

WAYNE COUNTY MIDDLE SCHOOL

**95 Champion Drive
Monticello, Kentucky 42633
606-348-6691**

Melissa Gossage
Principal

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Assistant Principal



STUDENT HANDBOOK

2014-2015

Handbook 2014-2015

WCMS Mission Statement:
Our School, Our Goal, Excellence

With Care and Respect
Always Safe
You are progressing
Never without Support
Everyone Matters

Attendance

Attendance is so very important at WCMS. If you are absent from school your parent should call the office at 348-6691 before 8:00 to report the absence. Each day of absence should be reported. This will help you and the school to avoid **possible court action**. If an extended absence is anticipated, parents need to report the absence only once and give the expected duration of absence. All absentee students' homes will be contacted by the automatic calling system, One Call Now.

What to Do When You Return From Being Absent:

Please see an attendance clerk, Mrs. Diane Corder, in the front office to get an excuse. You **must** get your excuse prior to your first class. Please go to get your excuse immediately after breakfast.

Procedure for Make-Up Work

- 1) Students having **excused** absences will have the opportunity to make up work missed according to the guidelines numbered 2, 3, and 4 below.
- 2) It is the responsibility of the **student and/or parent/guardian** to contact the teachers concerning make-up work. The best time to phone the school about this is during teacher planning.
- 3) For every day the student is absent s/he will receive the same amount of days to complete the make-up work.
- 4) The counting of days for make-up work will begin on the **second** day after the student has returned to school following the period of absence.

Parent/guardian letters of excuse will be accepted for student absences, tardiness, or early withdrawals for the reasons outlined in the handbook for up to **six days**.

- 1) Doctor's statement indicating the student was under the doctor's care and unable to attend school
- 2) Death in the immediate family
- 3) Parent/guardian may need to make a visit to the principal's office to verify a valid reason for an unexcused absence. Please check the reasons for excused absences in the handbook

Attendance Information

Research indicates that one of the **key ingredients of successful students** is regular attendance at school. Absences can have a negative effect on a student's performance, and many times the work missed cannot be duplicated due to the nature and extent of the instruction provided. This policy is not intended to be punitive, but to stress the importance of regular attendance.

Attendance Policies

Attendance KRS159.010 states that the parents or guardian is responsible for keeping his/her child in regular school attendance. Truancy policy KRS 159.150 states that any child who has been absent from school without a valid excuse **for (3) days** or more or tardy **(3) or more days** is truant. In view of the KRS 159.010 and KRS 159.150 requirements, the WCMS has adopted the following regulations:

1) If a student is absent from school, the parent or guardian should either phone or send a note stating the reason for the absence. A student who is absent due to illness and goes to the doctor should present a doctor's statement.

2) Justifiable reasons for absence will include:

A. Severe illness or death in the immediate family

B. Medical or dental appointment

C. Special activities or circumstances such as field trips or school activities

D. All other absences will be considered **unexcused** absences

E. Once a student is absent or tardy **three days or more** without a valid reason, the student's name will be forwarded to the **Director of Pupil Personnel** as a truant and possible court action can be the result.

F. Parent and guardian notes will be accepted for student absences, tardiness or early checkouts for the reasons outlined in #2 above for up to **six days**.

G. Punctuality is important at WCMS. Parents, please help us by having your student on time for school.

Accelerated Reading (AR)

AR will be implemented and monitored in each Reading class as well as the Library. Students will be required to read a minimum of one Non-Fiction books and one Fiction book each six weeks. Students will be required to score 80% or better on each AR test and these scores will count as part of their grade. If a student scores less than 80% on a test, that book will not count toward reaching their AR goal.

Campus Boundaries

The sidewalk at the circle in front of the building is the front boundary. The sidewalk in the back of the building is the back boundary. Students are not allowed to go to the practice field without a teacher. Students are not permitted to be outside the building without permission.

