

# **2025-206 Woodland Student Handbook**

*Dear Woodland Wildcat Students,*

*Welcome to the 2025-26 school year! Every teacher and staff member in this building has **HIGH** expectations for you as a person, a student, and a member of the Wildcat family. These expectations are high because we know every one of you will not only meet our expectations but also exceed them. Within you, you have the awesome potential to grow, learn, and excel as a Wildcat.*

*The 2025-26 school year will be amazing, and we are excited to have you on board as a member of the Wildcat family!*



## **General Information**

- **Doors to the school open at 7:00 a.m.**
- **Students who ride a bus to school are released from the bus at 7:00 a.m.**
- **Students are considered tardy if they are not sitting in their homerooms when the bell rings at 7:50 a.m.**
- **School dismisses at 2:30 p.m.**

**School Colors: Royal Blue and White**

**Mascot: Wildcat**

## **School Wide Expectations (PRIDE)**

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

***Pride      Respectful      Integrity      Dedication      Encourage***

## **PBIS**

- CATS Cash:** When students meet these expectations, as well as other classroom-level expectations set by individual teachers and grade-level teams, they will receive CATS Cash. When you receive CATS Cash, you know you have met either school-wide expectations or classroom-level expectations.
- CATS Cash - Spending -** There are a number of ways for students to spend their CATS Cash. Cats Cash can be used to purchase various items at the C Store. Items include candy, snacks, school supplies, spiritwear, and entrance into special PBIS events.
- CATS Cash:** Students need to turn CATS Cash into Homeroom Teachers, and it will be added to their our digital student bank.
- CATS Cash CANNOT** be traded between students for other goods or services, also it CANNOT be passed down from one sibling to another. Neither can the remaining balances of 8th graders be transferred to a younger sibling.

## **Academics**

**Kenton County School District Grading Policy:** Grade Range A 90-100 B 80-89 C 70-79 D 60-69 F 0-59

### **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.

**Honors Ceremony:** An honors ceremony will be held in the spring to recognize students who have demonstrated outstanding achievement for the 2022-23 school year. **The cutoff for all grades and perfect attendance to be considered for honors will be the middle of the third trimester.**

### **District Code of Expected Behavior and 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 Expected Behavior and Conduct covers all Kenton County School events, including those on school grounds, buses, and activities sponsored by the school (which could occur off school grounds). A copy of this document is sent home with each student at the beginning of the year. Students and Parents are responsible for its contents. **Please sign and return the last page to your Homeroom teacher to show that you have received this information.**

### **General School Expectations**

1. Respect all persons. This includes keeping your hands, feet, body, and objects to yourself. Keep conversations polite and use appropriate language and word choice.
2. Be in your assigned seat, quiet and ready to work when class time begins.
3. Come to class prepared with all necessary materials and put forth your best effort every day.
4. Harassment, discrimination, or malicious remarks based on race, color, religion, sex (including gender identity), national origin, age, disability, sexual orientation or genetic information, appearance, or intelligence will not be tolerated. This includes: insults, intimidation, or any verbal abuse (or written) towards any member of the student body or school staff.. **This includes social media or anything sent electronically.**
5. Students must carry a hall pass EVERY TIME he/she is out of class.
6. Personal items that create a distraction/safety hazard (such as weapons, vapes, etc.) are not permitted and will be confiscated, which include, but are not limited to, food, candy, drinks, laser pointers, toys, and electronic devices if used inappropriately. **Cell phones are NOT permitted during the school day. It's a state law.**
7. Appropriate behavior is expected in the cafeteria. This includes but is not limited to a voice level of 1, keeping hands to yourself, using appropriate manners, cleaning up your area, sitting at your designated table, and only getting up with permission. Inappropriate cafeteria behavior is not acceptable.
8. Vandalism of any kind will result in school consequences and/or criminal charges. Families will be held responsible for the cost of repairing or replacing district property.

