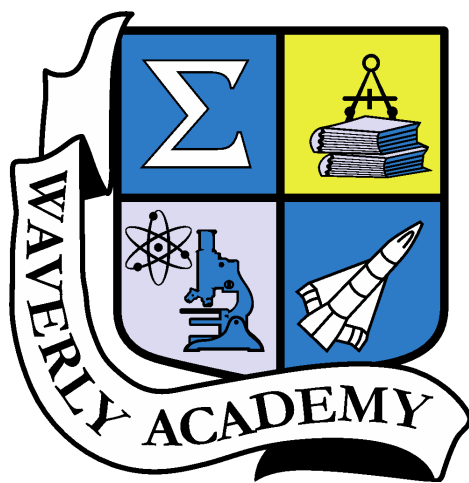


Waverly Academy recognizes and respects the uniqueness of each girl. Our mission is to educate girls during their crucial adolescent years; to prepare them to enter and succeed in college and career; to nurture, empower and prepare them to be the confident, capable, and creative women of tomorrow, eager to challenge, shape and change the world.

Waverly Academy Middle School



Scholar Handbook 2021-2022

**Waverly Academy Middle School
5710 Wesconnett Blvd.
Jacksonville, Florida 32244
Phone (904)-647-8552 Fax (904) 515-5353
Front Office - Ext. 8989**

School Hours of Operation
School Day 8:00 a.m. – 5:00 p.m.

PRINCIPAL'S MESSAGE

Welcome to Waverly Academy!. We are extremely proud of the programs we offer our scholars, and we encourage you to make the most of your time with us.

BELL SCHEDULE

Homeroom/Advisory	8:00 – 8:13
Period 1/5	8:15 – 9:45
Period 2/6	9:47 – 11:17
Lunch/Advisory	11:20 – 12:30
1 st Lunch	11:20-11:50
2 nd Lunch	12:00-12:30
Period 3/7	12:32 – 2:02
Period 4/8	2:04 – 3:34
Homeroom/Advisory	3:36 – 3:46
Dismissal	3:46 – 3:49

GENERAL INFORMATION

ATTENDANCE

Research shows that the single greatest factor contributing to scholar achievement is school attendance. Waverly Academy takes great pride in offering quality education to each of its scholars and believes that regular school attendance is a very important part of educational success. Although missed school assignments can be made up, missed instruction cannot.

UNEXCUSED ABSENCES

An unexcused absence is a part of a scholar's school record. Scholars will be marked for an unexcused absence for:

Failure to Attend School: Failure to attend school, with or without the knowledge of the parent/legal guardian, will be considered an unexcused absence.

School Tardy: A scholar is tardy when she arrives at school after the beginning of the official school day, or is not in the assigned class at the official beginning of the class period.

Unexcused Tardy: Arriving late to school with or without the knowledge of parent/guardian, as a result of reasons such as oversleeping, missing the bus, car problems, traffic, baby-sitting, athletic workouts, or socializing, is considered unexcused.

CLASS TARDY

Scholars are given two minutes of passing time to get to each class during the course of the school day. Scholars are expected to be in their assigned seats

when the class bell rings. Tardy scholars are required to get a special pass from the designated staff to be allowed into the classroom. If a scholar has checked in late through the front office, she should have an admit slip to class from the front office.

TARDY TO SCHOOL/CLASS POLICY

Warning (1st-3rd Tardies) – Tardies are documented but there are no consequences other than a verbal warning by the teacher/office staff. This will not be applicable for scholars who have already received three warnings as of September 30.

1st consequence (4th Tardy) – Teacher/scholar interventions may be verbal, electronic, written, etc.

- Teacher warning issued to scholar.
- Scholar notified of consequences for the next tardies.

2nd consequence (5th Tardy) – Teacher/parent/scholar interventions may be verbal, electronic, written, etc. Teacher notifies parent and scholar about tardy behavior.

- Tardy contract with the scholar (a copy of the contract should be sent home to the parent.)

3rd consequence (6th Tardy) – Administrative referral – disciplinary action.

- 1st administrative referral – Parent contact (contact may be verbal, electronic, written, etc.) and behavior contract.

2nd administrative referral (7th Tardy) – Detention (after school or during lunch) or work assignments.

3rd and subsequent administrative referral (8th Tardy) – Disciplinary action as outlined in the Code of Student Conduct.

CLASS CUTS/SKIPPING

A class cut occurs when a scholar is absent from class for more than 5 minutes without permission from the teacher or authorization from the office to do so.

Scholars who become ill or need to see an administrator during class time should first report to class, obtain permission to be excused and a written pass/signed agenda from the teacher. If a scholar is too ill to report to the office, she should have another person notify the office at once in order that appropriate attention may be given to the scholar.

