

Woodford County Middle School **Student Handbook**

Tigers Together.



Woodford County Middle School Student Handbook

2024-2025

**100 SCHOOL HOUSE ROAD
VERSAILLES, KY 40383**

(859) 879-4650 (Office)

(859) 873-4436 (Fax)

Web Page: <https://wcms.woodford.kyschools.us/>

Office Hours: 7:45 AM - 4:00PM

Principal: Rebecca Preston

Assistant Principals:

Administrative Dean: Kyle Norton

Counselors: Rachel Smith & Jennifer Rock

Social Worker: Sara Swinford

FRYSC: Mallory White

SRO: Scot Cottingham

Welcome to Woodford County Middle School!

Welcome to the new school year at WCMS! This handbook serves as a guide to our school, outlining the expectations, and procedures that help us maintain a supportive and effective learning environment. Our mission is "Supporting, Preparing, and Growing Students Toward a Successful Future," and we strive to create an atmosphere where every student can thrive academically, socially, and emotionally. Please read this handbook carefully and discuss the information as a family.

At WCMS, we focus on building strong relationships and helping students feel connected to our school community. Our vision is to inspire generations of life-long learners who positively impact their community and world. All the work we will do this year is focused on this vision. You'll hear "Tigers Together" a lot this year as a reminder that parents, students, and staff must work collaboratively to ensure success. Middle school is such a fun and exciting time, and we are committed to making it an enjoyable and enriching experience for everyone. Let's make this school year a great one, full of growth, learning, and plenty of fun along the way!

If you need additional information or clarification, consult the official District Code of Conduct or contact the school administration.

WCMS MISSION STATEMENT

Supporting, Preparing, and Growing Students Toward a Successful Future.

WCMS VISION STATEMENT

To inspire generations of life-long learners who positively impact their community and world.

WCMS GUIDELINES FOR SUCCESS

At Woodford County Middle School we endorse Positive Behavioral Interventions and Supports (PBIS). Our school's big idea is that teachers should focus more time, attention and energy on acknowledging responsible behavior rather than responding to misbehavior. For that reason our schools expectation anchors will center around the 3 R's:

- **Respectful**
- **Responsible**
- **Ready**

POLICY ON NON-DISCRIMINATION

Students, their families, employees and potential employees of the Woodford County School System are hereby notified that this school system does not discriminate on the basis of race, color, national origin, age, religion, genetic information, marital status, sex (including sexual orientation and gender identity), veteran status, disability or limitations related to pregnancy, childbirth, or related medical conditions in employment, educational programs, or activities as set forth in Title II, Title VI, Title IX, American With Disabilities Act, Section 504, and Age Discrimination Act of 1975 and provides equal access to the Boy Scouts and other designated youth groups.

ACCESS TO STUDENT INFORMATION

Due to requirements of the Family Educational Rights and Privacy Act, the school may only share with students' legal guardians any information regarding grades, discipline, activities, etc. If you want to allow access to step-parents, grandparents, counselors, or anyone other than legal guardians, a "**third party release form**" must be completed. These are available at the main office and the counseling office.

WEB PAGE:

The school and district web pages offer much information to foster educational success. To directly access the Woodford County Public Schools page on the internet use this address: <https://wcms.woodford.kyschools.us>

ATTENDANCE

SCHOOL DAY - 8:15AM - 3:15PM

ARRIVAL – Students should arrive at WCMS no earlier than 7:35 AM. **For safety and supervision reasons, the entry doors will be locked until 7:35am.** Students arriving between 7:35 and 8:10 AM should enter through the parent drop off door or bus door and go directly to the gym. Students may visit the cafeteria only if purchasing breakfast. Sixth grade students will report to first period at 8:00 am. Seventh grade students will report to first period at 8:03 am. 8th grade students will report to first period at 8:06 am. If a student needs access to other parts of the building, a hall pass from a staff person is required. This pass shall be dated and signed by the staff member. If a student arrives after 8:15 AM or is not in their 1st period class by 8:15 AM, he/she must sign in at the front office for a tardy slip.

DEPARTURE – Parents need to fill out a Pick-Up Permission Form to allow for students to be picked up by car, friends, siblings, etc. Students are to remain in their last period class until dismissed.

ABSENCES

- When you are absent, tardy, or leave school early, you are required to bring a written excuse from your **parent/guardian/professional within three (3) days of your absence. If the note is not received within three days, the absence will be unexcused.** This note should have student's full name, the date(s) of the absences, the reason for the absence, and a parent/guardian/professional signature and phone number..
- Once the total number of absence notes and tardy notes combined reaches seven (7), **all other absences or tardies must have a physician's statement/medical excuse** or approved as excused by the principal.
- Teachers shall not give credit for daily work for unexcused absences, including out of school suspension days.
- To leave school early, your parent/guardian or designated sign-out person should go to the office and sign you out. You will be called to the office when he/she arrives. **Photo IDs will be checked before student is allowed to leave school with guardian or someone on their pick up list.**
- If you are tardy to school (arriving at 8:15 am or later), bring a written explanation from your parent or guardian; you must stop by the main office and sign the sign-in sheet.
- **Educational Enhancement Opportunity** - If an absence is of significant educational value, guardians may apply for an educational enhancement opportunity of up to ten days. Applications are available at the school office and need to be turned in to school principal for consideration **at least 5 days before the planned absence.** Refer to WCPS Code of Conduct for specific guidelines.