**Students who make poor behavior choices and/or who receive office referrals may not be permitted to take part in privileges such as school dances, assemblies, athletic events, or other special events as determined by school administration.**

## **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 as when someone uses POWER or INTIMIDATION **REPEATEDLY** to hurt or scare another person. We have two goals:

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

## **Electronic Devices**

### **Cell Phone/Electronic Device Guidelines**

The use of cell phones (including the accessories such wireless headphones and watches) has become an integral part of our society. However, in the middle school setting they serve to cause distraction, exacerbate social issues between students, provide a method of cyber bullying, and facilitate inappropriate communication between students during the school day. Now that our school is one-to-one with technology, there is no longer a need to use cell phones as instructional tools. **This is also now Kentucky State Law.**

- In the building... Cell phones and their accessories are permitted in the school building, but must remain turned off and locked in lockers during instructional time, from 7:40 AM - 2:30 PM.
- In the hallway and the restroom... Cell phones as well as their accessories and devices, are **not permitted** for use in the hallway during class transition times or in the restroom.
- In the cafeteria... Cell phones as well as their accessories and devices, are permitted for use in the cafeteria **during breakfast until 7:40 AM.**
- In the classroom... Cell phones as well as their accessories, are not permitted in the classrooms. **Students' cell phones must be turned off and left in their lockers during the school day, from 7:40 AM - 2:30 PM.**
- Communication with parents will be made from the front office or nurse's office.
- Cell phones as well as their accessories and devices, must be used in an appropriate manner as defined by the KCSD AUP. The KCSD AUP also applies while using KCSD bus transportation.
- Cell phones are not permitted for communication, camera usage, or video recording during the school day.
- The following communication features/apps are just a few examples of communication that are **not permitted** during the school day or on KCSD transportation: examples include but are not limited to: texting, Snapchat, Instagram, TikTok, Facebook Messenger, and any other forms of communication, and social media.

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

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

Please see the Kenton County School District Code of Expected Behavior and Conduct for detailed information about expected behavior and the menu of consequences that will be used at the school and district level for various infractions. School-wide expectations for behavior will be taught to students during the first week of school and will be reviewed throughout the year. More information about detailed classroom and school-wide expectations and consequences will be sent home with the students during the first week of school.

## **Woodland Middle School 2022-23 Attendance Policy and Procedures**

**The Kenton County School District Attendance Policy for the 2025-26 school year will be sent home as a separate document. You will need to read the policy in its entirety for detailed information on attendance. We ask that you read the entire policy carefully and discuss it with your child. Note that parent and doctor's notes are limited for use throughout the year. If you have any questions, please feel free to contact the school for additional information. Please note the consequences and 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 the 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 7:50 AM – 2:30 PM
- **Homeroom begins at 7:50 AM.** Students should be seated at their desks in their homeroom by 7:50 AM or they are considered tardy. Students who are late must check in at the office and will be given a tardy slip for admission into home base.
- Parents should call the school by **8:00 AM** each day to report their child absent.
- When the student returns to school, the student should bring a written note explaining the absence and submit the note in the attendance box outside of the office.
- All students arriving at school after 7:50 AM should first report to the office with a parent/guardian note.
- Persistent tardiness may result in further school disciplinary action and/or truancy charges.

## **Conduct on the 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/assistant principal has the responsibility of maintaining discipline on all school buses servicing his/her school. The principal/assistant 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 a school official. Depending on the 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 356-0253.

**The KCSD AUP also applies while using KCSD bus transportation. Cell phones are not permitted for communication usage, camera usage, or video recording during the school day. The following communication features/apps are just a few examples of communication that are not permitted during the school day or on KCSD transportation: examples include but are not limited to: texting, Snapchat, Instagram, TikTok, Facebook Messenger, air dropping items, and any other forms of communication, and social media.**

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

Students may walk home only if they live within a reasonable, safe distance from school (within 1 mile.) Walkers must proceed directly home without making any stops along the way. Walkers must obey all traffic rules for pedestrians and respect all properties of the neighborhoods being passed. Woodland Middle School will not provide any crossing guard at any intersection near or around the school. Woodland Middle School rules and the Kenton County Code of Acceptable Behavior must be followed at all times. **If a student violates these expectations, this privilege may be revoked. A Walker Expectations form must be signed by a parent/guardian for a student to be able to walk home. These forms are available in the main office. All forms are to be turned into the main office.**

### **Locks and Lockers**

Students will be assigned a locker located near their homerooms. **Students must provide their own locks but must provide the home base teacher with the combination.** If a student cannot provide his/her 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. Students needing Lockers are not intended to be shared, and students are responsible for keeping the lockers free from graffiti and other markings.

