



## **Woodland Middle School**

5399 Old Taylor Mill Road

Taylor Mill, KY 41015

PHONE: 859-356-7300 FAX: 859-356-7595

<http://www.kenton.k12.ky.us/28/Home>

**WMS... "The place to be engaged in bell to bell learning... every minute of every day in every classroom."**

**Follow us on Twitter: @wmswildcat**

**ALL IN for our WMS kids**

**Dear Woodland Wildcat Students,**

*We are excited about the 2017-2018 school year! Every person in this building has HIGH expectations for you as a person, a student, and a member of the Wildcat family. These expectations are high because we know every one of you will not only meet our expectations but also exceed them. Within you, you have the awesome potential to grow, learn, and excel as a Wildcat.*

*The 2017-2018 school year will be amazing and we are excited to have you on board as a member of the Wildcat family!*

**Mr. Jerry Cline, Proud Principal of Woodland Middle School, home of the Wildcats!**

### **General Information**

**Doors to the school open at 7:10**

**Students who ride a bus to school are released from the bus at 7:20**

**Students are considered tardy if they are not sitting in homeroom when the bell rings at 7:40.**

**School dismisses at 2:30**

**School Colors: Royal Blue and White**

**Mascot: Wildcat**

### **School Wide Expectations**

At Woodland Middle School everyone, administration, staff, and students strive to meet the **THREE** School Wide Expectations:

***Be Respectful***

***Be Responsible***

***Be Safe***

#### **CATS Cash: Receiving**

When students meet these expectations, as well as other classroom level expectations set by individual teachers and grade level teams, they will receive CATS Cash. When you receive CATS Cash, you know you have met either school wide expectations or classroom level expectations.

#### **CATS Cash: Spending**

There are a number of ways for students to spend their CATS Cash. Cats Cash can be used to purchase various items at the C Store.

Students may also spend their CATS Cash on a variety of PASSES. These PASSES include privilege passes such as a "Hat Pass" or "Gym Pass" on designated days.

## Kenton County Schools Grading Policy

Grade	Range
A	90-100
B	80-89
C	70-79
D	60-69
F	0-59

### Honors Ceremony:

An honors ceremony will be held in the spring to recognize students who have demonstrated outstanding achievement for the 2017-18 school year. The cut off for all grades to be considered for honors will be the end of the 2<sup>nd</sup> trimester. Perfect Attendance is the only exception and this will be cut off at the midterm of the 3<sup>rd</sup> trimester.

### Woodland Middle School Retention Policy:

Woodland administration has the right to retain or place any student based on academic, behavioral and/or attendance record in accordance with Woodland SBDM policy.

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### A/B Honor Roll:

Those students achieving a minimum of a "B" average for the grading period in each course. Any individual course grade below an 80% will exclude the student from Honor Roll.

### Straight A Honor Roll:

Any student receiving no grade below a 90% in each course would earn the recognition of Straight A Honor Roll.

## District Code of Conduct

Disciplinary actions are utilized by Kenton County Schools to maintain the educational environment and protect each student's right to a free and appropriate education. The KCSD Code of Conduct covers all Kenton County School events including those on school grounds, buses, and activities sponsored by the school (which could occur off of school grounds).

A copy of the District code of Conduct is sent home with each student at the beginning of the year. **Students and Parents are responsible for its contents.**

## General School Expectations

1. **Respect** all persons. This includes keeping hands, feet, and objects to yourself.
2. Be in assigned seat, quiet and ready to work when **class time** begins.
3. Come to class prepared with all necessary **materials**.

4. **Harassment** or malicious remarks based on race, gender, religion, appearance, or intelligence will not be tolerated. This includes; insults, intimidation, or any verbal abuse (or in writing) towards any member of school staff or student body. This includes social media.
5. Students must carry a hall pass **EVERY TIME** he/she is out of class.
6. **Personal items** that create a distraction or safety hazard are not permitted and may be confiscated. These items include but are not limited to... gum, candy, drinks, laser pointers and electronic devices if used inappropriately.
7. Inappropriate **cafeteria behavior** is not acceptable.
8. **Vandalism** of any kind will result in school consequences and/or criminal charges may be filed. Families will be held responsible.