MAKE-UP WORK FOR ABSENCES

An excused or unexcused absence from school, even for several days, does not remove any scholar from responsibilities in the classroom on the day they return to school. Scholars who have been absent will be given the same number of days that they were absent to make up missed work. For an absence to be excused, a

note should be submitted to the school office no later than two days after returning to school.

On the day the scholar returns to school, it is the scholar's responsibility to find out what work is required and when the work needs to be completed – failure to do this will result in a zero for each of those assignments. For scholars who have been absent, make-up tests will be scheduled at a time designated by the teacher. It is the scholars' responsibility to take the test at that time. If the scholar fails to do this, the teacher is not obligated to set another time for the make-up. If the scholar fails to make up a test without making other arrangements, the teacher is not required to give the scholar the test.

EARLY CHECKOUTS/DROP OFFS

Being removed from classes and leaving the school prior to the official end of the school day with a parent or legal guardian is considered an early checkout. A photo ID is required to check a scholar out of school. Only those persons who have been previously approved by the parent(s)/guardian(s), and officially recorded on the scholar's records at school will be allowed to check out a scholar. Scholars may be dropped off no earlier than 7:45 AM. Extended Day services are available for scholars who need to arrive prior to 7:45 AM. **Early Checkout ends at 2:45 PM.** There is no early check out during the last 30 minutes before dismissal.

PERFECT ATTENDANCE

Scholars are recognized if they maintain perfect attendance. Perfect attendance is considered as zero absences and zero tardiness to school and zero absences and zero tardiness to each assigned class. Whether the absence/tardy is excused or unexcused is not a consideration.

SCHEDULE CHANGES

Each scholar's schedule is carefully planned and developed based on the scholar's academic history and demonstrated abilities. Modifications to the scholar's schedule may be made if requested within the first two weeks of the school year. Any requests made after this time may be deemed as disruptive to the regular routine, and therefore, may not be honored. The final decision will be made by the administration. Please check your scholar's schedule carefully during the first week of school to ensure the best placement for your scholar.

LOCKERS

Each scholar will be assigned a locker for her individual use. Scholars are only allowed at their lockers at the times designated by grade level. The lockers are used for storing books, coats, and personal items necessary for school. Scholars should not bring valuable items from home. Waverly Academy will not be liable for personal items you leave in your locker or bring to school with you. To keep your school items

safe, we strongly advise you to keep your locker combination and space private. Do not trade lockers with another scholar. Do not let another scholar share your locker. It is your responsibility to see that your locker is kept locked and in order at all times. You should report any damage, vandalism or the inoperable condition of your locker to your homeroom teacher. You are responsible for any vandalism, damage or inoperable condition not reported. Please remember that your locker is school property and remains at all times under the control of the school. You, however, have full responsibility for the security of your locker and what is in it. School officials may make inspections. No item considered dangerous by the administration may be kept in the lockers and will be removed if found there. Scholars attending Waverly Academy should not expect privacy in regard to the contents of their lockers, desks, or other school property. Due to the small size of Waverly Academy's lockers, book bags must be small enough to fit within the locker. The cost of renting a school locker is \$5.

DRESS CODE

Scholars are expected to wear the Waverly Academy uniform at all times and to dress and groom themselves in such a way as to reflect neatness, cleanliness and safety. All scholars should dress appropriately so as not to disrupt or interfere with the educational program or the orderly operation of the school. The Dean or other duly authorized school officials shall determine whether any particular mode of dress, grooming and accessory is in violation of the spirit and/or the intent of the school's dress code policy. Scholars are not permitted to change out of their uniforms during or after school unless participating in P.E. or an after school activity that requires non-uniform clothing.

Scholars who violate the uniform code will be allowed to call home for an appropriate change of clothing after obtaining administrator approval. Inappropriate attire jeopardizes the instructional climate and, therefore, will not be tolerated.

Guidelines for clarification are as follows:

1. Uniforms must be worn properly at all times while at Waverly Academy:
 - a. Scholars must be in complete uniform when they arrive at Waverly Academy. Uniforms are expected to remain intact and appropriately worn throughout the entire day at school.
 - b. Scholars must remain in full uniform until after they leave Waverly Academy.
2. Shoes:
 - a. Shoes must be closed-toed flat dress shoes or Mary Janes, only solid black in color, or athletic shoes for

PE. No special designs or patterns (checkered, plaid, camouflage, etc.) or wild colors are permitted. Shoes must be worn at all times.