Character Education

August- Responsibility	January- Optimism
September- Loyalty	February- Honesty
October- Courage	March- Initiative
November- Respect	April- Perseverance
December- Compassion	May – Trustworthy

Communication Devices

While on school property or while attending school-sponsored activities, on or off school property, students are permitted to possess personal telecommunication devices and other electronic devices, provided they observe the following conditions:

- All such devices will not be used for any reason during the school day. **They will be turned off** before entering the building and can only be used when the regular school day has ended. Any exceptions during the regular school day must be approved by an administrator and/or teacher, and the telecommunication device can only be used in the presence of the administrator/teacher. Coaches and club sponsors can develop a cell phone policy for their after school activities.
- Students are responsible for keeping up with devices if they choose to bring them to school. The district and the WCMS **will not be responsible** for loss, theft, or destruction of devices brought onto school property.
- Students will comply with any additional rules developed by the school concerning appropriate use of telecommunication or other electronic devices.
- If a disaster occurs at school, the students **may use cell phones without permission.**

Deliberate/Inadvertent Use

1st offense: Warning; confiscated, turned into the office, and administration will return at the end of the school day.

2nd offense: Confiscated and returned only to parent/guardian. Parent/guardian must sign acknowledgment of the telecommunication device policy.

3rd offense: ISS, confiscated and returned to parent/guardian after (10) school days.

4th offense: Confiscated and loss of privilege for remainder of year.

Any student found using their media devices irresponsibly (harassing texts, profanity, pornography, etc.) will have their device confiscated and returned to parent/guardian and student will lose privileges immediately and for the remainder of the year.

Reference

KRS 158.165 “Personal Telecommunications Device” means a device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor, including, but not limited to, a paging device and a cellular telephone.

Dress Code

The administration will have the final discretion in the enforcement and interpretation of the dress code requirements. Any current clothing “fads” that the administration feels is inappropriate for school may be prohibited.

Shirts/Tops

- No advertising of or implication of sex, drugs, alcohol, tobacco, vulgar language, offensive slogans to others, and/or gang or group related words, slogans, or pictures will be permitted.
- The shirt needs to be long enough when the arm is raised **not to show any skin, i.e. belly.**
- **No Spaghetti Straps or Tank tops** can be worn as an outer garment.
- **No** shirt with revealing cleavage can be worn.
- T-shirts with the cutout sides are not permitted.

Pants

- Any style of pants is acceptable as long as they are worn at the waist and **do not have any holes above the knee greater than a half inch.** *Wearing leggings or tights underneath does not make the holes appropriate.*
- Leggings and yoga pants **are not permitted** without wearing a long tunic.
- Inappropriate amounts of skin and undergarments **will not be exposed.**
- Absolutely **no pajama tops or bottoms** will be worn.

Skirts, Shorts, Tunics and Dresses

The length of the above clothing must be **no shorter than the end of the student’s fingertips when hands are at their sides.** *Wearing leggings or tights underneath does not make the length appropriate.*

Shoes

Any type of shoe may be worn with the exception of house shoes. Because our students are expected to travel up and down stairs, students should not exchange shoes and wear shoes of different heights. This is a safety issue. **Tennis shoes are required for the gym floor.**

Headgear

Caps, hats, hoods and bandanas **are not allowed on any part of the body while in the building.**

Sunglasses **are not allowed to be worn.** These items must be stored in the student’s locker or they will be kept by the teacher/administrator.

The Following Are Prohibited At WCMS

- Scoop necks, halter tops and backless shirts
- Bagging and sagging pants
- Colored hair (i.e. **blue, green, pink, purple, red**) exaggerated colors
- Fingerless gloves
- Any gang related item
- Any item which could be hazardous to the student's safety (i.e. safety pins, horseshoe nails, fish hooks, chains, spiked or studded bracelets, studded necklaces, leashes, choker chains, or wallet chains, key chains worn around the neck or hanging from pockets)
- **Exposed body piercing of any type (i.e. tongues, eyebrows, nose, lips, etc. Ear piercing is the exception.)**

Failure to comply with school policy will result in consequences at the discretion of administration and can include ISS, ASD, or suspension.