## Bullying Behaviors

Because we believe every student deserves a safe learning environment, the Kenton County School District is committed to dealing with bullying behaviors in our schools. Bullying is defined; when someone uses POWER or INTIMIDATION to hurt or scare another person. We have two goals:

1. To help the student who is the target of bullying
2. To identify the student who is using bullying, administer consequences for bullying behavior and help our students learn new ways of relating to others. Students should report all bullying behavior to an adult or the School Resource Officer

## Electronic Devices

### Cell Phone/Electronic Device Guidelines

- **In the building...** Cell phones and devices are permitted in the school building as a tool for learning, not a distraction of learning. Cell phones and devices must be used in an appropriate manner as defined by the KCSD AUP. Cell phones and devices are not permitted for communication use, camera usage, or video recording during the school day (unless permission is granted by teacher for education use). The following communication features/apps are just a few examples of communication that are **not** permitted during the school day, examples include but are not limited to: texting, snapchat, instagram, facebook messenger and any other forms of communication, and social media.
- **In the hallway...** Cell phones and devices are **not** permitted for use in the hallway during class transition times. Students only have 3 minutes to get to their next class... students do not have time for cell phone use during these quick transitions.
- **In the cafeteria...** Cell phones and devices **are** permitted for use in the cafeteria during breakfast and lunch. Cell phones and devices must be used in an appropriate manner as defined by the KCSD AUP. Cell phones and devices are not permitted for communication use, camera usage, or video recording during the school day. The following communication features/apps are just a few examples of communication that are **not** permitted during the school day, examples include but are not limited to: texting, snapchat, instagram, facebook messenger and any other forms of communication, and social media.
- **In the classroom...** Cell phone/device usage is regulated by the teacher. The teacher will make it clear to students if cell phones or devices can or cannot be used for a lesson.

**Prior the start of the 3<sup>rd</sup> week of school**, a scheduled block of time (RTI) will be used to discuss appropriate cell phone/device usage with students.

**THE SCHOOL AND/OR DISTRICT ACCEPTS NO RESPONSIBILITY FOR USE, BREAKAGE, THEFT OR LOSS OF PERSONAL ITEMS OR PERSONAL COMMUNICATION DEVICES. WE WILL NOT INVESTIGATE THE LOSS OR THEFT OF THESE DEVICES.**

**Woodland Middle School – General Guidelines for Student Behavior**

**Teacher/Staff Level Incidents**

*These are the minor offenses that will require immediate intervention by the Woodland Middle School staff member supervising the student or that observes the behavior in question. This is not an inclusive list but merely a guide for understanding of the types of activities/violations that will result in teacher redirection and/or teacher assigned consequences.*

1. Disrupting and/or interfering with the normal operations of a classroom.
2. Tardiness to class.
3. Defiance of Authority -- Failure to abide by a reasonable request from an adult in the school building.
4. Violation of the school dress code.
5. Failure to bring appropriate materials to the classroom.
6. Refusal to participate in classroom activities.
7. Failure to complete assignments (class work, homework, etc.)
8. Excessive talking in class (disruptive to educational environment).
9. Sleeping in class.
10. Failure to follow classroom rules/procedures.
11. Eating or drinking in class (except under special circumstances pre-approved by the teacher).
12. Inappropriate use of electronic devices
13. Inappropriate cafeteria conduct.
14. Inappropriate hallway conduct.
15. Throwing objects in class (could be automatic referral if this causes a safety issue for anyone).
16. Public display of affection (kissing, hugging, any other touching deemed inappropriate by school staff).
17. Any other violation of classroom/school rules and procedures.
18. Any other activity that interferes with the learning process.