- b. The emphasis regarding shoes is safety – for that reason, all shoelaces must be tied properly, all buckles fastened, all straps must be secured—nothing may dangle or drag from the shoe. Slippers or thin-soled shoes, flip-flops, or open-toed shoes are not permitted. Heels on shoes may not be higher than one (1) inch. Roller shoes, —wheelies, or shoes with wheels are not permitted.

MEDICATION POLICY

Medication should not be brought to school unless it is essential to the health of the scholar. If a scholar must take medicine at school, these procedures must be followed:

The medication to be administered by designated school personnel must be sent directly from the pharmacy or physician’s office or brought to school by the student’s parent/guardian. The school must receive a Medication Permission Form signed by the scholar’s physician and parent/guardian.

The following information must be printed clearly on the medication container:

- Scholar’s Name
- Name of the medication
- Dosage
- Time the medication must be taken.

Bring in only the amount of medication that is needed for a school day. In the case of prolonged need, send in the amount for a clearly specified period such as one week or one month. Extra medication will not be sent home with a scholar. All medication will be kept in a secure location in the office.

OVER-THE-COUNTER MEDICATIONS

Aspirin, Tylenol, and other patient over-the-counter drugs are not available through school. Should you wish for your scholar to have access to these medications, you must sign a waiver and leave a supply with the school office.

SELF-ADMINISTRATION OF MEDICATION

As a general rule, scholars are not allowed to carry any medication with them in school. However, scholars may carry and administer their medication **if both of the following conditions are met:** It is warranted by a potentially life-threatening condition and advised by their physician **AND** A Medication Self-Administration Form is on file in the office signed by the scholar’s parent, the physician, and the principal.

ANNOUNCEMENTS

Official announcements are posted on our website, www.waverlyacademy.org, or sent by text alert, email, or newsletter. As a common practice, announcements made by the administration, which affect the school community, are made through the stated communication devices. Waverly Academy encourages parent(s)/guardian(s) to check our website on a regular (daily) basis. The Governing Board, Administration, Teachers and Staff at Waverly Academy are dedicated to keeping our community informed.

AFTER SCHOOL ACTIVITIES

A number of extracurricular clubs, sports, extended day, and/or enrichment activities are offered for students. There is no better way for scholars to enrich their education than by taking part in after-school activities, clubs, and tutoring with a teacher. These opportunities will allow you to explore things you already enjoy and to try other areas that sound interesting. In order to participate in any after school extra-curricular activity, including music performances, plays, etc., scholars must arrive on time and be counted present during the school day. Scholars serving in-school suspension may not participate in after school activities on the day(s) the suspension(s) is served. Scholars staying for after school activities will be expected to follow the following rules or they may be banned from all after school activities.

CELLULAR PHONES/ELECTRONIC DEVICES

Although scholars are permitted to bring cell phones to school, it is not encouraged. If a scholar brings a cell phone to school, it may not be used inside the school building. **The cell phone must be turned off before entering the school building and immediately placed in the scholar’s locker.** Scholars may not carry the phone with them during school hours. Scholars shall not use them, display them openly, or leave them in the on position during regular school hours. Regular school hours at Waverly Academy are 8:00 am to 3:49 pm. If scholar is scheduled for an after school activity, including but not limited to clubs, sports, extended day, and tutoring, the cell phone shall be kept off until such activity is over. Cell phone usage is also prohibited in Extended Day. The policy applies to any type of use, not just voice calls. Cell phones may not be used during the school day to take photographs or to send or receive text messages. Scholars should check their cell phone before entering the building and make sure that it is in the off position. Scholars who are found in possession of a cell phone shall have the item confiscated by the teacher or school administrator. Three steps in returning the phone: 1) return to scholar, 2) return to parent, and 3) scholar referral and return to parent/guardian. This rule applies but is not limited to other electronic devices such as Digital Cameras, PDA’s, Blackberry, Mp3/Mp4 players, iPod, iPads, and radios, etc. Waverly Academy

is not responsible for theft, loss or damage to cell phones or other electronic devices brought onto its property.

BOOKBAGS, PENCIL BAGS, ROLLER BAGS and PURSES

Scholars may use book bags to transport school materials to and from school. During the school day, however, Waverly Academy requires that all book bags remain in scholars' lockers. Roller bags are NOT ALLOWED to be used in the building. Only Case-Its are allowed to be carried by scholars throughout the school day. All book bags must be small enough to fit easily inside the locker. Drawstring backpacks are permitted for PE.

MISSING ITEMS

When an item is missing, scholars should report the missing item to a teacher. At that time, the scholars should complete a **Missing Items Form**, which will permit the item to be returned to the owner should it be found or located. Should the owner find the item themselves or it be returned directly to them, they should notify the teacher/front office as soon as the item has been located.