WCMS Discipline alternatives

Abuse of a Teacher Prohibited KRS 161.190

Whenever a teacher or school administrator is functioning in his/her capacity as an employee of a board of education of a public school system, it shall be unlawful for any person to direct speech or conduct toward the teacher or school administrator when such person knows or should know that the speech or conduct will disrupt or interfere with the normal school activities or will nullify or undermine the good order and discipline of the school.

Aggressive behavior is prohibited toward any school employee. Students are encouraged to speak with the school administrators and school counselor when they are upset about a situation. Talking out the problem is always preferred.

1st Offense 1 – 5 Days Out of School Suspension, report to CDW
2nd Offense 3 – 7 Days Out of School Suspension, report to CDW
3rd Offense 5 – 10 Days Out of School Suspension, Report to BOE for expulsion.

CDW – Court Designated Worker

BOE - Board of Education

WCMS Bullying Policies and Procedures:

It is the belief at Wayne County Middle School, that all students have the right to learn in a safe environment, free from emotional, psychological or physical bullying. Further, it should be understood that ALL adults and students within the Wayne County Middle School Community have a responsibility to ensure that physical or verbal harassment does not occur and that ALL individuals share this responsibility either as the bully, the bullied, or the by-standers.

Bullying is defined as: The unprovoked, repeated and aggressive actions or threats of action by someone perceived to have more power in order to cause fear, distress, humiliation or harm. Bullying can be physical, verbal, psychological, cyber or a combination of all. It is

important for students and adults to differentiate between normal conflict and patterns of bullying.

It is the responsibility of the adults to address the bully and correct his or her bullying behaviors. It is the responsibility of the bullied individual or the witness to report any incidents to an adult. The victim shall be given an opportunity to talk with our school counselor. All reports of bullying will be investigated by the classroom teacher, school counselor and/or school administration. Parents of both the victim and the bully will be notified regarding any valid complaints and the steps being taken toward resolution.

Students or their parents may report incidents to the classroom teacher or school administration. Reports can be verbal or written and should include specific details. Completed forms can be turned into the office, school guidance counselor or to a teacher.

Disciplinary action for bullying may include any of the following and will be determined by the teacher, assistant principal or principal depending on the severity of the offense.

1st Offense: Due process. Warning w/ teacher, staff, counselor or administrator educating the bully about bullying and acceptable behaviors. Bully is to be made aware of future consequences.

2nd Offense: Due process. Administrator will converse w/ bully, contact Parent/Guardian, bully will receive up to 3 days ISS, Intervention videos, mediation w/ school counselor.

3rd Offense: Due process. Contact Parent/Guardian, up to 3 day suspension plus up to 3 days ISS w/ Intervention videos, mediation w/ school counselor.

Any related future events will result in contacting Court Designated Worker, filing charges in protection of HB91, and longer suspension time.

In order to resolve issues between students, conflict resolution procedures may be implemented, with the consent of the complaining student. In all cases, whether or not there has been formal conflict resolution, the teacher or school administration will schedule a follow up conference with the victim to ensure that the bullying has stopped and take further action if necessary.

Bus Conduct

School bus safety rules and practices are listed in the district student code of conduct. Students need to read and be familiar with the rules.

1st Offense-Appropriate school discipline and parent notification

2nd Offense-School Discipline or 3 Days Bus Suspension

3rd Offense and All Other Offenses-Bus Suspension until the problem is resolved

When a major offense occurs, the Principal and/or the Assistant Principal may suspend the student from the bus even on the 1st offense. It is the responsibility of the parents to discuss with the students the rules for safety on the school bus. **Working together we can provide a safe atmosphere for all students who ride the bus.**

Cheating-Test and Class Work

Students will be given zero credit and up to 6 days of ISS, or 4 days ASD

Classroom Disruption

Classroom disruption is defined as *behavior that is likely to substantially or repeatedly interfere with the learning environment*. Teachers will use their professional discretion to modify/change initial class disruptions. If they continue or persist, administration is to be notified. Students may be removed from the classroom, assigned ASD or even ISS.