BULLYING/HARASSMENT

- Bullying means any unwanted verbal, physical, or social behavior among students that involves a real or perceived power imbalance and is repeated or has the potential to be repeated that:

- Occurs on school premises, on school-sponsored transportation or at a school-sponsored event; or
- That disrupts the education process.
- This definition shall not be interpreted to prohibit civil exchange of opinions or debate or cultural practices protected under the state or federal Constitution where the opinion expressed does not otherwise materially or substantially disrupt the education process." **Students who feel they are being bullied should report it to any staff member and fill out a bullying incident report located at <https://forms.gle/S9zuKnrtrtNWthUwv9> or on the school web page.** Completed forms will come to teachers, the guidance office, or the main office as need is determined.

BUS/RIDE CHANGE REQUESTS

All requests for **any transportation changes** (change of bus, walking instead of riding bus, and getting off at the high school for sports practices) **must be in writing from the parent/guardian**. Each request must include: student's name, parent/guardian name, daytime telephone number(s), date, and signature. **Guardians must be contacted by phone before the change is approved. If a parent cannot be reached for approval before the end of the school day, the change will not be approved and the student will follow their regular transportation plans.** Requests must be turned in to the office before first period begins. Office staff will page students to pick up permission notes. No requests will be approved to ride to high school to get off and walk home or ride home with a friend. **All changes for car riders being picked up by a different driver should be made in the School Dismissal Manager (SDM) app.**

The order of **dismissal** will occur as follows:

- Car riders **should exit the building through the parent pick up door. Cars should wait in a single file line before entering the parking lot to allow other cars to exit easily.** As cars move forward, please continue to move forward to the front of the dismissal line.
- Students picking up band instruments will be allowed to pick up their instruments on their way to exit the building.
- Bus riders will be dismissed when their bus number appears on the screen. Students **should exit the building at bus dismissal doors or hallway doors closest to the gym entrance on bus exit side.**
- Walkers/bike riders will be dismissed once all buses have left the campus and must leave **through the bus doors**, crossing streets **only** at marked crosswalks.

Food & Nutrition Services:

Woodford County Schools participates in the National School Lunch Program (NSLP) and School Breakfast Programs (SBP). Both NSLP and SBP are federally assisted meal programs that provide nutritionally balanced, low-cost, or free breakfasts and/or lunches to children each school day.

Free/ Reduced Price Meals

A child can receive free or reduced-price meals if they (or their household) meet the basic guidelines:

- A child with a family income below 130% of the poverty level can receive free meals.
- A child whose family income is between 130 and 185 percent of the poverty level can receive reduced-cost meals (students in this category are to be charged at most 40 cents per meal).
- Students whose family participates in federal assistance programs such as SNAP or KTAP can be directly certified for meal benefits.
- If a child's family income is over 185% of poverty, the student will pay the full price for meals, which are still cost-subsidized by the local school program sponsor.

If you do not receive a Direct Certification letter from the School Food Service Director before the start of the school year, a household application will need to be completed.

Contact the District Food Service Office at 859-879-4615 if you have any questions. Please remember that Free and Reduced-Price Meal Applications may be completed at any time throughout the school year. Approval applies to both breakfast and lunch meals.

The information you provide in these forms is confidential and helpful in getting the resources for the school and your child(ren).

Special Dietary Needs:

Students whose dietary needs qualify them for an adaptation under the law shall be provided accommodations in keeping with local procedures.

All parents shall be provided notice at the beginning of each school year or upon enrollment in the district for students transferring in mid-year of how to request meal accommodations and how to submit a grievance related to a request for modifications based on a disability.

Charge Policy:

- Parents will be notified and asked for prompt payment after the first charge
- No a la carte items or adult meals may be charged
- \$10.00 is the maximum charge limit

Payments

Personal checks and cash deposits are accepted daily. For your convenience, deposits may be made by credit/debit card by setting up an account for your student on www.myschoolbucks.com. You may view your student's lunch account and set up a reminder about the lunch account balance. You may contact Food Services for assistance.

CAFETERIA

Breakfast is served daily from 7:35-8:00 AM in the cafeteria. Students may not loiter in the cafeteria and may receive disciplinary action for repeated incidents. For lunch, each class will go to the cafeteria as a group and return to the classroom as a group. Seating arrangements will be assigned by administrator. Remember, other classes are in session while you go to lunch, so travel quietly. Each lunch period is approximately twenty-five (25) minutes long.

When leaving lunch, no food will be allowed in the classroom.

- You are expected to behave in a socially acceptable manner during your lunch period. Throwing or tossing of any item for any reason can result in disciplinary action.
- Seating limits at tables must be observed.
- Students will LEAVE NO TRACE.
- **Food brought in from restaurants is not allowed.** If a student is returning from an appointment and has stopped at a fast food restaurant on the way, we ask that he/she please eat prior to checking into school.
- Meals may be paid in advance by paying in the cafeteria. Money will be deposited to each student's account. **Student may not share their account number with other students.** Money remaining at the end of the year will be carried over to the student's account or new school for the following school year.
- The cafeteria will provide a nutritious snack so no student will go hungry.

COMPUTERS/WEB BASED INFORMATION

Access to Computers

Students are granted access to the computer network, internet, and/or student e-mail by parent permission on the WCPS Network Student User Contract in the [Student Code of Acceptable Behavior and Discipline](#).

E-mail Announcements

Families will receive a weekly newsletter called Tiger Tales from WCMS. This is also posted on the school webpage and will be shared via our social media outlets.

Grades Available Online

Parents and students can view the current posted grades from each class on the internet. To use this service, a pin number will be given to each family at the beginning of the year.

Please remember that teachers may have collected papers but not yet graded them or posted changes onto the computer. A blank score is not calculated in the student's grade average and may be added later. Please contact the teacher via email or through the front office with questions.

