

# Student Handbook 2018-2019

**Kate Collins Middle School**  
**1625 Ivy Street, Waynesboro, VA 22980**  
**540-946-4635**

**School Leadership Team**

**Josh Herndon, Principal**  
**Katrina Lassiter, Assistant Principal**  
**Marcia Nester, Assistant Principal**  
**Mitch Peeling, Dean of Students**

**RESPECTFUL**  
**RESPONSIBLE**  
**INVOLVED**

This handbook belongs to:

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**Welcome to Kate Collins Middle School**

## Office Staff

### Administration - 946-4635

Principal - Josh Herndon

Assistant Principal - Katrina Lassiter

Assistant Principal - Marcia Nester

Dean of Students - Mitch Peeling

Administrative Secretary & Bookkeeper - Nancy Via

Secretary/ Attendance Secretary - Tammy McDaniel

Secretary - Teresa Dudley

### School Nurse - 946-4635

Diane Meek

### School Counselors - 946-4635

Counselor - Mandy Chambers

Counselor - Mary Adams

Counselor Secretary - Shirley Powell

# 2018-2019 Schedules

## Daily Schedule

Start	End	Grade 6	Start	End	Grade 7	Start	End	Grade 8
8:20	8:40	HR/Advisory	8:20	8:40	HR/Advisory	8:20	8:40	HR/Advisory
8:44	9:41	Core 1	8:45	9:36	Elective 7A	8:44	9:41	Core 1
9:45	10:42	Core 2	9:41	10:32	Elective 7B	9:45	10:42	Core 2
10:47	11:38	Elective 6A	10:37	11:34	Core 1	10:47	11:12	Lunch
11:43	12:34	Elective 6B	11:39	12:04	Lunch	11:17	12:14	Core 3
12:39	1:04	Lunch	12:09	1:06	Core 2	12:18	1:15	Core 4
1:09	2:06	Core 3	1:10	2:07	Core 3	1:20	2:11	Elective 8A
2:10	3:10	Core 4	2:11	3:10	Core 4	2:16	3:10	Elective 8B

## 2 Hour Delay

Start	End	Grade 6	Start	End	Grade 7	Start	End	Grade 8
10:20	11:02	Core 1	10:20	10:56	Elective 7A	10:20	11:02	Core 1
11:06	11:48	Core 2	11:01	11:37	Elective 7B	11:06	11:48	Core 2
11:53	12:29	Elective 6A	11:42	12:24	Core 1	11:53	12:18	Lunch
12:34	1:10	Elective 6B	12:29	12:54	Lunch	12:23	1:05	Core 3
1:15	1:40	Lunch	12:59	1:41	Core 2	1:09	1:51	Core 4
1:45	2:27	Core 3	1:45	2:27	Core 3	1:56	2:32	Elective 8A
2:31	3:10	Core 4	2:31	3:10	Core 4	2:37	3:10	Elective 8B

## Early Dismissal

Start	End	Grade 6	Start	End	Grade 7	Start	End	Grade 8
8:20	9:00	Core 1	8:20	9:00	Elective A or B	8:20	9:00	Core 1
9:05	9:45	Core 2	9:05	9:45	Core 1	9:05	9:45	Core 2
9:50	10:30	Elective A or B	9:50	10:30	Core 2	9:50	10:30	Core 3
10:35	11:15	Core 3	10:35	11:15	Core 3	10:35	11:15	Core 4
11:20	12:00	Core 4	11:20	12:00	Core 4	11:20	12:00	Elective A or B

\*Early dismissal days: 40 minute classes, 5 minute transitions, 1 elective (alternate A and B)\*

\*On day 'A', Science & English have duty. On day 'B', Math & Social Studies have duty.\*

- **INCLEMENT WEATHER INFORMATION**

- Local radio and TV channels
- Channel 13
- Waynesboro Public Schools website <http://www.waynesboro.k12.va.us/>
- Call 946-4600

## **STUDENT HANDBOOK**

- **ARRIVAL**

- Car riders and walkers may enter the cafeteria at 8am.
- Bus riders will enter the building at 8:05 a.m. and report to the main gymnasium.
- Students are expected to get their breakfast upon arrival
- Car riders/walkers will get their breakfast from the cafeteria
- Bus riders will get their breakfast from room 405
- Breakfast will be served until 9:00am in the cafeteria

- **ATTENDANCE (STUDENTS)**

- **Attendance codes, in PowerSchool, for absences** (entered by office personnel):
  - APX (parent excused absence) – used when a parent sends a note or calls in when child is absent
  - AEX (Abs. is excused by admin., counselor, nurse, doctor) – this is usually used after an attendance plan is written
  - AUX (Absence is unexcused) – used when no notice/excuse of absence is given
  - ISA (in school alternative) – alternative in-school assignment for a specified amount of time
  - AC (Admin Conference) – before student can return to the classroom, a meeting with a parent/guardian must take place
- **Attendance Meetings will be held when the following occur:**
  - 1.) At 5 (AUX) unexcused absences: call attendance intervention
  - 2.) At 6 (AUX) call a second attendance intervention

Five and ten day absence letters will still be mailed home. All students that walk or have parent drop off and are reporting to school after 8:20 should report to the office for a tardy pass. All written absence excuses should be given to Tammy McDaniel each day.