### **Lunch Money/Cafeteria**

**As a CEP school, all Woodland students may eat breakfast and lunch for free.** If they wish to purchase additional items, they may do so using cash, checks, or our online account system. Payments of cash or check will be accepted at school. Parents can go online (MySchool Bucks) at [www.kenton.kyschools.us](http://www.kenton.kyschools.us) to pay using a credit card or debit card. Parents can see the status of their student's account history and receive low account reminders. Instructions for online payments will be sent home during the first grading period. A vending machine is available during lunch ONLY and after school hours. This machine takes cash.

### **Library Procedures**

The Library will be open on Tuesday and Thursday all day. Library books can be returned during these times.

## **Food and Drink in the Classroom**

To maximize instructional time and create a more optimal learning environment, and in response to the presence of food-based allergies, students at Woodland Middle School may **NOT** bring food or drink in the classroom (excluding water in a clear bottle). Water bottles are permitted but need to be clear and lids secured when not drinking and are to have **WATER ONLY**.

## **Dress Code (Revised 5/2021, approved by SBDM)**

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.
- ➔ 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
  - Bandanas (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 are 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 heads.
  - 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 at or below fingertip length and cannot be large enough to be deemed inappropriate or a safety concern.
    - Any skin exposed above fingertip length must be covered from the inside.
  - All shorts, skirts, and dresses shall be **no shorter than fingertip length**. Shorts and skirts must be worn at waist level and may not have holes shall be no shorter than fingertip length.
  - 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 the administration will not be allowed.

- **BACKPACKS, LARGE PURSES & BAGS**

- All backpacks, large purses and bags and backpack purses larger than a sheet of notebook paper 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/EARBUDS** or any other type of electronic device or accessory should not be visible unless the student is using them for learning. 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 her 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 “over the counter” medications, such as aspirin or Tylenol. Forms are available in the office. All medications must be kept in the nurse’s office. **NO EXCEPTIONS!**

**Immunization Certificates:** Students should turn in updated certificates to the nurse or to the main office.

### **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). Students will only be released to parents/guardians or those with written permission from the parents/guardians. **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. Please call in advance to arrange for a teacher conference. All visitors must report to the office to sign in and obtain a visitor’s badge before proceeding through the building. **You may be asked to show a picture ID to ensure student safety.** Students are not permitted to receive outside food brought to them during the school day, such as fast food, family/friends bringing food, Door Dash, Uber Eats, etc..

### **Communication from Parents**

We need your help! It is imperative that Parents/Guardians stay in contact with the offices of Kenton County Schools in regard to student-guardian information, address, and emergency contact information. If your phone number, address, or contact information changes during the school year, please contact our office or make your changes on the Parent Portal of Infinite Campus. All student records are confidential and can only be released through proper authorization. **If you need to contact your child during the day, please contact the main office and refrain from contacting our child via their phone. This interrupts their learning.**

### **Woodland PTSA**

PTSA : (Parent Teacher Student Association) our only parent organization that supports all students is the Woodland PTSA. Its purpose is to support the total school program. Regular meetings occur each month. Be sure to check the newsletter for meeting dates and times.

### **Newsletter & Social Media**

- Every week, our WMS Newsletter is sent electronically to our WMS families. Please visit the school website to sign up.
- Follow us on Twitter: @wmswildcat.
- Official WMS Facebook page: <https://www.facebook.com/WoodlandMiddleSchool>

### **School-Based Decision-Making Council (SBDM)**

The Woodland Middle School SBDM Council meets monthly. This committee is made up of the principal, teachers, and parents. Many school-based decisions and policies are decided at these regular meetings. Regular meetings are open to the public. Policies and minutes are available on our school website, as well as our 2025-26 SBDM meeting dates.