EMPLOYABILITY OPERATING SYSTEM (eOS)

The Employability Operating System, eOS, is an online tool the school uses to track Tier 1 student behavior. Students are provided PBIS school wide expectations that they are to meet during the course of the school day. We utilize the Employability Operating System (eOS) to assess students' employability in the three PBIS school wide expectation areas of **Respectful, Responsible, and Ready** at school each day. Students earn all their points at the start of class and only lose points when they do not meet the PBIS school wide expectations by the end of class. Students can login and see their eOS scores at any time by visiting <https://woodford.lifereadyschools.com/>, using their school email and password.

DETENTION

Occasionally a student's decisions and behavior earn a conference with administrators and assignment to after school detention. It is held after school once a week from 3:35 pm to 4:35 pm. Students will receive written notice of date assigned and are expected to inform guardians and arrange transportation. Copies of the notices are mailed home but may not arrive prior to the assigned detention day. Students **may not** request a reassigned date. **Guardians may** request a rescheduled date one time by calling or sending a note to an administrator before the scheduled detention day/time. During detention, a certified teacher will monitor completion of a structured reading assignment. If a student misses detention without a valid excuse or misbehaves during their assigned session, more detention sessions or in-school suspension may be assigned. **Students must be signed out from the main office at pick up time by the person providing transportation home.**

Personal Appearance

The school council has established standards for Woodford County Middle School students' personal appearance that is school appropriate. This standard emphasizes modesty, cleanliness and good grooming as defined below and by school officials as needs arise. We want to encourage each student to gain recognition through personal poise and conscientious work, not through inappropriate dress.

General

All students are expected to adhere to school-appropriate dress and to dress in such a manner as to contribute to the academic atmosphere. Clothing, jewelry, accessories, or other items of adornment that refer to alcohol, tobacco, drugs, sexual innuendos, gang activity, violence, foul language, or weaponry are not school-appropriate and will not be permitted. The wearing of any item that materially or significantly disrupts the educational process or threatens the health or safety of other students or staff members is prohibited.

Why does WCMS have this policy?

Ultimately, the intent of this standard is for students to understand that one's personal appearance is a manifestation of self-evaluation, and we hope that students will think highly enough of themselves to dress for success. We are a professional learning environment and this standard encourages students to dress as such.

Pants/Shorts/Skirts

Students may wear any color pants, shorts, or skirts that conform to the following criteria:

- Must be at least finger-tip length
 - with student standing in natural position (not shrugging shoulders)
- Must cover undergarments at all times
- Must be composed of non-transparent material from fingertips and above
- Must fully cover skin from waist to fingertips.
 - This includes any cutouts, holes, rips, or frays that show skin

Dresses

All dresses must meet the following criteria:

- Dresses must cover undergarments at all times
- Must be at least finger-tip length
 - with student standing in natural position (not shrugging shoulders)
- Dresses must cover midriff and back
- Dresses must have sleeves or substantial straps (spaghetti straps are not permissible)
- Dresses must have a neckline that is mid-chest** or higher

Shirts

All shirts must meet the following criteria:

- All tops must cover undergarments at all times
- Shirts must cover the midriff and back
- Shirts must have sleeves or substantial straps (spaghetti straps are not permissible)
- Be composed of nontransparent material
- Shirts must have a neckline that is mid-chest** or higher

**midchest is defined as alignment with armpit

Footwear

Footwear must be worn at all times.

Accessories

Dangerous jewelry such as dog collars, wallet chains, belt chains, spike jewelry, or any other accessories that the administration deems dangerous is not permitted. Head coverings such as hats, scarves, toboggans/beanies, hoods must not be visible during school hours unless authorized by school staff. Sunglasses are not to be worn or be visible inside the building unless ordered by a physician.

Enforcement

The school administration shall have the right to evaluate any clothing to determine its acceptability within the guidelines of the dress code. Administrators shall also have the right to make an interpretation of the decency and appropriateness of any garment. Administrators, teachers, and other certified personnel are responsible for enforcing the dress code. Possible exceptions for designated days will be at the discretion of the administration.

Consequences

Students who fail to comply with the dress code may be sent home when deemed appropriate by school administrators and are subject to disciplinary action. Clarification regarding apparel should be obtained from the school administrator PRIOR to wearing the apparel to school.

1st Offense: Correct the infraction; notify the parent/guardian; conference with administrator. (Occasionally, t-shirts may be offered to students to wear to correct the infraction. Students should return these to the office as soon as possible after wearing them)

2nd Offense: Correct the infraction; notify the parent/guardian and assignment to after-school detention

3rd Offense: Correct the infraction; notify the parent/guardian and assignment to AER

4th Offense: Correct the infraction; notify the parent/guardian and assignment to 2 days of AER

5th Offense or more: Correct the infraction; notify the parent/guardian and consequence(s) deemed necessary by the administration

EXTRA CURRICULAR ACTIVITY POLICY

Students may be dismissed from an extracurricular activity by the sponsor or coach after consultation with the WCMS administration.

Cancellations

When school is closed on a scheduled day, all extracurricular activities will be canceled. The principal and athletic director may make exceptions for extenuating circumstances.

Attendance

Students may participate (*see definition of participation) in extracurricular activities on days when they may have been in attendance for at least half a day. Participation by students absent more than half a school day for medical/dental appointments and/or emergencies will be subject to school administration discretion.

Students who demonstrate a pattern of absenteeism that correlates with participation may be removed from the activity, team, etc.

*Participation—rehearsing, trying out, practicing, playing in games, performing, social events after school and/or dressing out.

Interscholastic Teams Participation Criteria

The following policies and procedures shall be followed by students enrolled in Woodford County Middle School. Only 6th, 7th, and 8th-grade students enrolled in WCMS are eligible to participate.

**Elementary students may be eligible to participate based on team needs and SBDM approval*

Try-Outs

All students enrolled at WCMS are eligible for tryouts. It is expected that coaches use current academic standing in evaluating potential participants.

