

Family and Student Handbook 2018-2019



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TABLE OF CONTENTS

ACADEMICS/RECOGNITION.....	8
ARRIVAL PROCEDURES.....	4
ATHLETICS.....	7
ATTENDANCE PROCEDURES.....	6
BUS EXPECTATIONS.....	7
BUS PASSES.....	4
CAFETERIA.....	5
CELL PHONE USE.....	7
CLUBS.....	7
COMMUNICATION.....	8
DAILY SCHEDULE	3
DISMISSAL PROCEDURES.....	4
DRESS CODE.....	6-7
FAILING GRADES.....	6
GRADING SCALE.....	3
HALLWAY EXPECTATIONS.....	5
HOMEWORK.....	6
ILP (INDIVIDUAL LEARNING PLAN).....	8
LOCKERS.....	5
LOST ITEMS.....	5
MAKE-UP WORK/TEST PROCEDURES.....	6
MEDICATION.....	4
NATIONAL JUNIOR HONOR SOCIETY.....	8
PARENT ORGANIZATION.....	8
SCHOOL PROPERTY.....	5
SCHOOL WIDE EXPECTATIONS.....	3
TELEPHONE/MESSAGES.....	5
VISITORS.....	5
WALKING HOME FROM SCHOOL.....	4

Welcome to Turkey Foot Middle School. We hope your years at TFMS will be enjoyable and productive. Our staff will challenge the students academically as they transition from the sixth through the eighth grade. TFMS will provide numerous opportunities for academic growth, social growth and enrichment.

This handbook contains information about academic curriculum, school organizations and procedures. Our goal is to work with our students and parents to create a student-centered environment that incorporates an atmosphere of mutual respect. As we work together, we will make Turkey Foot Middle School the best it can be! It is our goal to be as inclusive as possible. We want to hear from you. Let us know how we can assist you!

<p>Daily Schedule</p> <p>1st period: 7:45 – 8:36 RTI: 8:40 – 9:28 2nd period: 9:32 – 10:20 3rd period: 10:24 – 12:03 Lunch during this time) 4th period: 12:07 – 12:54 5th period: 12:58 – 1:44 6th period: 1:48 – 2:35</p>	<p>Grading Scale</p> <p>A: 100-90 B: 89-80 C: 79-70 D: 69-60 F: 59 and lower</p> <p>Turkey Foot operates on a Trimester schedule. Core and Encore classes will run on a 12 week cycle. Every 6 weeks, a midterm will be sent home.</p>
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SCHOOL WIDE EXPECTATIONS

Turkey Foot Middle School focuses on Positive Behavioral Interventions and Supports (PBIS) to create a safe and orderly learning environment. Everyone at TFMS: Administration, Staff, and Students strive to meet the four School Wide Expectations:

T	Take Responsibility
F	Follow Directions
M	Make Safe Choices
S	Show Respect

Students will have the opportunity to be rewarded when they meet these expectations, as well as other classroom level expectations.

<p>Classroom Expectations</p> <ol style="list-style-type: none"> 1. Be in your class on time and seated with all necessary supplies. 2. Listen and follow ALL instructions without interruptions. 3. Always treat others and their property respectfully. 4. Participate in all classroom activities and give your best effort. 	<p>Discipline Steps *</p> <ol style="list-style-type: none"> 1. Verbal Warning 2. Behavior Reflection and Phone Call Home 3. ICE – Isolated Curricular Environment (in classroom) 4. Office Referral <p>* Severe behavior will be handled appropriately through the Administrative Team.</p>
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As you read through this handbook, please pay special attention to our dress code, cell phone procedures, bus expectations and attendance policy. If you have questions or concerns please contact Mrs. Spritzky, Principal, ,Mr. Fossett Assistant Principal or Mrs. Burris, Assistant Principal. We are here to help you. Your input is important to us. The main office number is 859-341-0216.

<p>DISTRICT CODE OF CONDUCT</p> <p>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 KCSO Code of Conduct covers all Kenton County School events including those on school grounds, buses, and activities sponsored by the school (which could occur off of school grounds). A copy of the District Code of Conduct is sent home with each student at the beginning of the year.</p> <p style="text-align: center;">Students and Parents are responsible for its contents.</p>
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DROP-OFF/PICK-UP PROCEDURES

Our goal is to create the safest environment possible for our students and staff. We appreciate your support and cooperation. We try to accommodate the 350+ cars in the morning and afternoon. Please remind yourself that every perceived inconvenience should be over-ridden by the motto of Safety First.