### **Tardy Policy**

#### **STUDENTS REPORTING TO CLASS**

- All students that walk or are dropped off by a parent and who enter the building after 8:20 will need to sign in for a late pass in the front office.
- All students who are tardy to core or elective classes will report directly to class. Teacher will mark students tardy in Power School
- Hall sweeps will be conducted by administration throughout the school year

#### **CONSEQUENCES (For tardies accumulated for the year)**

- 1<sup>st</sup> warning
- 2<sup>nd</sup> warning: Teacher contact home
- 3<sup>rd</sup> tardy - will result in ASD (after school detention) and teacher parent contact
- 4<sup>th</sup> tardy – 2 ASDs and admin parent contact
- 5<sup>th</sup> tardy – Grade Level Admin Discretion

### **Early Dismissal:**

- Students are required to present documentation for early dismissal.
- Documentation for appointments such as medical/dental visits, legal/court appointments will be excused and the student will be allowed to return for after school/evening activities.
- The parent/guardian is required to sign the student out of the building.
- If the student returns to school before the end of the day, the student must report to the main office for a pass to return to class.

### • **BULLYING**

- "Bullying" means any aggressive and unwanted behavior that is intended to harm, intimidate, or humiliate the victim; involves a real or perceived power imbalance between the aggressor or aggressors and victim; and is repeated over time or causes severe emotional trauma. "Bullying" includes cyber bullying. "Bullying" does not include ordinary teasing, horseplay, argument, or peer conflict.
- Cyberbullying that occurs off campus is not monitored by or punished by the school.
- However, if the device where the cyberbullying occurred is brought onto campus or if the cyberbullying has a **significant impact on school, the school may apply consequences**.
- Teachers, counselors, and administrators encourage the students of Kate Collins to report all bullying related behaviors so they may be addressed in a timely manner.
- Refer to the STOP!T program for anonymous reporting.

### • **CLUBS**

- Clubs currently available for student participation include:
  - Jr. Beta
  - FCCLA
  - Robotics
  - Peace Squad
  - SCA

### • **DANCES**

- There are two scheduled dances for our students to participate in.
- Students may be denied the privilege of attending a school dance for the following:
  - For the fall dance:
    - No more than 5 days absence for any reason
    - No out of school suspensions
    - No more than 3 tardies to class
    - No more than 2 ISA assignments
  - For the spring dance: measured from fall dance to spring dance
    - No more than 10 days absence
    - No more than 5 total days of out of school suspension
    - No more than 5 tardies to class
    - No more than 3 ISA assignments
- Administration will notify parents prior to the dance.
- Only Kate Collins students may attend school dances.
- Parent permission form is required for students to attend dances

- **DRESS CODE**

- Students are expected to dress appropriately for a K-12 educational environment. Any clothing that interferes with or disrupts the educational environment is unacceptable. Clothing with language or images that are vulgar, discriminatory, or obscene, or clothing that promotes illegal or violent conduct, such as the unlawful use of weapons, drugs, alcohol, tobacco, or drug paraphernalia or clothing that contains threats such as gang symbols is prohibited. Clothing should fit, be neat and clean, and conform to standards of safety, good taste and decency. Clothing that exposes cleavage, private parts, the midriff, or undergarments, or that is otherwise sexually provocative, is prohibited. Examples of prohibited clothing include, but are not limited to: sagging or low-cut pants, low-cut necklines that show cleavage, tube tops, halter tops, backless blouses or blouses with only ties in the back, clothing constructed of see-through materials and head coverings unless required for religious or medical purposes. Additionally, disciplinary action will be taken against any student taking part in gang-related activities that are disruptive to the school environment, which include the display of any apparel, jewelry, accessory, tattoo, or manner of grooming that, by virtue of its color, arrangement, trademark, or any other attribute, denotes membership in a gang that advocates illegal or disruptive behavior. Parents of students requiring accommodation for religious beliefs, disabilities, or other good causes should contact the principal. File: JFC-R Page 5 © 2/15 VSBA/WPS WAYNESBORO PUBLIC SCHOOLS Students not complying with this policy will be asked to cover the noncomplying clothing, change clothes or go home.
- Coats should not be worn during the school day. Students may wear sweaters, sweatshirts, thin wind breaker jackets, and unlined pull over style jackets.
- Hoods may not be worn in school as a safety precaution
- Backpacks may be used during the day with the following conditions:
  - Backpacks must be placed on the backs of the chairs of classrooms and cafeteria
  - Administrators reserve the right to inspect and search backpacks at any time for reasonable suspicion

- **ELECTRONICS - From JFC-R Page 2 of the WPS Policy Manual**

- Students may possess a beeper, cellular telephone, smart phone, tablet, Personal Digital Assistant (PDA) or other communications device on school property, including school buses, provided that the device must remain off and out of sight during instructional time unless it is being used for instructional purposes at the direction of the student’s teacher. At no time may any device be used with an unfiltered connection to the Internet. The division is not liable for devices brought to school or school activities. If a student possesses or uses such a device other than as permitted in this policy, in addition to other disciplinary sanctions which may be imposed, the device may be confiscated from the student and returned only to the student’s parent.
- **Disclaimer**
  - **The Safe and Orderly Environment Committee of KCMS will review this regulation and provide feedback/suggestions to the staff and administration on implementation of a school-wide initiative to promote respectful and responsible use of electronic devices.**

If you are an athlete wishing to participate in sports, you must meet the following requirements:

<b>KCMS Sports</b>	<b>WHS Sports</b>
<ul style="list-style-type: none"> <li>• KCMS students eligible for KCMS sports (7<sup>th</sup> and 8<sup>th</sup> graders) are enrolled in a minimum of five classes in a semester at KCMS.</li> </ul>	<ul style="list-style-type: none"> <li>• KCMS students eligible for WHS JV sports (8<sup>th</sup> graders) are enrolled in a minimum of five classes in a semester at KCMS.</li> </ul>
<ul style="list-style-type: none"> <li>• Students enrolled in five classes have to pass four of the five to be eligible to play in the next semester.</li> </ul>	

**Sports at KCMS:** Fall - volleyball, cheerleading;  
Winter - boys and girls basketball and wrestling

**Sports at WHS:** Fall - football, volleyball, cheerleading,  
golf; Winter - boys and girls basketball, wrestling,  
swimming; Spring - boys and girls soccer, baseball,  
softball, track

- **FOOD AND DRINK**

- Eating in the hallways is prohibited.
- Snacks will be permitted according to classroom teacher expectations.

### **Cost for School breakfast and lunch**

	<u>Breakfast</u>	<u>Lunch</u>
<b>Full Pay</b>	<b>\$1.50</b>	<b>\$2.80</b>
<b>Reduced Price</b>	<b>\$0.30</b>	<b>\$0.40</b>
<b>Adult</b>	<b>\$1.90</b>	<b>\$3.40</b>
<b>Milk</b>	<b>\$0.50</b>	<b>\$0.50</b>

- **GRADE SCALE**

- Waynesboro Public Schools utilizes a 10-point grading scale. The grading scale includes pluses and minuses as outlined below.

A+	97-100	A	94-96	A-	90-93
B+	87-89	B	84-86	B-	80-83
C+	77-79	C	74-76	C-	70-73
D+	67-69	D	64-66	D-	60-63
F	0-59				

- **PHYSICAL EDUCATION UNIFORMS**

- PE uniforms are available for purchase but are not required to participate.
- Ask your PE teacher for more information on pricing and availability.

- **HOMEWORK**

- **KCMS Homework General Guidelines:** In order to avoid overload situations when assigning homework, teachers have been advised to adhere to the following minimums and maximums:
  - Grade 6 30 - 60 minutes daily
  - Grade 7 & 8 45 - 90 minutes daily
- **Absentee Assignments:** Upon a student's return, it is his/her responsibility to obtain the make-up work and/or make arrangement with the teacher to stay after school. The student has the number of days absent plus 1 to complete make-up work.

- **HONOR ROLL**

- To achieve Superintendent's Honor Roll status, a student must have all A's with no GPA requirement by semester.

- To achieve Honor Roll status a student must have a 3.0 GPA with no grade lower than a “C” each quarter.
- To achieve Principal’s Honor Roll status a student must have a GPA of 3.5 with all “A’s” and “B’s” each quarter.

- **LOCKERS**

- Kate Collins Middle School provides an individual locker for your convenience in your hall; you will be assigned another in the locker room for use during physical education class. **To ensure its security, the locker combination must be kept confidential and the locker should be closed securely when not in use.**
- Lockers are the property of the school and the administration reserves the right to examine them and their contents at any time with reasonable suspicion.
- **Students are responsible to ensure that lockers are kept locked at all times and that combinations are not shared.**
- **Students are not to share a locker with other students.**
- **The school or District is not responsible for lost or stolen property.**

- **LOST AND FOUND**

- All items found will be placed in the cafeteria. Items in lost and found will be disposed or donated the last working day of each month.

- **MEDICATION**

**PRESCRIPTION**

- Waynesboro Public School Policy for Administration of Prescription Medication requires a Medication Administration Permission Form to be completed and signed by the child’s physician and parent/guardian before any medication will be administered to the student.
- Telephone orders will not be accepted.
- The prescription medication, in its original container, must be brought to the school nurse by a parent/guardian NOT by the student.
- Narcotics will not be given at school.
- Students may self-carry Epi pens and inhalers with physician and parental written permission.

**NON-PRESCRIPTION :** (Students in grades six through twelve may be allowed to possess and self-administer non-prescription medicine when the following conditions are met)

- Written parental or guardian permission for self-administration of specific non-prescription medication is maintained with the medication in the student’s possession.
- The non-prescription medication is in the original container and appropriately labeled with the manufacturer's directions.
- The student's name is affixed to the container.
- The student possesses only the amount of non-prescription medicine needed for one school day/activity.

- **SCHOOL COUNSELING DEPARTMENT**

- If you would like to speak to a school counselor, an appointment request can be made in the counseling office secretary or from a teacher.

- **SCHOOL SECURITY DRILLS**



<b>Code Red*</b>	Lock-down. Halls cleared, all door windows and windows covered, students and faculty locked in classrooms, lights off and classes quiet.
<b>Code Yellow</b>	Limited Lock-down. Halls cleared, all students and teachers remain in classroom. Teaching may continue in the classroom without interruption.
<b>Code Green</b>	"All clear." This code will be heard over the intercom to indicate that all is clear and instruction may continue.
<b>Tornado Drill</b>	This drill will be performed one to two times each school year. Teachers will discuss the procedure with all of their students during the first two weeks of school. When the announcement is made, "may I have your attention please, we will now perform a tornado drill," students and faculty should move into the hall and get into position as quickly and quietly as possible.
<b>Fire Drills</b>	Fire drills will be practiced regularly throughout the school year.