SCHOLAR I.D. CARDS

Scholar I.D. cards are issued to all scholars for security and identification purposes. Scholar I.D. Cards will be issued at the beginning of the school year to each child for a fee of \$5. Should the safety and security of our scholars be compromised in any way, a LOCK DOWN scenario would occur where outside law enforcement authorities may be required to enter and secure the building. All Waverly Academy staff and scholars must be able to show proper identification. All scholars are required to wear their Scholar I.D. card on a school approved lanyard around their neck at all times and present it immediately when requested by school personnel or law enforcement authorities. A replacement cost of \$5 will be required for lost or damaged cards (i.e. torn, bite marks, drawing, stickers, etc.).

TELEPHONE CALLS

Scholars may not be called from class to talk on the telephone during school hours, nor are they allowed to make outgoing calls except in the most necessary circumstances. As part of an effort to teach **responsibility**, scholars are discouraged from calling home for forgotten items. Scholars may not use any phone at school other than an office phone. All arrangements regarding after school activities must be made before the scholar leaves home in the morning. Calls of an emergency nature, that may involve the interruption of a class to deliver a message to a scholar, must be directed to the Dean for approval. Scholars must have written permission from a faculty member stating a compelling reason in order to use the office phones during school hours.

CLASSROOM MANAGEMENT PLAN

Waverly Academy uses a School-wide Classroom Management Plan in which all faculty and staff work in a cooperative systematic effort to encourage a successful learning environment. This plan is designed to ensure an effective learning atmosphere for all scholars and to curtail any inappropriate behaviors that disrupt the learning environment.

The structure of the Classroom Management Plan consists of four main parts:

- **Rules** - the expected behaviors for all scholars
- **Rewards** - what the scholars receives for appropriate behavior
- **Commendations** - what the scholar receives for exceptional behavior
- **Consequences** - what the scholar chooses to accept if a rule is broken

School-wide Rules:

1. We will keep our hands, feet, and objects to ourselves
2. We will show respect to all teachers, peers, and property with positive words and actions
3. We will come to class on time with all required materials
4. We will complete and turn in all assigned work on time
5. We will follow all directions

The Five Pillars of Waverly Academy:

1. Respect
2. Responsibility
3. Readiness to Learn
4. Reflection
5. Results

Teacher Intervention Process for Classroom Misconduct.

The teacher, in response to minor disciplinary problems in the classroom, will take the following steps when scholars fail to abide by the established behavioral expectations:

1. Verbal Warning or nonverbal

Scholars who create classroom disruptions and/or fail to meet behavioral expectations will be given a verbal or nonverbal warning. Teacher will redirect to ensure on task behavior.

2. Isolation in Classroom

Scholars who do not properly respond to the first step of a verbal warning will be placed in isolation within

the classroom. The length of time to be served in isolation will be determined solely by the teacher and may differ for each situation. The teacher will also contact the parent(s)/guardian(s).

3. Intervention Referral

Should misbehavior continue after the first two steps, the scholars may be removed from the class and asked to complete a scholar reflection sheet with a buddy teacher or the Dean of Scholars. The scholar may remain in the Intervention Room (buddy teacher's classroom or designated room per school administration for the rest of the period.

The Intervention Room is considered an extension of the classroom, and during the scholar's visit, the Intervention Specialist will counsel the scholar with regard to the cited offense. If the Intervention Specialist determines that additional counsel or parent contact is needed, he/she may do any one, or all of the following:

- Contact the parent(s)/guardian(s)
- Refer the scholar to the Dean of Scholars
- Refer the scholar to the Academic Director

CLASSROOM PROCEDURES PRIOR TO TRANSITION

Scholars will engage in the class activity until the classroom teacher instructs them to pack up their materials for transition to their next class. Scholars will remain in their seats until dismissed by the teacher.

Transition Procedures

Scholars will walk on right side of the hallway, keep hands to themselves, and speak in a quiet, respectful voice. Scholars will report directly to class using the expected route. If a teacher is not ready to receive scholars, the incoming class will line up on the wall outside of the classroom until the teacher directs them into the room.

Cafeteria Procedures

Teachers will escort scholars quietly, in a single file line, and on the right side of the hallway to the designated location. In the cafeteria, scholars will line up in a single file line with their classroom teacher. All scholars will have their ID around their neck and have their lunch/money ready. All scholars will enter the cafeteria on a Level 0 and remain quiet until directed to talk by the monitor. All scholars will sit at their designated table. Once the scholar is seated, they will not get out of their seat without permission from their teacher. This includes, but is not limited to getting more food, dumping their tray/garbage, getting water, or using the restroom. Scholars will clean their areas and dispose of trash once teacher direction is given. Scholars will line up with their class and quietly return to the designated area with their teacher.