ARRIVING

The doors are open at 6:55 for car riders who will wait in the cafeteria. All vehicles are to enter the campus from Lyndale Road and follow the drive to the front of the school. Please pull forward as much as possible before dropping off. Exit at the light at Caywood. Do not enter the campus at the main drive. That entrance is for buses only. Do not exit through the lot in front of the school (Lot B) before 7:25. Teachers are parking and walking in the morning. Buses will release students when they arrive. Students will be able to go to their classroom at 7:25. However, students who wish to eat breakfast should report immediately to the cafeteria after exiting the bus or upon being dropped off by parents. Students arriving after the final bell at 7:45 will need to check into the office and will be counted tardy. Excessive tardies could result disciplinary actions.

DISMISSAL

Those picking up students will park in the Lyndale lot (Lot A). At 2:35, students will walk to the parking lot or parents can walk to the front of the building to meet students. Students must use the sidewalks and cross at the crosswalk. Students are not permitted to walk to any other parking lot on our campus. If a parent/guardian parks in another lot, he or she must walk to the building and wait on the sidewalk for the student to come out.

WALKING HOME FROM SCHOOL

- Students will be able to walk home only if they live within a reasonable, safe distance from school.
- Students will not be permitted to walk to school.
- Walkers will not be dismissed from school until most busses and parent vehicles have cleared the parking lot.
- 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.
- Turkey Foot 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 in order for a student to be able to walk home. These forms are available in the main office and must be turned into the main office.

BUS PASSES

Bus passes written for students needing to ride a bus other than their own should be limited to as needed. The parent request must include the address, bus number, date and signature of parent or guardian. Bus passes are only issued from the main office. Requests should be brought to the office in the morning and students will pick up bus passes when they are dismissed to buses. The bus passes must be obtained a day in advance and only 2 bus passes per bus will be issued per day. No bus passes will be issued for the first three weeks of school. Please note that some bus passes will be denied due to capacity issues.

GENERAL PROCEDURES

TAKING MEDICATION

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 and parent. This form must be filled out even if a student must take medication on an “as needed” basis, including Tums, aspirin or ibuprofen, Midol or other “over the counter” medications. Forms are available in the office. All medications must be kept in the nurse’s office. Students who are found to have non-prescription or prescription medications on their person will be considered to be in possession of drugs and may face disciplinary action as outlined in the Student Code of Conduct.

CAFETERIA

The school cafeteria offers breakfast and lunch. Our cafeteria is set up for students to use an account system. Payments of cash or check will be accepted at school. Parents can go on-line (Meal Pay) at www.kenton.kyschools.us to pay using a credit card or debit card. Parents can see the status of their student's account history, and receive low account reminders. Charging meals is allowed to cover the situation of a student occasionally forgetting meal money. Under no circumstance can a-la-carte (extra) items be charged. Once a fifth charge is incurred an alternative lunch will be provided until charges are paid.

Free and reduced lunch applications are given to students at the beginning of the school year and are available throughout the year.

Breakfast for students: Full price is \$1.40 and reduced price is \$.30

Lunch for students: Full price is \$2.50 and reduced price is \$.40

HALLWAY EXPECTATIONS

As students are changing classes, stopping at lockers and walking to the cafeteria they are expected to be quiet. Quiet hallways assure that students in classrooms are getting the most out of their academic activities. Students are asked to walk in hallways in order to remain safe and keep other students safe. Students are also expected to remain orderly in the restrooms and to remain quiet as well. Students will have 4 minutes between classes to go to their lockers and use the restroom.

LOCKERS

Students are assigned a locker and need provide their own lock but must provide their 1st period teacher with the combination. If a student cannot provide their own lock, students may rent a lock from the Assistant Principal's office for \$5.00. Students should not share their combination with other students and should not allow other students to place items in their lockers. Remember that you are responsible for the contents of your locker and the condition of your locker. Having the use of a locker is a privilege and this privilege can be revoked if it is misused or abused. The administration reserves the right to check lockers at any time.

USE OF TELEPHONE AND MESSAGES

Turkey Foot does provide landlines throughout the building, including every classroom. However, students must obtain permission to use the telephone. Students who are ill must see the school nurse before calling home. Students may not use their personal cell phones to call or text during the school day. We ask that parents do not text their students during the school day.

Phone messages for students should only be made in extreme emergencies. If forgotten items are brought to school for students by parents, students will not be called out of class. The office will see that the student gets their items. It is a school-wide goal to reduce the number of disruptions to classroom instruction.

LOST ITEMS

Electronic devices such as, but not limited to: iPods, MP3 players, video games, digital cameras, etc. are not permitted at school. Students are not to bring large sums of money to school. Cell phones are permitted but should be turned off and kept secure in the student's pencil pouch during the school day.