\* For everyone's safety, Code Red drills will be performed periodically throughout the school year. (We continue to address a variety of ways to practice code red drills at various times of the day so students get practice outside of classroom time. Your teachers will discuss the procedures with you.)

- **TEXTBOOKS**

- Each core subject area has access to/uses a textbook to share the curriculum. If you would like to borrow a copy of the textbook to use at home for the school year, you are welcome to check out a book.

- **TRANSPORTATION**

- Violating bus rules leads to written bus referrals. Bus referrals will be handled according to administrator's discretion but may include:
  - First referral: warning and phone call home
  - Second referral: one day bus suspension and phone call home
  - Third referral: three day bus suspension and parent conference
  - Fourth referral: five day bus suspension and parent conference
  - Fifth referral: removal from the bus for the school year
- On Tuesdays and Thursdays, a late bus will run from the middle school at 4:00 p.m. Students will not be allowed to ride the late bus unless they have stayed after school for a teacher or school activity. Students may only stay after school with parent and teacher permission. Students require a bus pass completed by a teacher or administrator to ride the late bus.

- **VISITORS**

- Immediately upon entering the building, all visitors must obtain a **visitor's pass** in the main office.
- Parents planning to visit his/her child's classroom are required to make prior contact with the appropriate grade level administrator.

## STANDARDS OF STUDENT CONDUCT

Kate Collins Middle School is a high quality learning community where expectations are based on respect and responsibility. Students are asked to be respectful of people and property and to take responsibility for their learning and actions. All major behavior issues will be handled by the administration.

The following are standards of student conduct established by the Waynesboro School Board for all students. The consequences of any act are determined on the basis of the facts presented in each situation in the reasonable discretion of the Board, its designated committees and other appropriate school officials. **This section of the handbook is subject to policy revisions by the school board.**

Students are subject to corrective disciplinary action for misconduct that occurs:

- In school
- On a school vehicle
- While participating in or attending any school sponsored activity or trip
- On the way to and from school
- Off school property, when the acts lead to (1) an adjudication of delinquency or a conviction for an offense listed in Code 16.1-305.1 of the Code of Virginia (2) a charge that would be a felony if committed by an adult.

1. **Assault and Battery** – A student shall not assault or commit battery upon another person, on school property, on school buses or during school activities on or off school property. An assault is a threat of bodily injury. Battery is any bodily hurt, however slight, done to another in an angry, rude, or vengeful manner.
2. **Attendance: Truancy** – Students shall attend school on a regular and punctual basis unless otherwise excused in accordance with School Board policy or regulation. (See policy JED Student Absences/Excuses/Dismissals.) If a student, who is under 18 years of age has 10 or more unexcused absences from school on consecutive school days, the principal may notify the Juvenile and Domestic Relations Court, which may take action to suspend the student's driver's license.
3. **Bomb Threats** – Students shall not engage in any illegal conduct involving fire bombs, explosive or incendiary materials, or devices, or hoax devices or chemical bombs as defined in the Code of Virginia. Moreover, students shall not make any threats of false threats to bomb school personnel or school property.
4. **Bullying** – A student, either individually or as a part of a group, shall not bully others either in person or by the use of any communication technology including computer systems, telephones, pagers, or instant messaging systems. Prohibited conduct includes, but is not limited to, physical, verbal, or written intimidation, taunting, name-calling, and insults and any combination of prohibited activities.

“Bullying” means any aggressive and unwanted behavior that is intended to harm, intimidate, or humiliate the victim; involves a real or perceived power imbalance between the aggressor or aggressors and victim; and is repeated over time or causes severe emotional trauma. “Bullying” includes cyber bullying. “Bullying” does not include ordinary teasing, horseplay, argument, or peer conflict.

5. **Bus related offenses** – Students shall not behave in a disruptive manner or otherwise violate these Standards of Conduct while waiting for a school bus, while on a school bus, or after being discharged from a school bus.
6. **Cheating** - Students are expected to perform honestly on school work and tests. The following actions are prohibited: cheating on a test or assigned work by giving, receiving, offering, and/or soliciting information; plagiarizing by copying the language, structure, idea, and/or thoughts of another; falsifying statements on any assigned school work, tests, or other school documents.
7. **Communication Devices** – Students may possess a beeper, cellular telephone, SMART phone, tablet, personal digital assistant (or PDA), or other communications device on school property, including school buses, provided that the device remains off and out of sight during instructional time unless it is being used for instructional purposes at the direction of the student's teacher OR in accordance with school guidelines. At no time may any device be used with an unfiltered connection to the internet. The division is not liable for devices brought to

school or school activities. If a student possesses or uses such a device other than as permitted in this policy, in addition to other disciplinary sanctions which may be imposed, the device may be confiscated from the student and returned only to the student's parent.