**Woodland Middle School 2017-2018  
Attendance Policy and Procedures**

*We are asking that you read the entire policy carefully and discuss it with your child. The list below is just an abbreviated list of the overall policy. You will need to read the policy in its entirety for detailed information on attendance. If you have any questions, please feel free to contact the school for additional information. Please note the consequences or disciplinary actions to be taken for excessive unexcused absences.*

**It is of the utmost importance that school attendance is taken very seriously by both the student and parent/guardian. There is no question that good attendance plays a major role in a student's overall school success. Unfortunately, many do not consider tardiness an attendance problem. Yet it is disruptive to the educational process of your child and his/her classmates. For this reason, we have specifically highlighted some of our guidelines on being tardy.**

- School hours for students are 7:40 am – 2:30 pm.
- Homeroom begins at 7:40. Students should be **seated in their desk by 7:40** or they are considered **tardy**.

- Any students not in homeroom at 7:40 should report to the office to sign-in as tardy. The students will be given a tardy slip for admission into home base.
- All students arriving at school after 7:40 should first report to the office **with a parent/guardian note**.
- Persistent tardiness may result in further school disciplinary action and/or truancy charges.
- **After 3 unexcused absences**
- The Attendance secretary will send (via mail) attendance profile reminder and 3-day notice.
- **After 5 unexcused absences**
- The Attendance secretary will send (via mail) a county attorney letter and the FRYSC will conduct a truancy needs assessment and/or conduct a home visit with the RBTL representative or counselor.
- **After 6 unexcused absences**
- The Attendance secretary will send a final notice (via mail) and Dave Campbell (AP) will make a phone call home.
- **After 10 unexcused absences**  
The RBTL team will initiate a court referral

### **Conduct on Bus**

Bus transportation is **not a right, but a privilege**. The privilege of riding a school bus will depend upon students obeying the following rules and any other rules in the District Code of Conduct in accordance with the Kenton county School District and under 702 KAR 5:030 Section 19-20.

- Bus behaviors are expected to reflect classroom expectations (listed above). Misbehavior on the bus may result in bus suspension.
- The principal/asst. principal has the responsibility of maintaining discipline on all school buses servicing his/her school. The principal/asst. principal is authorized to suspend immediately, as a disciplinary measure, bus riding privileges for any student who is reported to him/her by the bus driver.
- Bus drivers have the right to assign students to seats and limit items brought on the bus. **No students will be transported on a bus other than his/her own without a pass that has been signed by the school official.** Depending on bus route size, passes may be limited by the school or transportation department. If there are any problems on the bus, please contact the transportation department for the Kenton County School District at 356-5050.

### **Woodland Middle School Walker Expectations**

- Students will be able to walk home only if they live within a reasonable, safe distance from school.
- Walkers must proceed directly home without making any stops along the way.
- Walkers must obey all traffic rules for pedestrians and respect all properties of the neighborhoods being passed.
- Woodland Middle School will not provide any crossing guard at any intersection near or around the school.
- Woodland Middle School rules and the Kenton County Code of Acceptable Behavior must be followed at all times.
- **If a student violates these expectations, this privilege may be revoked.**
- A Walker Expectations form must be signed by a parent/guardian in order for a student to be able to walk home. These forms are available in the Assistant Principal's office. All forms are to be turned into the Assistant Principal's office.

## Locks and Lockers

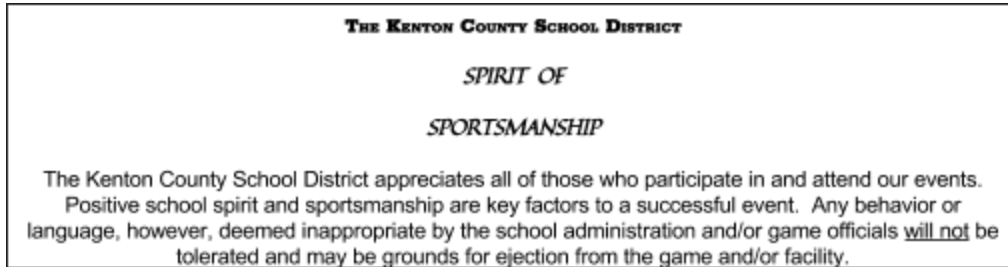
Students are assigned a locker located near their homeroom. Students can provide their own lock but must provide the home base teacher with the combination. If a student cannot provide their own lock, the school will loan him/her a lock. If a lock loaned to a student is misplaced, lost or stolen, the student must replace it for a fee of \$5.00. Lockers are not intended to be shared and students are responsible for keeping the locker free from graffiti and other markings.