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 ITEMS. THESE ITEMS MAY ALSO BE CONFISCATED, SEARCHED, AND HELD FOR PARENT PICK-UP.

SCHOOL PROPERTY AND BOOKS

Any student, who purposefully damages, defaces or destroys school property or the property of others will face disciplinary action and retribution of repair costs.

Students are loaned books for instruction and through the library. If these books are misused or lost, students are responsible for replacing the book.

VISITORS

Parents are welcome and encouraged to visit Turkey Foot. It is mandatory to report to the office, sign in and secure a Visitor's Pass. Parents who wish to meet with their child's teacher(s) must schedule an appointment with the teacher. There are always opportunities for parents to volunteer at the school. However, you must complete a Volunteer Background Check form before volunteering at school. All visitors must enter the building through the school's main office entrance.

HOMEWORK

Homework is useful in reinforcing what has been learned in class, preparing students for upcoming tests, extending and generalizing concepts, teaching responsibility and helping students develop positive work habits. The assignment of academically appropriate homework is considered an extension of the classroom. The time needed to complete homework will vary according to individual student ability. Ideally:

- 6th grade students should have no more than 1 hour of homework
- 7th grade students 1.5 hours of homework
- 8th grade students 2 hours of homework.

A portion of each student's grade may be based on homework and not to exceed 20% of the total grade. Each teacher or team will provide more specific information about homework via an informational letter.

Please look over grades carefully and contact your child's teachers if you have questions. Grades can be accessed through Infinite Campus. Ms. Valorie Richardson can assist you with the Parent Portal. Students who are failing classes may lose privileges, such as dances, playing sports or attending other activities.

FAILING GRADES

Students with failing grades will be offered opportunities to make up grades. This can be during school, after school or at home. Students with failing grades may lose privileges of attending **extracurricular** activities (not limited to but including dances, Bridging, etc.). Our goal is for students to want to complete their work and do their best so that they are passing classes and able to participate in all of our activities. Athletic eligibility will be determined following current school policy.

ATTENDANCE PROCEDURES

It is of the utmost importance that school attendance is taken very seriously by both the student and parent/guardian. Good attendance is essential for academic success.

1. Parents must call the school, by 8 am, each day a student is absent.
2. Upon returning to school, the student should bring a written note explaining the reason for the absence to give to their 1st period teacher.
3. All attendance events are recorded as unexcused (even if you call) until a note is received. The written note must be received within 3 days of the absence.
4. Students are permitted ten excused days per year. All attendance events will require a parent/guardian or doctor's note. After 10 unexcused absences, a medical excuse form, located on the Kenton County webpage, will need to be submitted within 3 days of the absences for it to be excused.
5. If a student has 3 unexcused attendance events, he or she will be considered truant. A letter will be sent home to parents. Once a student has 4 unexcused attendance events, the Kenton County Prosecutors office will be notified. At 6 unexcused attendance events, a home visit by school personnel will be made.
6. Excessive unexcused attendance events may result in assignment to after school detention or other consequences.
7. Students will be considered tardy after the 7:45 am bell. Students with excessive tardies could face disciplinary actions. Tardiness is a disruption to the educational process of your child and his/her classmates.

MAKE-UP WORK/TEST PROCEDURES

Students have the responsibility to make-up any schoolwork (homework/tests) missed, due to missing class. After missing class, a student must check with his/her individual classroom teachers, during class time, on the first day back at school, to determine what schoolwork has been missed and when it is to be made up. Students will have 1 day per day missed to complete the work after returning to school from an EXCUSED absence. Schoolwork that is made up, and completed on time, will have the opportunity to receive full credit. Students will not be required to have schoolwork/assignments completed prior to their return to school after an absence.

Students with FAILING GRADES, DISCIPLINE ISSUES, and/or ATTENDANCE ISSUES may be INELIGIBLE to attend EXTRACURRICULAR activities including, but not limited to, dances, athletic events, Bridging, etc.

DRESS CODE

All workplace environments have expectations for dress. The following dress code establishes minimum expectations for student dress while attending Turkey Foot Middle School. The dress code ensures appropriate clothing that is not offensive, provocative, or disruptive and that reinforces safe behaviors and a safe and orderly environment. In all instances not specifically addressed in the district or school codes, the principal or his designee shall have final say on questions related to proper dress. Students shall abide by the district and school codes and the implementation decisions made by the principal or his designee.