8. **Defiance of the Authority of School Personnel** - Students shall comply with any oral or written instructions made by school personnel within the scope of their authority as provided by Board policies and regulations.
9. **Disruptive Conduct** - Students are entitled to a learning environment free of unnecessary disruption. Any physical or verbal disturbance which interrupts or interferes with teaching or orderly conduct of school activities, is prohibited.
10. **E-cigarettes** - Students shall not possess electronic cigarettes or any variations of the device, such as personal vaporizers (PV: Vapes) or nicotine delivery systems (EMDS); on school premises, on school buses or at school sponsored activities.
11. **Extortion** - No student may obtain or attempt to obtain anything of value from another by using a threat of any kind.
12. **Felony charges** - Students charged with any offense wherever committed, that would be a felony if committed by an adult may be disciplined and/or required to participate in prevention/intervention activities.
13. **Fighting** - Exchanging mutual, physical contact between two or more persons by pushing, shoving, or hitting with or without injury is prohibited.
14. **Gambling** - A student shall not bet money or other things of value, or knowingly play or participate in any game involving such a bet, on school property, on school buses, or during any related school activity.
15. **Gang Activity** - Gang-related activity is not tolerated. Symbols of gang membership are expressly prohibited. (For example: clothing or colors that symbolizes association, rituals associated with or activities by an identified group of students.) (See policy JFCE Gang Activity or Association)
16. **Harassment** - A student shall not harass another student or any school employee, volunteer, student teacher or any other person present in school facilities or at school functions.
17. **Hazing** - Students shall not engage in hazing. Hazing means to recklessly or intentionally endanger the health or safety of a student or students or to inflict bodily harm on a student or students in connection with or for the purpose of initiation, admission into or affiliation with or as a condition for continued membership in a club, organization, association, fraternity, sorority, or student body regardless of whether the student or students so endangered or injured participated voluntarily in the relevant activity. The principal of any school at which hazing which causes bodily injury occurs shall report the hazing to the local Commonwealth Attorney.
18. **Internet Use** - Students shall abide by the Waynesboro School Division's Acceptable Computer Use Policy and Regulation. (See policy IIBEA Acceptable Computer System Use)
19. **Laser Pointers** - Students shall not have in their possession laser pointers.
20. **Other Conduct** - In addition to these specific standards, students shall not engage in any conduct which materially and substantially disrupts the ongoing educational process or which is otherwise a violation of federal, state, or local law.
21. **Possession or Use of Weapons or Other Dangerous Articles** - Students shall not have in their possession any type of unauthorized firearm, or other dangerous weapon or device. (See policy JFCD Weapons in School.

22. **Profane, Obscene or Abusive Language** – Students shall not use vulgar, profane, or obscene language, or gestures, or engage in conduct that is vulgar, profane, obscene or disrupts the teaching and learning environment.
23. **Reports of Conviction or Adjudication of Delinquency** – Any student for whom the Superintendent has received a report pursuant to VA Code 16.1-305.1 of an adjudication of delinquency or a conviction for an offense listed in subsection G of VA Code 16.1-260 may be suspended or expelled.
24. **Stalking** – Students shall not engage in a pattern of behavior that places another person in fear of serious harm.
25. **Student dress** – Students are expected to dress appropriately for a K-12 educational environment. Any clothing that interferes with or disrupts the educational environment is unacceptable. Clothing with language or images that are vulgar, discriminatory, or obscene, or clothing that promotes illegal or violent conduct, such as the unlawful use of weapons, drugs, alcohol, tobacco, or drug paraphernalia, or clothing that contains threats such as gang symbols is prohibited.

Clothing should fit, be neat and clean, and conform to standards of safety, good taste, and decency. Clothing that exposes cleavage, private parts, the midriff, or undergarments, or that is otherwise sexually provocative is prohibited. Examples of prohibited clothing include, but are not limited to: sagging or low cut pants, low cut necklines that show cleavage, tube tops, halter tops, backless blouses, or blouses that only ties in the back, clothing constructed of see-through materials, and head coverings unless required for religious or medical purposes.

Additionally, disciplinary action will be taken against any student taking part in gang related activities that are disruptive to the school environment, which include the display of any apparel, jewelry, accessory, tattoo, or manner of grooming that, by virtue of its color, arrangement, trademark, or any other attribute, denotes membership in a gang that advocates illegal or disruptive behavior.

Parents of students requiring accommodation for religious beliefs, disabilities, or other good causes should contact the principal.

Students not complying with this policy will be asked to cover the non-complying clothing, change clothes, or go home.

26. **Theft** - A student shall not intentionally take or attempt to take the personal property of another person by force, fear, or other means.
27. **Threats or Intimidation** – Students shall not make any verbal, written, or physical threat of bodily injury or use of force directed toward another person. Students shall not use electronic technology or communication devices, such as the internet or cell phones, to intimidate or threaten for any reason.
28. **Trespassing** – Students shall not trespass on school property or use school facilities without proper authority or permission, or during a period of suspension or expulsion.
29. **Use and/or Possession of Alcohol, Tobacco, Anabolic Steroids and other Drugs** – A student shall not possess, use, and/or distribute any of the restricted substances listed below on school property, on school buses, or during school activities on or off school property. A student shall not attempt to possess, use, consume, procure, and/or purchase any of the restricted substances listed below or what is represented by or to the student to be any of the restricted substances listed below, or what the student believes is any of the restricted substances listed below.

A student shall not be under the influence of any of the restricted substances listed below, regardless of whether the student's condition amounts to legal intoxication.

Restricted substances include but are not limited to: alcohol, tobacco, and inhalant products, and other controlled substances defined in the Drug Control Act chapter 15.1 of Title 54 of the Code of VA, such as anabolic steroids, stimulants, depressants, hallucinogens, marijuana, imitation and look alike drugs, drug paraphernalia and any prescription or non-prescription drug possessed in violation of School Board policy.

The School Board may require any student who has been found in possession of, or under the influence of, drugs or alcohol in violation of School Board policy to undergo evaluation for drug or alcohol abuse, or both, and, if recommended by the evaluator and with the consent of the student's parent, to participate in a treatment program.