Failure to attend an ASD will result in a day of ISS (In School Suspension). Parents need to phone the school when changes need to be made in the ASD schedule. We are willing to change a date to help to make it more convenient for the parent and student.

Corporal Punishment

As a last resort, **corporal punishment** may be used in lieu of other forms of correction in accordance with the guidelines established by 704 KAR 7:056 and the Wayne County Schools Code of Conduct. Parents will be contacted in reference to corporal punishment. We sincerely hope that students will conduct themselves in the manner expected and that corporal punishment will not have to be considered.

Cutting Class

1st Offense- Up to 3 days ISS/Parent contact

2nd Offense- Suspension up to 5 days/ Parent contact

Drug and Alcohol

1st Offense-Police will be called and charges will be filed with the Court Designated Worker (CDW). Parents will be notified and the student will receive up to **10 days ISS or 10 days suspension**. Student will be referred to the school counselor for drug counseling. Parents will be referred to the school counselor who will provide them with information about any available drug and alcohol counseling performed by outside agencies.

2nd Offense-Notification to police and parents and suspension until school board meets for expulsion hearing. Student will be referred to the school counselor for drug counseling. Parents will be referred to the school counselor who will provide them with information about any available drug and alcohol counseling performed by outside agencies.

Fighting

1st Offense-Up to 5 days Out of School Suspension, Parent Conference, CDW

2nd Offense-3-7 days Out of School Suspension, Parent Conference, CDW

3rd Offense- 5-10 days Out of School Suspension and Referral to the Wayne County School Board for expulsion.

Inappropriate Physical Contact

1st Offense-Up to 5 days Out of School Suspension, Parent Conference, CDW

2nd Offense-3-7 days Out of School Suspension, Parent Conference, CDW

3rd Offense- 5-10 days Out of School Suspension and Referral to the Wayne County School Board for expulsion.

Fire Alarms/Bomb Threats

Police will be called and charges will be filed with the CDW. Up to **10 days ISS or 5 days** suspension. May be referred to the school board.

Gum and Candy

Teacher discretion.

Internet and Computer Violation

Rules and regulations are included in the Wayne County Schools Code of Conduct.

Leaving School Without Permission

1st Offense- up to **3 days ISS/ ASD** and Parents will be notified immediately.

2nd Offense-up to **3 days Suspension and parent conference.**

3rd Offense-up to **5 days Suspension and/or referral to the school board for expulsion.**

Public Display of Affection (PDA) *hugging, kissing, holding hands, arm around another, etc*

1st Offense- Warning/ Parent will be notified of incident.

2nd Offense– up to 3 days ISS

3rd Offense– up to 3 days Suspension

Possession and Use of Fireworks

1st Offense-Up to 6 days of ISS, 4 days ASD

2nd Offense-Up to 5 days Suspension

Profanity, Vulgarity, or Any Intention of Obscenity

1st Offense-Up to 3 out of School Suspension

2nd Offense-up to 5 days out of School Suspension

Tardy to Class

Tardiness is defined as not being in an assigned area at the designated time. It includes being late to classes, clubs, sports activities, etc. It is an early indicator that a student is disengaging. Our classes are in close proximity with each other and there should be no excuses for being late at WCMS. When a student is late for class, a referral to the office will be made. Repeated tardiness will result in an ASD and parent notification.

- 1st Offense-Warning by Administrator
- 2nd Offense- ASD assigned by teacher and parents notified
- 3rd Offense-Up to 3 days ISS or ASD
- 4th Offense-Up to 3 days ISS or ASD, Parent Conference
- 5th Offense-Up to 3 days Out of School Suspension, Parent Conference

Threats, Harassment (including sexual)

1st Offense – Afford Due Process, Notify Parents Nature of Behavior, Determine Placement ISS or out of school suspension, report to CDW appropriate information.