Application deadlines for participants may not apply to students from the household of an active duty service member transferring into the district before or during the school year.

Playing and Participating During Season

One Period up to Half Day of AER- Student misses the next practice, training, or rehearsal.

1st All Day AER- Conference with parent and coach/sponsor and student. While in AER, the student will not play/participate in any practice, training, rehearsal, or game. The student will miss one and no more than one game/competition.

2nd Full Day AER Placement- Conference with the parent, coach/sponsor, Athletic Director/Administrator, and student. While in AER, the student will not play/participate in any practice, training, rehearsal, or game. The student will miss two and no more than two games/competitions.

3rd Full Day AER Placement/1st ATS- Same as 2nd plus meeting with the principal and consideration of removal from the team/extracurricular activity.

4th Full Day AER Placement//2nd ATS- Removal from team

** If instances occur after team selections/participant selections have been made, but prior to the start of the season/meetings/events, the athlete/participant will miss the next practice or practices/scheduled events according to the schedule above.

Out of school suspension

First Offense-student will miss half the number of remaining games/competitions. If there is only one game/competition remaining, the student will miss that game/competition.

Second Out of School Suspension-Removal from the team/extracurricular activity

*Parents and the student will sign the code of conduct; Administration has the authority to change dates/times of consequences to be issued.

Academics

- No F's in any class
- Athletes' current grades will be reviewed after 12:30 pm each Monday. Any student with a grade of 59% (F) or below in any class will not participate in practice or games.
- Students or coaches will be notified of their eligibility.
- Student's eligibility will be reinstated when their grade is 60% or above.
- A student who remains ineligible for three consecutive weeks will be automatically dismissed from the team.
- The student will be allowed one year of eligibility for each year of middle school. If a student has been retained, they will be ineligible for participation in athletics the following year (Example: a 7th grader who is retained is not eligible to participate in the following 7th-grade year).
- All policies and procedures not stated here in this article should refer to the Bluegrass Middle School Athletic Conference (BMSAC) Manual. Any other policies not found in the BMSAC Manual should refer to the Kentucky High School Athletic Association (KHSAA) Handbook.

School Dance Requirements

In order to attend dances at WCMS, students must meet the following requirements:

- Attendance
 - Student must comply with the school's attendance policy as listed above
- Academics
 - Student must not have an F in any class
- Behavior:
 - Student must not have more than 3 days of AER

- Student must not have been be suspended

If a student has been retained, they will be ineligible for participation in athletics the following year (Example: a 7th grader who is retained is not eligible to participate in the following 7th grade year).

All policies and procedures not stated here in this article should refer to the Bluegrass Middle School Athletic Conference (BMSAC) Manual. Any other policies not found in the BMSAC Manual should refer to the Kentucky High School Athletic Association (KHSAA) Handbook.

For the complete SBDM extracurricular policy please refer to the website.

GRADING POLICY

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

Promotion/Retention

The following criteria will allow a middle school student to be promoted to the next grade level:

- A student passes 6 out of 6 classes for the school year.
- Rotation classes shall be averaged together for the year and count as one yearly grade.

A middle school student shall be retained if he/she fails more than one or more classes. Class is defined as a core class or the yearly average of each set of rotation classes.

A student may attend summer school if he/she fails no more than three classes for the year. The student shall maintain a minimum 80% attendance rate for summer school. If an 80% attendance rate is not maintained, the student is disqualified from attending summer school and shall be retained.

GRADING PERIODS

WCMS uses a nine-week grading period. Please refer to our web page for calendar information on term and report card dates. A mid-term progress report is sent home with students approximately 4½ weeks into each term.

GUIDANCE/COUNSELING

Counseling service is available to all students. The counselor may assist your transition through the emotional, social, academic, and physical changes of adolescence. You do not need to have a problem or be in trouble to visit the counselor; you may just need someone to talk to. Students you may be referred to the counselor by parents, teachers, other students, administrators, or you may choose to see a counselor on your own. To schedule a visit with the counselor, please sign up online or visit the counseling office. Online links will be bookmarked on student chromebooks. The counselor will make arrangements to see you as soon as possible and call you away from class when your appointment is scheduled.

HOME/HOSPITAL

Woodford County Schools provides a Home/Hospital Program for students who are unable to attend school for medical reasons for a period of more than 5 consecutive days. The student or parent may pick up an enrollment form in the main office, the counseling office, or central office for a doctor's signature. Take the completed form to the central office (330 Pisgah Pike) ASAP for consideration to be enrolled in the homebound program. All applications for Homebound must be approved by a district committee, so the sooner the application can be submitted the sooner the enrollment in the program can be approved if all criteria are met. If a medical event is planned in advance, please fill out the forms in advance so instruction can take place early in the absence. Applications indicating a mental health reason will need to be signed by a licensed clinical psychologist or a psychiatrist to be approved. An instructional session may be delivered in person, electronically, or through other means established in regulation.

HOMEWORK REQUESTS

Please contact your teacher to collect make-up assignments. Also check out "Week At A Glance" for assignments for the week.

INAPPROPRIATE ITEMS

Items that distract from student learning are not allowed at school. These items could include playing cards, trading cards, lighters/matches, cameras, digital recorders, skateboards, wheelies, inappropriate reading material or pictures, laser pointers, etc. **Permanent markers, such as "Sharpies" are not allowed in school.** If in doubt, ask a faculty member or administrator first before bringing or using the item. For multiple offenses, confiscated items will be kept in the office until the end of the semester. WCMS and Woodford County Schools are not responsible for the loss, theft, or destruction of such items.