In addition to any other consequences which may result, a student who is a member of a school athletic team will be ineligible for two school years to compete in interscholastic athletic competition if the school principal and the division Superintendent determine that the student used anabolic steroids during the training period immediately preceding or during the sport season of the athletic team, unless such steroid was prescribed by a licensed physician for a medical condition.

30. **Vandalism** - Students shall not willfully or maliciously damage or deface any school building or other property owned or under the control of the School Board. In addition, students shall not willfully or maliciously damage or deface property belonging to or under the control of any other person at school, on a school bus or at school-sponsored events.

### Corrective Actions

The following corrective actions are among those available to the school administration for violation of the Student Code of Conduct. The facts and circumstances of each offense are considered fully in determining reasonable correction actions.

1. Counseling
2. Admonition
3. Reprimand
4. Loss of Privileges, *including* access to the school division's computer system
5. Parental conferences
6. Modification of student classroom assignment or schedule
7. Student behavior contract
8. Referral to student assistance services
9. Removal from class
10. Initiation of child study process
11. Referral to in-school intervention, mediation, or community service programs
12. Tasks or restrictions assigned by the principal or designee
13. Detention after school or before school
14. Suspension from school-sponsored activities or events prior to, during, or after the regular school day
15. In-school suspension
16. Out-of-school suspension
17. Requirements or conditions of return from suspension set by the Superintendent or designee.
18. Referral to an alternative education program
19. Notification of legal authority where appropriate
20. Recommendation for expulsion including recommendation for expulsion for possessing a firearm, destructive device, firearm muffler, firearm silencer or pneumatic gun on school property or at a school-sponsored event and recommendation for expulsion for having brought a controlled substance, imitation controlled substance, or marijuana onto school property of to a school sponsored activity.
21. Evaluation for alcohol or drug abuse
22. Participation in a drug, alcohol or violence intervention, prevention or treatment program

### **Appeal Process**

- Before appealing a disciplinary action, parents and students are encouraged to discuss the matter with the Principal.
- An appeal beyond the building level must be addressed in writing to the Superintendent of Schools. The Superintendent's decision may be appealed to the School Board.
- Corrective action may be delayed while an appeal is pending if the student does not pose a threat or disruption to the operation of the school program.

### **Due Process**

- All pupils attending Waynesboro Public Schools shall be granted all due process procedures and rights according to law. (Virginia School Laws 22.1-21.4)
- The Waynesboro Public School Board subscribes to the due process procedures for handicapped children as specified in the *Regulations Governing Special Education Programs for Handicapped Children and Youth of Virginia* as adopted by the State Board of Education.

## **PARENTAL/STUDENT SAFEGUARDS**

### **Notice of Inspection**

In accordance with Waynesboro School Board Policy on Search and Seizure (Policy JFG), school authorities (principal and/or designees) may search a student's locker, desk, or personal effects if there is "reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials or has violated or is about to violate the law or a school rule." Students are subject to a search under the following circumstances:

- When the students have been informed, in advance (**this serves as this notice**), that under school board regulation, desks and lockers may be inspected if facts exist which give the administration reasonable belief that articles and materials exist which would be injurious to anyone in the building.
- When the students have been informed, in advance (**this serves as this notice**), that under school board regulations, desks and lockers may be inspected when facts exist which give the administration reasonable belief that articles and materials exist which are likely to pose a threat to the maintenance of discipline and order in the school.

# Disciplinary Action Chart - Kate Collins Middle School

PN = Parental Notification

RPC = Required Parent Conference

ISS = In-School Suspension

OSS = Out-of School Suspension

Category of Infraction	1 <sup>st</sup> Referral	2 <sup>nd</sup> Referral	3 <sup>rd</sup> Referral
<ul style="list-style-type: none"> <li>Tardiness to class</li> </ul>	See KCMS tardy policy	See KCMS tardy policy	See KCMS tardy policy
<ul style="list-style-type: none"> <li>Skipping class or school more than 5 minutes late to class without a pass</li> <li>Leaves class without teacher's permission.</li> </ul>	ISS, if miss whole class, 2 detentions, if miss part of a class; PN	ISS; PN	Overnight suspension, RPC
<ul style="list-style-type: none"> <li>Fighting</li> <li>Assault and battery</li> <li>Harassment (verbal, physical, sexual, racial), intimidation, or bullying</li> <li>Vandalism, destruction of property</li> <li>Theft</li> <li>Tobacco possession or use</li> <li>Fireworks or stink bombs</li> </ul>	Suspension up to 10 days	5 - 10 days OSS; PN	5 - 10 days OSS; PN
<ul style="list-style-type: none"> <li>Cell phones or other devices that disrupt learning during the day.</li> </ul>	Student may pick up in office at end of day, documented in office	Parent required to come pick up from school, documented in office, PN	Parent required to come pick up, student serves ASD, ISS, or OSS as applicable, PN
<ul style="list-style-type: none"> <li>Threatening school personnel</li> <li>Substance Abuse</li> </ul>	Suspension up to 10 days; RPC	5 - 10 days OSS; RPC; referral to superintendent	5 - 10 days OSS; RPC; referral to superintendent; possible expulsion
<ul style="list-style-type: none"> <li>Possession or use of dangerous weapons or drugs, gang membership</li> <li>Bomb threat, false fire alarms</li> </ul>	10 days OSS; RPC; referral to superintendent; possible expulsion	10 days OSS; RPC; referral to superintendent; possible expulsion	10 days OSS; RPC; referral to superintendent; possible expulsion
<ul style="list-style-type: none"> <li>Internet acceptable use violation</li> </ul>	Limitation or denial of access; PN	Limitation or denial of access; PN	

- This chart is used by the administrators of KCMS for the 2018-2019 school year.
- \*\*\*The VTSS committee will review this document and incorporate it into our tiered systems of support framework.\*\*\*

Dear Parent/Guardian:

It is always important for students and parents to be well informed about our programs, policies and expectations. To assist with this, we ask students and parents to read the *Kate Collins Middle School Student Handbook* to become familiar with school and district policies and other key information relative to student life. While teachers review parts of the handbook with students, we feel that the contents serve as a basis for answering many questions parents may have in understanding our expectations.