Use of Possession of Tobacco

1st Offense and 2nd Offense-Up to 6 days ISS or 4 days ASD, parent contact and student will receive intervention about use of tobacco

3rd Offense-3 day suspension and Parent Conference and student will receive intervention about use of tobacco in ISS upon return to school.

Vandalism

(The value of the object will be considered.)

Minor- Anything that can be repaired without depreciation of property. Student will clean or repair the property or will pay a \$5.00 fee for damages. Up to 5 days ISS will be served.

Major- Students will be suspended until a parent conference is held and restitution is made. Student may be referred to the school board for expulsion.

Early Dismissal

Students cannot leave school with anyone who is **not on their sign out list**. The sign out forms will be given to each student at the first of the year. Please complete and turn in the form listing those who are permitted to sign out your child. The list needs to be returned no later than Friday of the first week of school. No student will be dismissed early from school without the permission of the parent. If the student is picked up, the parent/guardian will report to the principal's office and sign out the student.

Students who check out early will be counted either as absent for the day or tardy, depending upon the time of the check out. The Department of Education does not recognize early dismissals. When a student is tardy, s/he will miss from one minute to two hours and nine minutes of their instructional day, regardless of when it occurs. Parents who wish to pick up their children after school must do so **at 3:15** and enter and exit through the front circle of the WCMS.

End of the Year Awards

At the end of the year an Honor's Day will be held to recognize students' achievements throughout the school year. These dates and times will be communicated closer to the end of our school year.

Grading Scale

A+	100-98
A	97-93
A-	92-90
B+	89-87
B	86-83
B-	82-80
C+	79-77
C	76-73
C-	72-70
D+	69-67
D	66-63
D-	62-60
F	59-0

Grading System and Report Cards

The evaluation of student achievement is one of the most important functions of the teacher. The accepted marking system for WCMs is as follows:

- A (Excellent)
- B (Above Average)
- C (Average)
- D (Below Average)
- F (Failure)
- I (Incomplete)

An Incomplete is given only in the case of an illness or an emergency which results in the student not being able to complete the assignments. An incomplete on the report card becomes an (F) nine weeks from the date issued. **Make-up work is the complete responsibility of the student.** Students must see each individual teacher and request make-up work and inquire about the completion dates. *No incomplete grades* will be given the last nine week grading period.

Report cards are sent home every six weeks. Mid-term progress reports for each student who has a (D) or (F) average are mailed home the third or fourth week of the grading period.

Students' final grade will be computed by using each six weeks' average i.e. (93, 90, 83, 79, 88, and 77=**85**). This is a (**B**) for the final grade.

Guardianship/Custody Information

When someone other than the biological parent serves as the guardian/custodial parent, it is the responsibility of this person to provide current legal documentation as notice to the school. Documentation must be signed by the judge for legal purposes.

Guidelines for Success

- W Work hard to achieve success**
- C Come prepared to all classes**
- M Maintain an atmosphere of success**
- S Start thinking about your future**

Honor Roll

Students are eligible for Honor Roll if they have no term grades below a (B) for the year.

Lockers

Locker assignments will be made through the first period teacher. Our lockers have built-in combinations. Please do not give your combination to anyone.

Lockers are the property of the school. Students are not to write, draw, or place decals on the inside or outside of the lockers. The defacing of school property is a very serious offense. Students will be fined appropriately and may face punishment.

Students must completely close and lock the locker. All lockers must be kept free of clutter. Each student is responsible for the contents of their locker. Lockers are subject to search with or without reason.

Lost and Found

Any lost articles that have been turned in can be reclaimed in the office after the proper identification is given. Please take any lost items to the front office.

Permission to Walk

Students planning on walking home at the end of the day **must have a signed permission on file in the front office.** The permission is good for the year unless the parent notifies the school in writing of changes in the walk permission.

Parent Pick Up

Student leaving for parent pick up will exit the building at 3:15. The boundaries for parent pick up are the front side walk from the handicapped parking to the flag pole. Supervision is given to make sure that students are exiting in parent vehicles and not riding with unauthorized persons.