Possession of Personal Telecommunication Device

Telecommunication device means any device that emits an audible signal, vibrates, displays a message or otherwise summons or delivers a communication to the possessor (Chromebooks excluded). The District shall not be responsible for the loss, theft, or destruction of devices brought onto school property or not stored properly in the student's assigned locker.

Students must store personal telecommunication devices in their assigned lockers upon the beginning of the school day (8:15 AM). Cell phones will remain stored in lockers until the final locker break of the day, after this locker break, cell phones must remain stored in backpacks until the end of the day (3:15 PM). Students are responsible for securely storing their phones. WCMS is not responsible for lost or stolen cell phones if the student's locker is not locked properly. The principal has the authority to make exceptions to this policy. Requests for exceptions for any reason shall be put in writing to the building principal.

Possession of Personal Electronic or Related Devices

This policy aims to create a conducive learning environment by minimizing distractions and promoting focused engagement during school hours.

Electronic devices may be used in school or while riding the school bus as long as the device is not disruptive to the educational process or as long as it does not become a safety issue. Their use is at the discretion of the administrator/teacher/bus driver and as permitted by school transportation guidelines. The following items are examples of electronic devices – I-pods, smart watches, handheld gaming devices, headphones (including AirPods) etc. This list is not all-inclusive. The district shall not be responsible for the loss, theft, or destruction of devices brought onto school property.

Failure to comply with the consequences associated with violating the telecommunication device policy, or a telecommunications device policy infraction that necessitates holding a device for evidentiary purposes, will result in the device being kept at school instead of allowing for a check in and check out process. Use of any telecommunication device, including but not limited to smart watches, smart phones, fitness trackers and other devices, which results in the infraction of any other discipline policy, is subject to an appropriate consequence for that violation in addition to the consequence for violating the personal telecommunication device policy. Students may also be asked to remove any wearable telecommunication device (i.e. smart watches, fitness trackers, etc.) during assessments and tests. The consequences associated with a violation of this policy will be the same whether or not the phone is being used inappropriately by the owner or another individual.

No student shall use a telecommunication device in a manner that would violate the privacy rights of any individual while on school property or while attending a school-related activity. Examples of such a violation would be, but not be limited to, recording or taking photos of another individual without their permission, recording other Code of Conduct violations such as a student altercation, harassment, tobacco use, or any other inappropriate behavior.

The use of recording devices in school to secretly record classrooms is prohibited. The use of devices such as AngelSense are a violation of student privacy and potentially a violation of state and federal law.

Violations

- First Offense—The device will be taken by the administration and returned at dismissal. The device will also be checked in to the office in the morning and returned at dismissal for the next 4 school days following the initial violation. If the cell phone or other telecommunication device is used to facilitate a

violation of the Code of Conduct, then it could result in additional discipline. Failure to turn over the phone to the requesting teacher/administrator will be considered defiance and shall be dealt with accordingly.

- Second Offense—The device will be taken by the administration for the remainder of the school day and returned at dismissal. The device will also be checked in to the office in the morning and returned at dismissal for the next 9 school days following the initial violation. Failure to turn over the phone to the requesting teacher/administrator will be considered defiance and shall be dealt with accordingly.
- Third Offense—The device will be taken for the remainder of the school day and kept at school for the 14 school days following the date of the 3rd offense. In all cases, the phone must be picked up by the parent/guardian. Failure to turn over the phone to the requesting teacher/administrator will be considered defiance and shall be dealt with accordingly. Should a long break (i.e. Fall Break, Thanksgiving Break, Winter Break or Spring Break) fall within the consequence period, the device may be given to the student prior to the break and given back to the school upon return from the break.

LIBRARY

The library is open for your use from 8:00am to 3:30 PM for study, research, or checking out and returning books and magazines. If using the library after school dismissal, students must have approval from the librarian. Individual teachers will have scheduled times with the librarian on a regular basis for library research. Books may be checked out for two weeks and renewed if necessary. You will receive a computer password through the library that will allow you to use computer software in the library and throughout the school.

LOCKERS

Lockers will be assigned to **individual students**. **Students should not share lockers**. Lockers are provided so that students may have a secure place to store supplies, materials, and clothing. It is the responsibility of the student to keep their locker neat and locked.

Students shall not share their locker combination. Lockers are the property of the school, and administrators have the right and responsibility to inspect lockers when necessary. Students will be held responsible for any inappropriate items found in their lockers.

MEDICATION

Parents must register ALL MEDICATION (prescription and non-prescription) at the school's office. Completed medication permission forms must be turned in at the same time the medication is delivered to the school. The necessary forms and instructions for completion may be obtained at the school's office (most forms require a doctor's signature.). If a controlled substance medication is to be kept and dispensed by the school staff, then **it must be counted by the parent/guardian and the school's designated personnel**. All medications shall be in the **original container**. WCMS staff will dispense medication only when it has been delivered by the parent/guardian and has been properly registered at the school's office.

- If permission forms are not completed, medicine may be administered directly to the student at **school by their legal parent/guardian only**.
- **Students shall not bring their own medications to school or have possession of any prescription or non-prescription medication while at school or on the bus**. A disciplinary consequence, which can include out of school suspension or alternative school placement, will occur if this requirement is not followed.
- No medication is to be shared between students at any time. Offenses will be considered unacceptable behavior and will earn disciplinary consequences which can include out of school suspension or alternative school placement.