We ask that you discuss the contents of this handbook with your child and keep it for further reference. Your familiarity with the contents can be a helpful resource in discussions that you may have during the year with teachers and administrators as well.

The policies and procedures identified above will be reviewed with students at a behavior assembly during the first week of school. Please be sure to electronically sign at the end of registering your student on PowerSchool indicating that you have read and understand the expectations of student behavior.

Thank you in advance for working with us to provide the best possible educational program for your child(ren).

Sincerely,

Joshua D Herndon  
Principal



# COMPUTER LAB AND LAPTOP REGULATIONS 2018-2019

## Kate Collins Computer Lab Rules

1. No food or drinks allowed!
2. Computers should only be used for educational use, only programs the teacher allows. Facebook, games that are not assigned classwork, YouTube, chat rooms, Instant Messengers, Blog Websites, etc. are not permitted.
3. Students may not under any circumstances install software onto the computers.
4. Students hacking, altering unauthorized files, or using the computer in any way other than that intended will lose their computer privileges.
5. Students must not move any equipment or cables. Keyboards and mice may not be swapped between machines.
6. Any behavior which threatens the physical safety of the equipment or other students will lead to the loss of privileges.
7. **NEVER** give a password to anyone!!!
8. Do not change your desktop, screensaver, etc.
9. Check your station when you enter and leave the classroom. Inform teacher if anything is wrong.

## Laptop Rules

1. No food or drinks allowed around your device!
2. Computers should only be used for educational use, only programs the teacher allows. Facebook, games that are not assigned classwork, YouTube, chat rooms, Instant Messengers, Blog Websites, etc. are not permitted.
3. Students may not under any circumstances install software onto the laptops.
4. Students hacking, altering unauthorized files, or using the computer in any way other than that intended will lose their computer privileges.
5. Any behavior which threatens the physical safety of the equipment or other students will lead to the loss of privileges.
6. **NEVER** give a password to anyone!!!
7. Do not change your desktop, screensaver, etc.

## Consequences

1<sup>st</sup> offense: Parent contact by teacher

2<sup>nd</sup> offense: Referral to the office - removal of privileges

3<sup>rd</sup> offense: Referral to the office with parent conference

**The use of the computer is a privilege!**



----- Please cut here- Top portion for refrigerator - Bottom Return to Homeroom Teacher. -----

I have read, understand and will comply with the 2017-2018 Computer Lab and Laptop Regulations.

Print Parent Name \_\_\_\_\_

Print Student Name \_\_\_\_\_

Sign Parent Name \_\_\_\_\_

Sign Student Name \_\_\_\_\_

#### D. Leaving the Bus

1. Pupils must remain seated until the bus comes to a full stop.
2. Pupils are to leave the bus in an orderly manner. Pupils in the front seats will depart first.
3. Pupils must not hang around the bus.
4. Pupils must leave the bus at their regular stop
5. If pupils must cross a highway, they are to do so only at the front of the bus and at a distance of at least 10 feet in front of the bus. *They must not cross until the bus driver has signaled that it is safe to do so.*

#### BUS VIOLATIONS

Students may be written up by the bus driver for failure to follow bus safety rules. Consequences for these violations include:

- Parental Notification
- After School Detention
- In School Suspension
- Out of School Suspension
- Short Term Bus Removal
- Permanent Bus Removal

#### VIDEO/AUDIO MONITORING SYSTEMS

Students riding buses equipped with the Video/Audio Monitoring Systems are subject to be filmed. Children filmed on a school bus, will only be viewed by school personnel.

#### TO THE PARENT

The personnel employed each year to operate our fleet of school buses are all carefully selected and trained. Each must show a desire to serve our school system in a safe, dependable and efficient manner. Most of our drivers have served our system for many years and enjoy having a safe driving record.

Please read this brochure. It is our aim to inform both the students and the parents of a few basic rules of proper bus conduct and safe practices.

Encourage your son or daughter to observe these rules at all times. We feel that the cooperation of students, parents, and drivers is of utmost importance to enable us to continue our safe system of pupil transportation.

#### SAFETY TIPS FOR PARENTS

- ✓ Review all bus safety rules with your child. This will reinforce their importance. Your support of bus safety rules will increase your child's respect for bus drivers and their very important job.
- ✓ Visit the bus stop with your child. This will help explain the safest route to take to the stop, where to wait and exactly how far from the roadway he/she should stand
- ✓ Remind your child to secure loose drawstrings, long backpack straps and other objects that may get caught in the door. Remove key rings and other dangling objects.
- ✓ Being on time will prevent your child from rushing, which is a leading cause of carelessness related to accidents.

