



Woodland Middle School

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Taylor Mill, KY 41015
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www.wdms.kenton.kyschools.us

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

Follow us on Twitter: @wmswildcat

Jerry Cline, Principal
Dave Campbell, Assistant Principal
Kelly Dolwick, Counselor
Rachel Retherford, Counselor

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NO. _____



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Dear Woodland Wildcat Students,

We are excited about the 2016-2017 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 each and every one of you will not only meet our expectations but exceed them. Within you, you have the awesome potential to grow, learn, and excel as a Wildcat.

Remember, Woodland Middle School is the place to be engaged in bell to bell learning... every minute of every day in every classroom.

Mr. Jerry Cline, Principal

General Information

Doors to the school open at 7:10

Students are considered tardy if they are not sitting in homeroom when the bell rings at 7:40. School dismisses at 2:30.

School Hours: 7:40-2:30

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 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 "Free Lunch Seating 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

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.

Principal's Honor Roll:

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

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.

Woodland Middle School Homework Policy:

Homework Philosophy – Homework is a useful practice to reinforce content that has already been introduced/taught in the classroom. This does not mean that content has been mastered but rather content is being practiced and/or assessed to determine students' ability level in an attempt to master the content being taught. Homework should not be assigned in order to teach new content that has yet to be introduced/taught in the classroom.

A. Guidelines

- i. Homework assignments are required to support the district's curriculum maps and the Kentucky Core Content for Assessment.
- ii. It is suggested that homework be planned for by the teacher as part of their regular unit/lesson plans.
- iii. Teachers are required to inform students regarding the grading of homework assignments.
- iv. Teachers are required to provide clear directions for the homework to be completed.
- v. Teachers are required to review the homework assignment(s) with students within two (2) school days of it being due.
- vi. Students are required to write all homework assignments in their agenda.
- vii. Students should ask questions regarding homework assignments.
- viii. Students should set aside the required time each day to complete homework assignments (see Section B below regarding amount of time for homework each day).

- ix. Student should take home all necessary materials needed to complete homework assignments.
 - x. Students are required to complete and turn in homework assignments on the date due.
 - xi. Late homework will be accepted by all teachers up to five (5) school days after it was due and assignments can be penalized accordingly for each day it is late. Teachers may not penalize students more than forty (40) percent of an individual homework assignment that is late.
 - xii. Homework assigned during an **excused** absence follows the school's make-up work policy for absences. A student has one additional day for each day their absence is excused to turn in homework without penalty. Refer to school's attendance policy for make-up work.
 - xiii. Teachers may, but are not required to allow students to make up homework for any **unexcused** absence.
 - xiv. Students with and IEP or 504 Plan are entitled to homework modifications as documented in their individual plans.
- B. Amount of Homework Assigned
- i. 6th Grade – students should not have more than 70 minutes of homework per night on average over the course of a week.
 - ii. 7th Grade – students should not have more than 80 minutes of homework per night on average over the course of a week.
 - iii. 8th Grade – students should not have more than 90 minutes of homework per night on average over the course of a week.

Notice of Non-Discrimination

The Kenton County School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to students and employees. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Tom Arnzen, Director of Student Engagement
 Tammy Pugh, 504/Due Process Coordinator
 1055 Eaton Drive, Fort Wright, KY 41017

For further information on notice of non-discrimination, visit <http://wdcrocolp01.ed.gov/CFAPPS/OCR/contactus.cfm>
 For the address and phone number of the office that serves your area, or call 1-800-421-3481.

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 verbally 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 (phones, CD players, headphones, hand-held video games, etc...in unapproved areas)

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

Communication Devices

The staff of Woodland Middle School believes it is our job to teach students to use technology appropriately.

Red Zones

- Electronic devices are NOT allowed in a zone labeled as a red zone. **This means the devices should not be visible. This includes headphones and ear buds.**
- Hallways and bathrooms will always be a red zone.

Green Zones (These can change based on behaviors)

- Gym in the morning (with a PBIS pass)
- Cafeteria in the morning and at lunch (with a PBIS pass)
- The school building, after 2:35
- *Classrooms, computer labs, and the media center are never green zones.....Teachers control and dictate the use of electronic devices within the walls of their classroom based on the guidelines for use of electronic devices*

What would be APPROPRIATE use of an electronic device in a green zone?

- Reading a book individually
- Working on work related to school or enrichment
- Playing a game individually in a **designated green zone, NEVER in a classroom**
- Listening to music by yourself with earphones
- Using an appropriate website

What would be INAPPROPRIATE use of an electronic device in a green zone?

- **Texting**
- **Talking on the phone**
- **Playing music without earphones**
- **Taking a picture or video**
- **Posting to a social media website**
- **Using an inappropriate website**
- **Any type of sound**

What are the consequences for using electronic devices in a red zone?

Staff member who observes the electronic device or earphones will take them away. The teacher will label it and give it to the office. This will be logged on an excel spreadsheet.

- First offense..... the student will get phone back at the end of the day.

- Second offense.....parent will be contacted.
- Third offense...no electronic devices for the remainder of the trimester or for a length of time decided by administration.
- Fourth offense... referral for repeated violations, meeting scheduled with parent/guardian and administration.

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 - 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 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. Possession and/or use of radios, CD players, cameras, video game devices, and other electronic type devices in school without the permission of the teacher or appropriate pass.
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 2016-2017 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 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 absence events the parent/guardian will be contacted by the principal, assistant principal, or attendance clerk to discuss the situation.
- Truancy charges may be filed against student and parent after 6 unexcused absences.

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.

Locks and Lockers

Students are assigned a locker located near their homeroom. Students can provide their own lock but must provide 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 on-line (Meal pay) at 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 on-line payments will be sent home during the first grading period.

THE KENTON COUNTY SCHOOL DISTRICT

SPIRIT OF SPORTSMANSHIP

The Kenton County School District appreciates all of those who participate in and attend our events. Positive school spirit and sportsmanship are key factors to a successful event. Any behavior or language, however, deemed inappropriate by the school administration and/or game officials will not be tolerated and may be grounds for ejection from the game and/or facility.

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
- 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.

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.

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!**

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 classroom visits or teacher conferences. All visitors must report to the office to sign in and obtain a visitor's badge before proceeding through the building.

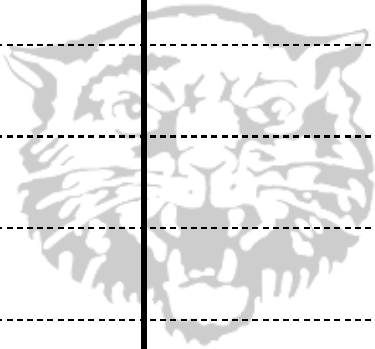
Communication from Parents

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.

Parents and Students are responsible for the material in the 2016-2017 student agenda. Please review the agenda material and if you have any questions please call the Woodland Middle School office.

Track Your Reading MAP Progress!

MAP RIT SCORE	250						
	245						
	240						
	235						
	230						
	225						
	220						
	215						
	210						
	205						
	200						
	195						
	190						
	185						
	180						
	175						
	170						
		Fall Test RIT Date:	Winter Goal RIT	Winter Test RIT Date:	Spring Goal RIT	Spring Test RIT Date:	



Track Your Math MAP Progress!

MAP RIT SCORE	250						
	245						
	240						
	235						
	230						
	225						
	220						
	215						
	210						
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		Fall Test RIT Date:	Winter Goal RIT	Winter Test RIT Date:	Spring Goal RIT	Spring Test RIT Date:	