Keeping Your Child Home Due to Illness

Please do not send an ill child to school. Your child should stay home if he/she has any of the following symptoms:

Student Symptoms/Diagnosis	Student May Return to School When...
Fever of 100.4 or higher degrees orally	Temp. below 100.4 degrees orally for at least 24 hours <i>without the use of Tylenol or Motrin</i>
Vomiting	Symptom-free for 24 hours
Diarrhea	Symptom-free for 24 hours
Contagious disease being treated with antibiotic	24 hours after first dose of antibiotic and fever free for 24 hours or as directed by doctor

Deep "barking-like" cough or difficulty breathing	Symptom free or 24 hours after first dose of antibiotic
Diagnosed strep throat	24 hours after first dose of antibiotic
Unusually tired, fussy or pale	Symptom-free
Eye drainage	Symptom-free, 24 hours after first dose of antibiotic or as directed by doctor
New or sudden undiagnosed rash or rash with fever	Rash disappears, diagnosed non-contagious by doctor, or 24 hours after first dose of medication with area covered
Ringworm	24 hours after beginning treatment with antifungal medication, with affected areas covered.
Lice	After treatment and removal of lice. Upon return to school, must be checked by trained office staff before being cleared to stay at school.

Please note some students have serious medical conditions that can become life threatening when exposed to certain conditions. Please alert the school office if your child has measles, Rubella, chicken pox/shingles, whooping cough, or any other condition of concern.

TREATS

If you want to bring in food for treats, parties, or birthdays, please make sure they are store bought and in the original container. We must protect our students who may have an allergy. Please do not send anything that contains peanuts, cashews, almonds, pecans, walnuts, or macadamia nuts.

PARENT/TEACHER CONFERENCES

To request a conference with an individual teacher, the team, or the administration, please call the middle school office. Please refer to the school calendar for the dates of the parent/teacher conferences and the open house. Staff members can easily be contacted through email. However, please do not send urgent messages through e-mail in case a teacher's schedule prevents him/her from reading it quickly.

PHONE USE

Students should only use the office telephone for calling parents/guardians for: 1) illness 2) injury 3) medication 4) emergency. All other types of phone calls may be made at the discretion of the teacher or office staff. Every effort shall be made by the teachers to avoid class disruption due to telephone use.

HIGH SCHOOL CREDIT POLICY

Per [KRS 158.6451](#), any student enrolled in a high school credit class in middle school must earn a grade of a B or higher to gain the high school credit. High school credit classes currently offered at Woodford County Middle School, include Algebra 1, Geometry, English 1, Integrated Science 1, Chinese 1, and Spanish 1.

SELLING ITEMS AT SCHOOL

Students are not permitted to sell anything at school or on school grounds except items approved by the Woodford County Board of Education.

STUDENT RESPONSIBILITIES

To meet Woodford County Middle School high academic and social standards, all students need to:

- Be on time.
- Be prepared - bring paper, pencil, textbooks, homework, Device and related materials to class.
- Perform work in class and complete homework assignments.
- Make-up assignments for absences are your responsibility. Make arrangements with your teachers in a timely manner. Parents wishing to pick up assignments for an absent student should contact the office in the morning for pick-up after school. Students who receive OSS (Out of School Suspension) cannot receive credit for academic work.
- Be considerate of the feelings, rights, and property of others.
- **No Skateboards. No Wheelies in Shoes.** These guidelines are important for building maintenance and for student safety.
- Use tact and manners in questioning or disagreeing with others. If you have a disagreement with a staff member that cannot be resolved immediately, schedule a private conference. If you do not reach a resolution, speak to a counselor or administrator. You and/or your parents/guardian may request a copy of the grievance procedure from the principal. This procedure is also included in the Student Code of Acceptable Behavior and Discipline.

- School-issued materials (i.e. lockers, textbooks, calculators) are furnished by the school. You are required to pay for any lost or damaged materials.
- Bus behavior is under the management of the bus driver, director of transportation, and the principal. The misbehavior levels and consequences are included in the district [Student Code of Acceptable Behavior and Discipline](#).
- Fights between students, a level III offense, generally result in a 3-day of out of school suspension. If you suspect a personal conflict may result in physical confrontation, report your concerns to any staff member. Students may not use “self defense” as an excuse for physical contact with another student.

Infractions of district and school behavior standards can result in after school detention hall, alternate education room assignment, alternative to suspension, out of school suspension, and recommendation for expulsion from school.

VALUABLES

Students are cautioned not to bring large amounts of money or valuables (jewelry, phones, AirPods, electronic games, expensive watches, and expensive purses) to school. Do not leave these items, purses, or wallets unattended at any time. Students - **not the school** – are responsible for their personal property. WCMS and Woodford County Schools are not responsible for the loss, theft, or destruction of such items.

VISITORS

All visitors, including parents/guardians, must register at the office upon arrival. All approved visitors to WCMS will be issued a visitor’s badge that must be worn so that it is clearly visible. Upon departure from the school, visitors should sign out and return the visitor’s badge. Students may not bring students from other schools to “visit” with them during the school day. Classroom interruptions need to be kept to a minimum; therefore, no one will be permitted to visit with a student during class time except in cases of extreme emergency. Front office staff will call students to office for information notes or dropped off items during class breaks.

VOLUNTEERS

Volunteers are crucial to our school’s success! When volunteering at the school, be sure to sign in on the volunteer log book so we can track and recognize involvement. Anyone wishing to volunteer (including chaperoning field trips) must complete a background check prior to sharing their services. The form is available at the school office. The screening is done by a state agency and can take several weeks, so plan accordingly if there is a particular activity you wish to help with.

The official volunteer background check paid by our district and required through the Administrative Office of the Courts (AOC) is now good for five (5) years. In each school year following the school year of the initial background check, a Volunteer Letter of Intent form must be completed prior to the date indicated on the form in order to keep your status as an approved volunteer current. Failure to complete the intent form prior to the due date will require submission of another background check at the parent’s/guardian’s expense.