#### SAFETY TIPS FOR STUDENTS

- ✓ Arrive on time with school supplies in backpack.
- ✓ If you drop anything outside the bus, leave it. Get permission from driver before picking it up.
- ✓ Speak quietly, talk to driver only in an emergency.
- ✓ Walk as far off the road as possible, to the left facing traffic.
- ✓ Accept a ride only if your parents or school officials have approved
- ✓ Go directly to the bus stop and remain until the bus arrives
- ✓ Wait quietly and as far off the roadway as possible
- ✓ Check traffic, wait for driver's signal to board, and check traffic again.

#### HAVE QUESTIONS OR CONCERNS?

Please notify Kate Collins Middle School if you have any concerns about transportation service rather than delay the driver in route to transport other students.



# Bus Safety and your Child

## REGULATIONS FOR PUPILS RIDING SCHOOL BUSES

*A guide for transportation to and from  
school and field trips*



***Riding a School Bus is a Privilege***



**Kate Collins Middle School**

1625 Ivy Street  
Waynesboro, VA 22980  
540 – 946 – 4635

**RIDE SAFELY**

**All students must complete this section**

Please cut along the edge and return this portion with parent and student signature to KCMS.

\*If you are not a regular bus rider, please put "N/A" for Bus #. All information is kept confidential.

**PLEASE PRINT**

Student's Name: \_\_\_\_\_

Student's Grade: \_\_\_\_\_

Address: \_\_\_\_\_

Parent's Name: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Parent's Cell: \_\_\_\_\_

Check all that apply:

Bus # (if ride in morning) \_\_\_\_\_

Bus # (if ride in afternoon) \_\_\_\_\_

Morning car rider       Afternoon car rider

Morning walker       Afternoon walker

Any Other Contact Numbers:

\_\_\_\_\_

\_\_\_\_\_

Any other information you feel the bus driver may need to know: \_\_\_\_\_

\_\_\_\_\_

*Your signatures below acknowledges that you the parent and the student have read and understand the REGULATIONS FOR PUIPLS RIDING THE SCHOOL BUS.*

\_\_\_\_\_  
Signature of Student

**THE SCHOOL BUS DRIVER**

Your bus driver has the responsibility of your safety and the safety of all students assigned to his or her bus. The driver can only perform this responsibility with your cooperation and courtesy. The purpose of this brochure is to provide parents and students with bus safety guidelines. It is our aim to ensure that the health, safety, welfare, and education of each transported student is thoroughly protected.

**SCHOOL BUS SAFETY AND DISCIPLINE**

The principal is responsible for carrying out the school bus safety program and has jurisdiction over the conduct of students while they are at the bus stop or being transported. Students must be made aware of the following school bus safety procedures:

**A. Meeting the Bus**

1. Be at your bus stop at least five minutes prior to schedule bus pick up time.
2. Buses do not wait for students who are late, under most circumstances.
3. Take the safest route to assigned bus stop.
4. Wait in a safe place off the main road or street
5. Wear bright clothes if there is snow, rain, or fog.
6. Stand back from the road or street. Give the bus driver room to stop.
7. DO NOT trespass on private property.
8. DO NOT play in the roadway or street.
9. DO NOT sit on the curb.
10. DO NOT run towards a moving bus as it approaches the bus stop or loading zone at the school

**B. Boarding the Bus**

1. If you must cross the highway to board your bus, cross at least 10 feet in front of your bus, NEVER BEHIND IT.
2. When entering the bus, pupils must enter in an orderly fashion and in accordance with instructions from the bus driver.
3. Remain seated while the bus is in motion.
4. DO NOT tamper with the bus or any of its equipment, including emergency equipment.
5. DO NOT show disrespect for the bus driver.

**C. Conduct on the Bus**

1. No chewing gum, eating, drinking or spitting allowed.
2. Do not bother other students or their belongings.
3. Remain seated, facing forward, until the bus reaches its destination and comes to a complete stop.
4. Talk only in a normal voice.
5. Keep the aisle clear of feet, arms and other objects.
6. Books, backpacks and all other large objects should be placed on floor between student's feet.
7. Vandalism and careless damage to the bus will be the responsibility of the parent of the student.
8. Be quiet at railroad crossings so the bus driver can hear railroad warning signals.
9. Use of tobacco, alcohol or other drugs on the bus is prohibited.
10. Students must ride the same bus mornings and afternoons. **No change in buses may be made without written request from the parent and approved by administration.** If a friend wishes to ride with you, they too must have a note, signed by administration and there must be room on the bus on which they ride. All notes should include a contact number in case of questions. Additional bus stop locations cannot be established for special permission transportation.
11. DO NOT fight, scuffle or throw objects inside or outside of the bus.
12. DO NOT extend any part of your body out of the bus.
13. DO NOT talk to the bus driver while bus is in motion except in an emergency.
14. DO NOT bring laser pointers, Chinese Stars, glass containers, water pistols, peashooters or weapons of any type on the bus.
15. DO NOT throw paper or litter on the bus floor.
16. DO NOT use profane or indecent language
17. DO NOT bring pets and animals on the bus.
18. Selling of anything on the bus is prohibited

**Notice of Non-Discrimination**

*The Waynesboro Public Schools does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies:*

**Mrs. Vermell Grant**

Title IX Compliance Officer

Waynesboro Public Schools

301 Pine Avenue

Waynesboro, VA 22980

540-946-4600 ext. 12

For further information on notice of non-discrimination, call 1-800-421-3481 for the address and phone number of the Office of Civil Rights that serves your area.