- Shorts are appropriate wearing apparel for school sessions as long as they meet the dress code. Acceptable length of shorts for girls or boys will be determined by standing straight with hands to side and fingertips not touching bare skin. Bike shorts will not be permitted
- Holes in pants and other garment will follow the same criteria as shorts. Fingertips may not be touching bare skin when a student is standing straight with hands to their side and holes may not be large enough to be deemed inappropriate or a safety concern.
- Skirts, skorts and dresses must be at least mid-thigh in length. Acceptable length may be determined by asking the student to stand straight with hands to their side and fingertips not touching bare skin.
- Neither the fabric, nor fit, nor fashion of the article of clothing shall allow exposure of undergarments, the midriff, or the bare back whether the student is seated, standing or moving.
- Narrow strapped tops, sleeveless shirts, tanks, halters, crop, or tube tops are not permitted. A rule of thumb is that all should have at least a three finger width strap and covers the shoulder of the student.
- Pants must be worn at waist level. Pants must be appropriate size and may not drag on the floor.
- Sweatshirts with hoods are permitted but hoods are not to be worn.
- Hats and/or sunglasses or other items that may obscure a person's identity must be removed upon entering the building.
- Nothing should obstruct the vision of the student.
- Gloves of any length or type are not to be worn in the building.
- No outerwear jackets may be worn in classes.
- Jewelry intended for piercing may NOT create a safety concern or be disruptive to the educational process as determined by the Principal or their designee.
- Any types of shoe skates are not permitted.
- Strictly prohibited are any types of clothing or accessories that promote alcohol, drugs, gangs, weapons, tobacco, violence, sexual behavior, profanity, discrimination, through word, pictures or innuendo Any wording or graphics on any part of the clothing must not be provocative in nature, relate to drugs or alcohol, gangs and/or violence.
- Any clothing or accessories that may cause a distraction or interruption to the educational process or is a potential safety concern is subject to review by the school administration.
- Shoes must be worn at all times and, for safety reason it is recommended that shoes be secured through fit or strapping. No Flip-flops or athletic sandals will be permitted.
- Bandanas or other items that may represent gang colors or gang paraphernalia are prohibited.

While it is our goal to allow students self-expression in keeping with a safe and orderly environment. If a student is in non-compliance of the dress code parents will be contacted to bring appropriate clothing to the school. The TFMS Family Resource Center keeps some garments on hand for students who wear inappropriate clothes to school. We may have a T-shirt for you to borrow so that you will not miss classroom instruction while waiting for your parents to bring you a change of clothing. We can't guarantee that you will like what we have available or that we'll have something in your size. Repeated violation of the dress code will result in more severe consequences.

In the course of the year, TFMS may determine that new fads and modes of dress are disruptive to a safe and orderly learning environment in that case the Principal has the right to adjust the dress code accordingly.

CELL PHONE USE

All cell phones must be turned off upon entering the school building and remain turned off until the end of the school day (2:35 pm). The school is not responsible for lost or stolen devices.

Use of communication devices is not permitted during the school day, on school busses, and during any assigned detention, including but not limited to Friday School, etc. However, communication devices can be utilized in the classroom if requested by the teacher for an academic pursuit. Any use of picture phones to transmit personal images or school course evaluation materials will be dealt with as a serious breach of security and disciplined accordingly. This includes school field trips, after school activities, etc. This would not fall under the cell phone discipline procedures.

Any violations of these usage procedures will result in disciplinary measures. Chronic noncompliance will result in PERMANENT loss of privileges.

The Kenton County School District accepts no responsibility for use, breakage, theft or loss of these personal items.

1st Offense: Student will be asked to turn off and put their cell phone away.

2nd Offense: Student will complete a behavior reflection and parent will receive a phone call from the teacher.

3rd Offense: Parent conference will be scheduled and the student will receive additional consequences.

4th Offense: Student will be sent to the Assistant Principal's office and will be given a consequence.

BUS EXPECTATIONS

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.

- Bus behaviors are expected to reflect school wide expectations (listed on page 2). Misbehavior on the bus may result in bus suspension or expulsion.
- The principal/asst. principal has the responsibility of maintaining discipline on all school buses servicing his/her school and is authorized to immediately suspend 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 issued by the school office.

ADDITIONAL STUDENT EXPECTATIONS

- Students are expected to follow all school rules.
- **No buying, selling, betting or trading of items or money is permitted on school property.**
- Chewing gum is not permitted at Turkey Foot. Repeated violations of gum chewing will be considered defiance and consequences will follow.
- Students are permitted to bring water but will need to bring it in clear, non-breakable containers. We do have a filtered water system so that students may refill their own water bottles. Drinks that are brought as part of a school lunch will need to be consumed during lunch. Please avoid high energy drinks or sodas with lots of caffeine.
- Smoking is prohibited and students will face disciplinary action if found to be in the possession of tobacco products or vapor devices.
- ALL offenses involving drugs, alcohol or weapons will follow the guidelines in the Kenton County Code of Conduct..