Woodford County Public Schools **1 to 1 Technology Policy**

Check in/Check out

- Upon receiving your device, you will connect it to the school network.
- To receive your device, you and a parent or guardian must carefully read this Usage Handbook and sign the Student Pledge document and insurance form. All insurance paperwork and fees must be submitted in order for the Device to leave the school property
- Completion of your Digital Driver’s License will be required for network and device privileges.
- You are required to enroll in the device protection plan before taking the Device home. If you choose not to purchase the insurance, you must check your Device in and out of the library before and after school each day.
- Your device and AC power adapter must be returned at the end of each school year in good condition. If enrollment at WCMS is terminated for any reason (i.e. transfer, change of placement), you must return these items on the date of termination.
- All devices remain the property of Woodford County Public Schools. WCPS reserves the right to collect and/or inspect your device at any time, and to delete any material or applications deemed inappropriate

Usage Guidelines

- Abide by the school’s Acceptable Use and Device Policies at all times inside and outside of school hours.
- Honor the school’s restrictions of access to sites and apps that are not allowed at school.
- Secure your device in your locker whenever it is not in your direct possession. Never leave it unattended.
- All applications, games, and music on your device must be legitimately purchased and licensed.
- You may not attempt to break security protocols. If a device is jailbroken, it voids the warranty. If you jailbreak (process of removing limitations imposed by the manufacturer) your device, you are responsible for the cost of the device. Repairs will be organized by the school through the help desk. Do not attempt repairs yourself.
- You are responsible for backing up personal data on your device. The school accepts no responsibility for lost data.
- If necessary, your device may need to be reset by a school technician. Resetting causes all programs and files on the device to be erased and the device to be returned to its original state.
- Network administrators may review your files and communications to ensure you are using the device appropriately. Do not expect that files stored on your device will always be private, this is a school owned and issued device.
- You are responsible for the appropriateness of all files, data, and internet history on your device.

- You may not take photos or video of other students or staff without their permission. The possession, forwarding, or uploading of unauthorized photos or video to any website, network storage area, or person is strictly forbidden.
- You may not access another individual's materials, information, or files without permission.
- Leave your device's identifying barcode in place.
- To prevent the risk of theft, never leave your device in an unsupervised area such as: the lunchroom, computer lab, locker room, library, unlocked classrooms, restrooms or hallways.

Device Care

- Clean the screen and the keyboard gently with a soft, clean cloth.
- Insert cords carefully into your device.
- Devices must remain free of any writing, drawing, stickers, or labels that are not the property of WCPS.
- Your device should not be where food and drink are present.
- Keep your device out of extreme temperatures, away from hot or cold surfaces, and away from water or dampness.
- The device is provided for the sole use of the student to which it is assigned.
- When storing your device in a locker, do not place heavy items on top of it.
- Avoid leaving your device in a vehicle. If you must, then make sure it is hidden.
- In the event you need a secure place to store your device, you may check it in for storage in the library.
- Keep your device off the floor where it could be stepped on or tripped over.
- While transporting your device, you must protect your screen. Excessive pressure on the device screen may cause damage.
- Placing too many items in a carrying case or backpack could put too much pressure on the screen.

Damage/Loss

- Take your device to the help desk if you experience any technical problems.
- Intentional damage will not be covered by insurance and you will be liable for all fees.
- Complete a claim form immediately if your device is stolen, lost or damaged. Your claim will be investigated further by the school and/or police department. A stolen device claim requires a police report to be filed. Your school account will be charged for the claim deductible.
- You will be issued one AC power adapter. You will be responsible for purchasing additional supplies if needed.

Personalization

- Loading music from your personal collection is permitted in accordance with the legal license agreements.
- If illegal software/apps are discovered, the device will be restored from backup or reset to factory defaults. The school does not accept responsibility for the loss of any software or documents deleted due to a reset.
- Your school email account will be added to your device during the initial setup. You may also sync a personal email account, but may not have access while at school.
- All apps, media, etc required by teachers or WCPS must remain on the device. If all storage is used, personal media/apps must be removed. Do not remove instructional applications to make room for personal apps.

Instructional Use

- You are responsible to bring your device to school every day. If you do not have it, you must complete all work as if it were present. Loaner Devices will not be provided for this reason.
- To prevent classroom distractions, sound must be muted during school hours unless instructed otherwise.
- The software, apps, and profiles originally installed by WCPS must remain on the device.
- Bring your device to school fully charged every day. It is your responsibility to have sufficient battery life for your expected use while at school.
- Updates to Apps and the OS software are released routinely. It is your responsibility to keep your device updated and synced.
- Plagiarism is a violation of the Woodford County High School Code of Conduct. Give credit to all sources used, whether quoted or in your own words. This includes all forms of media on the Internet, such as pictures, videos, music, and text.
- While at school, your device is intended for instructional use only.

Discipline

Students found not using the devices in accordance with the policy and procedures outlined above will be disciplined in the following manner:

- Teacher disciplinary action (taking employability, contacting guardians, utilizing focus sessions etc.)
- Teacher may submit a discipline referral.
- Access may be restricted as necessary to maintain a safe and appropriate learning environment. This ranges from restricting access to certain apps to removing access entirely.