#### **2025-26 SBDM Council Members**

##### **Teacher Representatives:**

Jody White, James Randall, Gina Benham

##### **Parent Representatives:**

Rachael Fasciotto, Christy Martin



# 2025-26 Instructional Calendar



Kenton County School District  
1055 Eaton Drive  
Ft. Wright, KY 41017  
859-344-8888

## 2025-2026 School Calendar

### First and Last Days of School for Students:

**8/13/25 and 5/21/26\***

\*5/21/26 will be the last day  
unless there are days to be made-up

### Instructional days are 6 hrs. & 15 min.

10 Non-Traditional Instruction (NTI) days will be  
utilized beginning on the 6th day schools are closed to  
in-person instruction.

Make-up days to be used after the 10 NTI days are:  
May 22, 26, 27, 28, 29 and June 1, 2026.

### End of Quarter Grading Periods

10/16/25  
1/5/26  
3/10/26  
5/21/26

### End of Trimester Grading Periods

11/6/25  
2/17/26  
5/21/26

### PRESCHOOL

First & Last Days of School  
8/20/25 and 5/14/26\*

\*unless there are days to be made-up

No school for Preschool Students on  
10/24/25, 1/16/26 and 3/20/26.

JULY 2025							AUGUST 2025							SEPTEMBER 2025						
Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S
		1	2	3	4	5						1	2		1	2	3	4	5	6
6	7	8	9	10	11	12	3	4	5	6	7	8	9	7	8	9	10	11	12	13
13	14	15	16	17	18	19	10	11	12	13	14	15	16	14	15	16	17	18	19	20
20	21	22	23	24	25	26	17	18	19	20	21	22	23	21	22	23	24	25	26	27
27	28	29	30	31			24	25	26	27	28	29	30	28	29	30				
							31													
OCTOBER 2025							NOVEMBER 2025							DECEMBER 2025						
Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S
			1	2	3	4							1		1	2	3	4	5	6
5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13
12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20
19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27
26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31			
							30													
JANUARY 2026							FEBRUARY 2026							MARCH 2026						
Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S
				1	2	3		1	2	3	4	5	6	7	1	2	3	4	5	6
4	5	6	7	8	9	10	8	9	10	11	12	13	14	8	9	10	11	12	13	14
11	12	13	14	15	16	17	15	16	17	18	19	20	21	15	16	17	18	19	20	21
18	19	20	21	22	23	24	22	23	24	25	26	27	28	22	23	24	25	26	27	28
25	26	27	28	29	30	31	25	26	27	28	29	30	31	29	30	31				
APRIL 2026							MAY 2026							JUNE 2026						
Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S
			1	2	3	4						1	2		1	2	3	4	5	6
5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13
12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20
19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27
26	27	28	29	30			24	25	26	27	28	29	30	28	29	30				
							31													

### NO SCHOOL FOR STUDENTS

September 1, 2025	Labor Day Holiday
October 10, 2025	NKEA Day
October 13, 2025	Fall Break
November 3, 2025	School Closed
November 26, 2025	Professional Development Day
November 27, 2025	Thansgiving Holiday
November 28, 2025	School Closed
December 22-31, 2025	Winter Break
January 1, 2026	New Year's Day Holiday
January 2, 2026	School Closed
January 19, 2026	Martin Luther King Day
February 16, 2026	Professional Development Day
March 13, 2026	Professional Development Day
March 30 - April 6, 2026	Spring Break
May 19, 2026	Primary Election Day
May 25, 2026	Memorial Day Holiday

### SCHOOL START & END TIMES

Elementary Schools	8:50am - 3:30pm
Summit View Academy	8:10am - 2:50pm
Middle Schools:	
Turkey Foot & Twenhofel	8:00am - 2:40pm
Woodland	7:50am - 2:30pm
High Schools	7:50am - 2:30pm
Ignite Institute	8:00am - 2:00pm
The Ignite Institute will follow Boone County's Academic Calendar.	

### FIRST AND LAST DAYS FOR TEACHERS

(No School for Students)

8/7/25	First Day for Teachers
8/8/25 and 8/11/25	Teacher Equivalency Days
8/12/25	Professional Development Day
5/22/26	Last Day for Teachers

Board Approved 5/6/24