## Lunch Money/Cafeteria

Our cafeteria is set up for student to use an account system. Payments of cash or check will be accepted at school. Parents now can go online (Meal pay) at [www.kenton.kyschools.us](http://www.kenton.kyschools.us) to pay using a credit card or debit card. Parents can see the status of their student's account history, and receive low account reminders. Instructions for online payments will be sent home during the first grading period.

## Library Procedures

The Library will be open on Tuesday and Thursday all day. The Library will also be open Wednesday until 11:00 AM (library books can be returned during this time).



## Food and Drink in the Classroom

In an effort to maximize instructional time and create a more optimal learning environment, and in response to the presence of food-based allergies, we at Woodland Middle School do not allow food or drink in the classroom (excluding water in a clear bottle).

### Dress Code

(SBDM Council Approved 4/2/13)

#### ***Dress Code Purpose***

All workplace environments have expectations for dress. The following dress code establishes **minimum expectations** for student dress while students are involved in their work of acquiring a public school education. The dress code ensures appropriate clothing that is not offensive, provocative or disruptive and that reinforces safe behaviors and a safe and orderly learning environment.

#### ***Safety and the Dress Code***

At Woodland we rely upon a system of supervision and monitoring by staff and surveillance cameras to maintain a safe school environment. So as not to obscure the identity of any student or visitor, the following items are **prohibited from being worn** (or carried, as appropriate) at school:

- hats or caps (unless PASS purchased with CATS cash)
- sunglasses or any colored lens glasses
- cosmetic contact lenses
- theatrical type make-up
- dog collars or hardware chains

- Bandannas (obscuring face or head), gang colors, or gang paraphernalia

#### **SHIRTS**

- Neither the fabric, nor fit, nor fashion of a shirt or top shall allow exposure of undergarments or the midriff, whether the student is seated, standing or moving.
- All types of shirts and tops must be worn close to the neckline and must have sleeves.
- Shirt types inappropriate for our school setting include, but not limited to: tube, tank, halter or crop.
- The length for the shirt must be long enough to be tucked into pants.
- Hooded sweatshirts may be worn; however students are not permitted to have the hood pulled over their head.

#### **PANTS**

- Neither the fabric, nor fit, nor fashion of a student's pants shall allow exposure of undergarments or the midriff whether the student is seated, standing or moving.
- Pants must be worn at waist level. Pants must be size appropriate and can't drag on the floor.
- Any holes in pants must be within four inches of knee level and cannot be large enough to be deemed inappropriate or a safety concern. Any skin exposed above 4 inches from the knee must be covered from the inside.
- Pajama pants are unacceptable (unless PASS purchased with CATS cash).

#### **SHORTS, SKIRTS & DRESSES**

- All shorts, skirts and dresses shall be no shorter than four inches above the knee.
- Shorts and skirts must be worn at waist level and may not have holes within four inches of knee level.

#### **SHOES**

- Shoes must be worn at all times and must fit securely through design with strapping or tied laces.
- No flip flops, soccer slide/beach shoes, shower shoes or slippers may be worn.
- Wheeled shoes are not permitted (unless PASS purchased with CATS cash).

#### **BODY PIERCING, HAIR COLORING & TATTOOS**

- Any visible body piercing, tattoo, or hairstyle deemed to be a distraction to the learning environment by administration will not be allowed.

#### **BACKPACKS, LARGE PURSES & BAGS**

- All backpacks, large purses and bags and backpack purses shall remain in lockers at all times unless permission is otherwise granted.