APPROPRIATE BEHAVIOR

Scholars are responsible for appropriate behavior when using Waverly Academy computers, electronic equipment network and the Internet just as they are in classrooms, school premises, and at school sponsored events. Any scholar who disregard the guidelines for acceptable and safe use of computers and the Internet and/or district controls may have her privileges suspended and disciplinary action taken against them.

Disciplinary Actions for Safe and Acceptable Use of Computers and the Internet

Possible consequences for violations of the Waverly Academy use of computers and Internet policies include, but are not limited to:

- Suspension of Internet access
- Suspension of Waverly Academy network privileges
- Suspension of computer access
- Disciplinary actions as outlined in the Code of Student Conduct
- School suspension and/or expulsion
- Appropriate legal action, civil and/or criminal

HOMEWORK POLICY

Homework is an essential part of your successful educational program at Waverly Academy. Doing homework will help develop many valuable skills such as good study habits, time management, responsibility, and perseverance. Teachers assign homework that will foster individual learning and growth and that is appropriate for the subject area. Homework is part of all scholar's regular evaluations. It is each scholar's responsibility to complete and turn in homework on time – if it is not, a grade of zero (0) will be given. In case of conflict regarding homework assignments, the teacher's record is final. If scholars or their parents have questions about homework, immediately contact the teacher who assigned it.

RECOGNITION

Scholars are recognized on a regular basis and rewarded for accomplishments.

- **Principal's Honor Roll** - Scholars achieving a weighted academic average of 4.0 or above in all subjects. This award is given yearly.
- **A Honor Roll** - Scholars achieving all A's in a nine-week period.
- **A/B Honor Roll** - Scholars achieving all A's and B's in a nine week period.

Calculations are carried to one decimal point, and standard rounding rules are applied.

RESPONSIBILITY FOR INDIVIDUAL ACTIONS OR CHOICES

It is expected that every individual will accept responsibility for her own actions, whether intentional or unintentional. Often harm caused to other persons or their possessions is unintentional, or the result of careless behavior. This, however, does not excuse or diminish the personal responsibility of the scholar

(and/or her parent/guardian) to make appropriate restitution. When known and verified by an administrator, any harm caused to another will be reported to parents. Neither Waverly Academy, its employees, nor the Governing Board, assumes any liability for the intentional or unintentional harm caused by any scholar to another individual or her possessions.

Waverly Academy has as its goal to help every scholar fulfill her intellectual, social, physical and emotional potential. Everything in and about the school has been designed to create an orderly and distraction-free environment in which all students can learn effectively and pleasantly. To foster this kind of learning environment, Waverly Academy administrators and teachers shall not allow inappropriate, distracting, or disorderly behaviors to occur during school, on school property, or at any school sponsored activities. Scholars who continuously disregard the code of conduct may be recommended to Alternative School.

Our ultimate goal is to develop in scholars a sense of responsibility and self-discipline. Firm but fair is the basis for this system-wide discipline program. Guidelines are provided in order to foster mutual respect and cooperation within the school setting. Waverly Academy takes seriously its responsibility to educate its scholars in a safe and drug free school where they are free from fear of harm or intimidation. Weapons, drugs and gang activity will not be tolerated. Scholars who violate Waverly Academy rules, or State laws related to these offenses, will be suspended or expelled from school. Violators will also be reported to police and may be arrested. These rules apply to all scholars at school or school-sponsored activities, including field trips and on buses, athletic fields, stadiums, parking lots, and other sites used for school-sponsored activities.

SCHOLAR AGENDA / HALL PASSES

An agenda will be issued to each scholar for a fee of \$5. Scholars must bring their agenda to school daily, and carry it with them to all of their classes. There is a section for hall passes at the bottom of each page. Teachers will issue hall passes to scholars who have justifiable reasons for leaving the room through hall pass.

It is the scholar's responsibility to maintain their Scholar Agenda in the original condition as it was issued:

- a. The front cover and back cover must remain attached, and must not be altered, cut, or damaged in any way.
- b. The Scholar Handbook section must remain intact as a part of the Agenda so that students may reference the school information and rules at any time.

- c. Dated pages must remain in the Agenda for student, parent, and administrative reference to past assignments, phone permissions given, and/or hall passes issued.

Should a Scholar Agenda fail to meet these requirements, it will be confiscated and the scholar will be required to purchase another Scholar Agenda. A replacement cost of \$5 will be required for lost or damaged agendas.