**School Expectations are written and enforced with the safety of our students and staff in mind.
Please comply with our expectations.**

COMPETITIVE ATHLETES

The following sports are available to all students at the middle school level

Football	Cheerleading	Basketball	Archery
Girls Volleyball	Cross-country	Track	

Also available to students at Turkey Foot are sports programs under the directions of Dixie High School

Swimming	Diving	Cross Country/Track	Baseball/Softball
Tennis	Golf	Soccer	Wrestling

These may change from year to year – always inquire about options.

ATHLETIC ELIGIBILITY REQUIREMENTS

A student athlete must be passing five of six subjects for the trimester and be passing all classes for the year in order to participate in competitive activities. This includes athletic teams that the student may be playing on at the high school level. Grades will be checked weekly when competition begins. The guidelines will be outlined and followed in the athletic packet given to student athletes.

CLUBS AND ACTIVITIES

When students feel connected to their school, they are much more successful. Through Encore offerings as well as after school opportunities, TFMS is working to provide this connection for our students. Here are few of the clubs offered at TFMS:

Jazz Band	Energy-Wise Team	Gifted Art and Music opportunities
Jazz Ensemble	Photography	Intramural athletics
Drama Club	Yearbook	Student Technology Leadership Program
Forensics	Academic Team	NJHS
Math Team	Spelling Bee	Scholastic Writing
Odyssey of the Mind	Geography Bee	Math Counts
Student Council	Girls on Track	
Quick Recall	After school Art	
Future Problem Solving	Student Aides	

Students should listen to announcements to find out about these and other opportunities. Additionally, a newsletter will be sent electronically. Please make sure we have correct contact information including email addresses.

ACADEMICS/RECOGNITION

Students who are identified as gifted will have access to Project Ascent, Ascent Arts, Leadership, Prep/Prep+, Spanish 1, as well as other classroom opportunities. Students are recognized throughout the year with a Straight A honor roll and an A/B honor roll. At the end of each school year, award programs are scheduled for each grade level and students are invited by written invitation to attend to receive awards for academics, citizenship, attendance etc. Only students with Straight A's and B's or who have been selected by their teachers will be recognized at the end of year Honors Event.

NATIONAL JUNIOR HONOR SOCIETY (NJHS)

The Turkey Foot Middle School chapter of the National Junior Honor Society recognizes students who reflect outstanding accomplishments in the areas of scholarship, leadership, service, citizenship, and character. Selection to NJHS is a privilege bestowed upon students by the faculty. Members are selected in the fourth quarter of their seventh grade year. For more information please go to the TFMS webpage.

OUR PARENT ORGANIZATION

All parents, staff members and community members interested in the welfare of Turkey Foot students are encouraged to join and become an active member of the parent organization. The purpose of the organization is to assist in providing financial support and manpower for programs and activities that promote student achievement and that provide the necessary materials to make this possible. Each year this parent organization commits a great deal of money to support our programs. Parent volunteers are needed to assist with programs and projects, to serve as officers, to serve on the SBDM committee, to volunteer time for dances, field trips, etc. and to offer clerical support to teachers when needed.

COMMUNICATION FROM PARENTS

We need your help? It is IMPERATIVE that Parents/Guardians stay in contact with the offices of Kenton County Schools in regards to student-guardian information, address, and emergency contact information. There should be no time that school personnel cannot get in contact with parents/guardians. If your phone number, address or contact information changes during the school year it is the responsibility of the parents/guardians to notify any changes. All student records are confidential and can only be released through proper authorization.

STAY CONNECTED: Please sign up for our school newsletter by texting Turkeyfoot to 22828

This handbook has been developed and provided to you in order to inform students, guardians/parents and other stakeholders of the expectations and standards we expect of our students. It provides an overview of some of the opportunities afforded to our students at Turkey Foot Middle School. It is also an effort to maintain a safe and secure learning environment for our teachers and students that will allow us to maximize our student's learning potential. Please make every effort to communicate with school personnel if questions or concerns should arise throughout the school year.

The portion below was sent home on the first day of school to be returned to your child's first period teacher.

I have received a copy of the following and have reviewed both of them with my student:

1. Turkey Foot Middle School Student and Family Handbook
2. Kenton County Code of Acceptable Behavior

Student Name (please print): _____

Grade: _____ 1st Period Teacher: _____

Student Signature

Date

Parent Signature

Date