Bus Loading

Students ride on three bus loads each day. Students will be called for **First Load** to walk to the back hallway. **For the safety of everyone, running is not permitted.**

Students will be supervised as they exit the building.

Second Load will be called for by asking all students to walk to the back hallway. Changes in the lineup of the buses can occur. Students need to listen to the afternoon announcements for changes in their bus line up. Diagrams are also posted in the back hallway. Students at the middle school level should not be missing their buses. You are not permitted to walk to another building to load a bus from any school other than the WCMS.

Third Load will be called for by asking all students to walk to the back hallway.

Students Who Walk: *ALL Students Must Sign Out in the Cafeteria When Walking*

- Students walking home or walking to practice at a different location are excused from classes by announcement.

Promotion

A middle school student who receives a passing grade in all courses will be promoted to the next higher grade. The following point system will be used only when making promotion/retention decisions concerning cases in which a student has failed one or more classes. A weighted point system will be used to determine promotion.

- Reading one credit
- Writing one credit
- Math one credit
- Social Studies one credit
- Science one credit
- Band one credit
- Art\Drama one fourth credit
- Practical Living/Careers one fourth credit
- Health/PE one fourth credit
- Music one fourth credit
- Technology one fourth credit

The point system emphasizes mastery of basic skills taught in language arts, reading, math science, and social studies. A student who accumulates a total of 4.75 or more credits will be promoted to the next grade. Age may be the basis of placement for the student.

Promotion to the 9th grade requires the following subjects to be passed:

A student must not fail a Core Content Subject (Math, Social Studies, Science, Reading and Writing)

The above promotion information and course listing is subject to change based on recent legislation and changes to K-Prep TESTING and the Program of Studies.

Recognition

All WCMS staff members are committed to celebrating the efforts of students through a number of recognition programs. The Incentive Committee is responsible for our recognition programs. At the end of the year, an Honor's Day Ceremony will be held by each grade to celebrate the students' successes. Some of the awards are:

Perfect Attendance, Near Perfect Attendance, Straight A's, Honor Roll, Most Improved, Character Education, and Participation in Extracurricular Activities

Safe and Drug Free Environment

To provide a safe and drug free environment everyone must recognize a reduced expectation of privacy in all items brought to school under the care, custody, or control of the school. This includes **all** personal belongings. Random, unannounced inspections may be performed to aid in enforcing the school policy and providing a deterrent to unwanted items, substances and activity. Trained contraband canines and metal detectors may be used in this process.

Safe School Tip Line

Any student with information concerning the safety of others needs to report the Safe School Tip Line. Hear something or see something. Simple, anonymous, and it's the right thing to do. Toll free 24/7. 866-TIPLINE (866-847-5463)

School Bus Conduct

The privilege of riding the school bus will depend upon the student obeying and following the "Rules of the Road"

- Students are to sit in the seat assigned by the driver.
- Students should arrive at the bus stop on time. The driver is not required to wait on the student unless they are observed making an effort to meet the bus.
- Students are to obey the driver promptly and at all times.
- Students are to help the driver to keep the bus clean.
- Objects are not to be thrown on the bus.
- No part of the student's body should be outside the window.
- Under no circumstances are the bus seats to be destroyed.
- No spitting is allowed.
- Hands and feet need to be kept to yourself.
- Students need to keep their voice at a reasonable level.

School Cancellations

In case of severe weather (snow, ice, low temperatures, etc.) the official announcement for school closings will be heard over WFLW AM 1360, WKYM 101.7 FM, WMKZ Radio Station Z93 at 6:30 AM. Listen to the radio and please do not call the school or Wayne County Board of Education.

School Hours

Students can begin arriving at school at 7:15 and should go to the cafeteria. Supervision is not provided prior to 7:15 AM. *If parents need to drop their child off before 7:15 am, arrangements need to be made for that child to ride a bus instead.* The school day begins at 8:15 and ends at 3:15. Parent pick up begins at 3:15 PM.