#### **COATS & JACKETS**

- Heavy winter coats and jackets shall remain in lockers unless permission is otherwise granted.

#### **DISRUPTIONS TO THE LEARNING ENVIRONMENT**

- Strictly prohibited are any types of clothing and accessories that promote alcohol, drugs, gangs, weapons, tobacco, violence, sexual behavior, profanity or discrimination through words, pictures or innuendo.
- Headphones or any other type of electronic device or accessory should not be visible unless the student is in the appropriate zone. Headphones should never be worn as an accessory around the neck or in any other visible manner.

*\* Any exceptions to this dress code must be approved by Woodland's Principal and/or his designee.*

## **Medication at School**

Students are NOT to have ANY medication in their possession, including "over the counter" medication or medication prescribed to them. If it is necessary for a student to take any medication on a regular basis during school hours, an "**Administration of Medication**" form must be filled out and signed by the doctor & parent. This form must be filled out even if a student must take medication on an "as needed" basis,



including Tums, aspirin or ibuprofen, Midol or other “over the counter” medications. Forms are available in the office. **All medications must be kept in the nurse’s office. NO EXCEPTIONS!**

### **Immunization Certificates**

Students should turn in up-dated certificates to the nurse **only**. Students can bring all health forms to the main office from 7:20-11:30AM. Students can bring all health forms to the nurse’s office from 11:30AM-2:30 PM.

### **Closed Campus**

Woodland is a closed campus. Students are not allowed to leave school grounds during the school day unless signed out by a person listed on the student emergency list (identification is required). Student will only be released to those on the list. **NO EXCEPTIONS!** All doors will remain locked during the school day. These policies are for the safety of all of our children.

### **Visitors to Woodland**

Parents and Guardians are always welcome at school! We love visitors! Please call in advance to arrange for a teacher conference. All visitors must report to the office to sign in and obtain a visitor’s badge before proceeding through the building.

### **Communication from Parents**

We need your help! It is **imperative** that Parents/Guardians stay in contact with the offices of Kenton County Schools in regards to student-guardian information, address, and emergency contact information. There should be no time that school personnel cannot get in contact with parents/guardians. If your phone number, address or contact information changes during the school year it is the responsibility of the parents/guardians to notify any changes. All student records are confidential and can only be released through proper authorization.

### **Woodland PTSA**

PTSA: (Parent Teacher Student Association) our only parent organization that supports all students is the Woodland PTSA. Its purpose is to support the total school program. Regular meetings occur each month. Please contact our PTSA president Toni Walden via email to join or for more information: [antoinettewalden1@gmail.com](mailto:antoinettewalden1@gmail.com)

### **Woodland web site**

Please visit our school web site here: <http://www.kenton.k12.ky.us/28/Home>

### **Twitter**

Follow us on Twitter: @wmswildcat

### **Newsletter**

Every week our WMS Newsletter is sent via electronically to our WMS families. Please visit <http://www.kenton.k12.ky.us/woodland/Content2/newsletter> to sign up.

## Site Base Decision Making Council

Woodland Middle School's SBDM meets at 3:30 pm on the last Thursday of each month. This committee is made up of the principal, teachers, and parents. Many school based decisions and policies are decided at these regular meetings. Attendance is encouraged. Policies and minutes are available, please visit our school website for 2017-18 SBDM meeting dates.



### 2017-18 bell schedule

Homeroom	7:40-7:45 (5 min)
Period 1	7:48 – 8:42 (54 min)
RTI	8:45 – 9:10 (25 min)
Period 2	9:13 – 10:07 (54 min)
Locker	
Period 3	10:12 – 11:06 (54 min)
Period 4	11:09 – 12:31 (82 min) lunch
Locker	
Period 5	12:36 – 1:30 (54 min)
Period 6	1:33 – 2:30 (57 min)

WMS..."The place to be engaged in bell to bell learning... every minute of every day in every classroom"

### School Calendar 2017-18

For the most updated version of the school calendar, please visit

<http://www.kenton.k12.ky.us/userfiles/12498/my%20files/2017-2018%20text%20version%20of%20calendar%204-3-17%20clean.pdf?id=57539>