TIGER PRIDE	Respectful	Responsible	Ready
Classroom	<ul style="list-style-type: none"> • Appropriate voice level • Follow classroom expectations 	<ul style="list-style-type: none"> • On task • Complete work 	<ul style="list-style-type: none"> • Prepared with materials • Arrive on time • Yellow Zone
Restroom	<ul style="list-style-type: none"> • Voice level 2 • Use respectful language • Respectful actions 	<ul style="list-style-type: none"> • Keep area clean • Go, flush, wash • See something, say something 	<ul style="list-style-type: none"> • Red zone • Use at appropriate times • Hall pass in hand
Hallways	<ul style="list-style-type: none"> • Voice level 1 • Use respectful language • Respectful actions 	<ul style="list-style-type: none"> • Walking on the right side • Keep moving to destination • Be in appropriate hallway 	<ul style="list-style-type: none"> • Red zone • Get all materials at designated times
Cafeteria	<ul style="list-style-type: none"> • Voice level 2 • Use respectful language • Respectful actions 	<ul style="list-style-type: none"> • Stay at assigned table • Leave no trace • Ask permission for restroom 	<ul style="list-style-type: none"> • Bring all needed items • Red Zone
Assembly	<ul style="list-style-type: none"> • Appropriate voice level • Respectful language • Follow hand signals 	<ul style="list-style-type: none"> • Only use the stairs • Dismissed as directed • Spill- proof containers only 	<ul style="list-style-type: none"> • Red Zone
Arrival	<ul style="list-style-type: none"> • Voice level 1 • Use respectful language • Respectful actions 	<ul style="list-style-type: none"> • Go to and remain at destination • Leave no trace 	<ul style="list-style-type: none"> • Green Zone
Dismissal	<ul style="list-style-type: none"> • Voice level 1 • Use respectful language • Respectful actions 	<ul style="list-style-type: none"> • Walk directly to destination 	<ul style="list-style-type: none"> • 3:15 Parent pick-up and instruments • Bus Riders dismissed by google sheet presented by teachers • Green Zone
Bus	<ul style="list-style-type: none"> • Voice level 1 • Respectful language • Respectful actions <p>(School expectations apply)</p>	<ul style="list-style-type: none"> • Sit in assigned seat • Remain seated • Face forward • Leave no trace 	<ul style="list-style-type: none"> • Green zone
Technology	<ul style="list-style-type: none"> • Respectful language • Respectful actions 	<ul style="list-style-type: none"> • Do your own work • Positive peer interactions • See something, say something • On assigned task 	<ul style="list-style-type: none"> • Take care of your device • Chromebooks are charged

Red zone= No technology	Voice level 0 = no talking
Yellow zone= Chromebook only	Voice level 1 = whisper (two person conversation)
Green zone= Chromebook and cell phones	Voice level 2 = conversation level (group conversation)

DISCIPLINARY OPTIONS TO STUDENT MISBEHAVIOR

STUDENT VIOLATION	In-School Disciplinary Action	In-School Disciplinary Action	Short Term Suspension (1-5 days)	Long Term Suspension (6-10 days)	Removal from Regular Program (Alt Ed.)
	LEVEL I	LEVEL II	LEVEL III	LEVEL IV	LEVEL V
Absence/Tardy Violation	x	x	x		
Arson/Attempted Arson				X	X
Assault/Battery: School employees				X	X
Assault/Battery: student			X	X	X
Bomb threat					X
Bringing non-class items to school	X	X			
Bullying	X	X	X	X	X
Bus misbehavior		X	X	X	X
Classroom disruption	X	X	X		
Criminal Trespass			X	X	
Cyberbullying	X	X	X	X	X
Defiance/Habitual Insubordination		X	X	X	X
Detention (Failure to Serve)		X	X	X	X
Discrimination/Harassment	X	X	X	X	X
Display of affection	X	X	X		
Disrespect	X	X	X	X	
Dress Code Violation	X	X	X		
Extortion			X	X	X
False fire alarm			X	X	
Fighting		X	X	X	X
Gambling/gambling paraphernalia		X	X	X	
Harassing Communications	X	X	X	X	X
Hazing	X	X	X	X	X
Lack of classroom materials	X	X			
Littering	X	X			
Misrepresenting facts		X	X		
Obscene Gestures		X	X	X	X
Out of area	X	X	X		
Peer Conflict	X	X			
Plagiarism/cheating	X	X	X	X	
Pornographic Materials			X	X	X
Possession, sharing and/or use of controlled substance/alcohol				X	X
Possession, sharing and/or use of over the counter medication		X	X	X	X
Possession of drug paraphernalia			X	X	X
Possession of personal telecommunication/electronic device	X	X	X		
Possession, selling, sharing, transferring of simulated controlled substances or look-alikes		X	X	X	X
Possession or use of weapons, dangerous instruments, or look alike	X	X	X	X	X
Profanity/Malicious Remarks		X	X	X	X
Refusal to honor punishment			X	X	X
Disruption/Rowdy Behavior	X	X	X		
Rudeness	X	X	X		
Safety violation		X	X	X	X
Sales		X	X		
Sexually related activity		X	X	X	X
Skipping		X	X		
Sleeping	X	X			
Smoking/possession or use of tobacco on school grounds		X	X	X	
Threat		X	X	X	X
Terroristic threatening			X	X	X
Theft and related offenses		X	X	X	X
Unauthorized access or use of computer network account	X	X	X	X	X
Vandalism	X	X	X	X	X

Options include but are not limited to (1) student conference (2) parent conference (3) short periods of isolation from other students (4) loss of privileges (5) Time Out (6) detention (7) In school suspension (8) Alternative to suspension (9) Out of school suspension (10) Recommendation for expulsion

Repeated offenses at any level will increase the level of consequence served.

Student Violations and Levels are explained in the Woodford County School District Code of Conduct which each student receives and signs acknowledgement of receipt upon entering school each year.

*Administrative Discretion—School administrators have some discretion to consider such factors as age, grade level, and individual case facts when applying the above disciplinary options. The disciplinary infractions contained in the Code of Conduct and the consequences associated are not exhaustive. While important to have standards of conduct and predictable guides from which to refer, it is also important for school administrators to apply common sense approaches based on the unique circumstances surrounding each incident. School administrators may use discretion in assigning a school consequence to students when there is a nexus or a means of connecting inappropriate conduct outside of school with a likelihood of disruption to the school environment or at school sponsored events.