### Trimester Dates for 2017-18

Trimester 1: 8/23/17-11/10/17  
Trimester 2: 11/13/17-3/2/18  
Trimester 3: 3/5/18-6/1/18

**2017-18 Woodland Faculty and Staff**

<b>6th grade Team</b>		
<b><u>Subject</u></b>	<b><u>Teacher</u></b>	<b><u>Room</u></b>
ELA	Traci Zimmerman	207
ELA	Missy Henderson	206
Math	Roger Hall	208
Math	Rebecca Hotard	202
SS	Allison Stacy-Schaefer	205
SS	Stephanie Simon	204
SC	Dana Brady	102
SC	Marcia Berry	114
Sp. Ed. collab	Haley Reed	201
Sp. Ed. collab	Katie Rice	201
IA	Nancy Reed	201

<b>7th grade Team</b>		
<b><u>Subject</u></b>	<b><u>Teacher</u></b>	<b><u>Room</u></b>
ELA	Stephanie Profitt	110
ELA	Eydie Franklin	111
Math	Samantha Lubbers	113
Math	Laurie Sapp	115
SS	Jared Dwyer	112
SS	John Milar	117
SC	Amy Eads	116
SC	Marcia Berry	114
Sp. Ed. collab	Jackie Hicks	104
IA	Amy Painter	104

<b>8th grade Team</b>		
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<u>Subject</u>	<u>Teacher</u>	<u>Room</u>
ELA	Lindsey Stiles	211
ELA	Jennifer Tashijan	210
Math	Lorna Manahan	212
Math	Kember Dunn	214
SS	Lee Turner	209
SS	Jay Hardin	119
SC	Apryl McCoy	118
SC	Nicholas Apostol	106
Sp. Ed. collab	Jessica Cope	215
Sp. Ed. collab	Shelley Prater	215
IA	Kevin Siple	215

<b>Encore Team</b>		
<u>Subject</u>	<u>Teacher</u>	<u>Room</u>
STEM/PLTW	Pam Hanson	122
Spanish	John DeAtley	223
Intro to Journalism	Gina Benham	217
Math 180	Amanda O'Harra	108
Band	Laura Fuller	220
Chorus	Lauren Bridges	221
PE	Jason Schwartz	218
Art		216
Reading Exploratory	Missy Henderson	206
Reading Exploratory	Eydie Franklin	111
Math Exploratory	Rebecca Hotard	202
Math Exploratory	Laurie Sapp	115

<b>Special Education Team</b>		
<u>Subject</u>	<u>Teacher</u>	<u>Room</u>
STU	Marcia Johnson	101
STU IA	Lance Fischer	101
MSD	Ben Graham	103
MSD IA	Cameron Lonaker	103
EBD	Taylor Waters	105

EBD IA	Shawnee Lewis	105
EBD IA	Kelly Painter-Kampsen	105
MMD	Carla Miller	107
PASS	Cameron Haynes	226
PASS IA	Crystal Poe	226

<b>Administrative/Support staff Team</b>		
<b><u>Role</u></b>	<b><u>Name</u></b>	<b><u>Room</u></b>
School Secretary	Jacki Arnado	Main office
School Secretary	Sandy Smith	Main office
Principal	Jerry Cline	Main office
Assistant Principal	Dave Campbell	Student Services
Counselor (7 <sup>th</sup> and 8 <sup>th</sup> grade)	Rachel Retherford	Student Services
FRYSC	Kristin Niehues	Student Services
Athletic Director	John Milar	Student Services
School Nurse	Kerrilyn Romer	Student Services
Health Assistant	Nancy Reed	Student Services
Counselor (6 <sup>th</sup> and 7 <sup>th</sup> grade)	Kelly Dolwick	227
Media Specialist	Denise Newbolt	Library
Cafeteria Manager	Dava Musick	Cafeteria
Plant Manager	Mike Hogue	
Day Custodian	Patty Justice	