

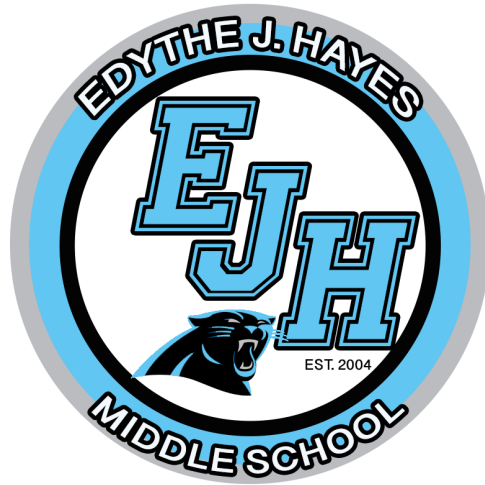
STUDENT HANDBOOK

2023



2024





Dear students and families,

We are pleased to have you and your student as a member of the Panther family! We have created this handbook to provide you with many of the tools you will need to be successful in middle school. This handbook is only available online, but you may print and keep for reference.

Our structure is somewhat different than most middle schools in Fayette County. Our sixth grade is divided into three teams each. While some cross-teaming may occur due to placement, your child will share their core content teachers- language arts, math, science, and social studies- with approximately 120 other students. Each team has a team leader that will serve as your primary contact should issues arise.

Our seventh and eighth grades, however, follow a junior high school model. Eighth grade students are not teamed, as we view eighth grade as a transition year to high school. The eighth grade has two team leaders to assist you with conference scheduling, discipline issues, or grade issues.

We have also restructured our exploratory courses into the district's only Academy Preparation Program. These courses have been redesigned to align to the various Fayette County high school offerings, in an effort to provide a more focused experience for the students. Detailed information regarding this program can be found on our [website](#).

You should have received a mailing from us earlier detailing what school supplies are required and information about our school dress code, which is also included in the handbook.

As a member of the Panther Family, you have an opportunity to participate in a truly exciting learning experience. We believe that each student is unique, that all students can achieve, and we strive to accentuate the positive approach to learning. While it is our responsibility to teach, it is the student's responsibility to learn. We are prepared and excited to work with you in order to help students achieve both academically and socially.

Welcome to Hayes!

Thanks!

E.J. Hayes Panther Staff

"The mission of Edythe J. Hayes Middle School is to engage all learners in a safe and nurturing environment that fosters academic excellence and develops responsible, respectful leaders and citizens."

Edythe J. Hayes Middle School

Student Handbook

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FACULTY AND STAFF

GRADE LEVELS

6th GRADE BOBCATS

Language arts	Susan Bayes
Math	Jessica Menke
Science	Lana Russell
Social studies	Blake Bishop

6th GRADE COUGARS

Language arts	McKenna Best
Math	Sarah Hoback
Science	Suzanne Hutchinson
Social studies	Abel Logan

6th GRADE LYNX

Language arts	Katie Crum
Math	Maddie Malley
Science	Willie Bartley
Social studies	Ashley Randolph
Pre-algebra	Jill Kidder

OTHER FACULTY

ECE	Erica Williams
ECE	Monyka Wood
Administrator	Dave Hoskins
Counselor	Alan Ford
Dean	Sammy Hall

7th GRADE WILDCATS

Language arts	Taylor Adams
Language arts	Alexis Goforth
Language arts	Lauren Hyde
Algebra	Derrick Anderson
Math	Jon Donahue
Math	Emily Powell
Pre-algebra	Jill Kidder
Science	Jessica Bohannon
Science	Kathryn King
Science	Morgan Sizemore
Social studies	Colleen Hollon
Social studies	Ashley Madison
Social studies	Steve Railey

OTHER FACULTY

ECE	Laura Gilmer
ECE	Emily Whitnell
Administrator	Kris Church
Counselor	Jonna Hayden
Dean	Sammy Hall

8th GRADE PANTHERS

Language arts	Amy Finley
Language arts	Kelly Maggard
Language arts	Susan Snodgrass
Algebra	Derrick Anderson
Math	Fatin Ali
Math	LeAnn Hall
Math	Jessica Wicker
Science	Tim Heaton
Science	Jon Livingood
Science	Alexis Morgan
Social studies	Brandon Castillo
Social studies	April Deener
Social studies	David Kitchen

OTHER FACULTY

ECE	Kevin Mullins
ECE	Sheena Wethington
Administrator	Matthew Sherrard
Counselor	Timia Gardner
Dean	Sammy Hall

ACADEMY PREPARATION PROGRAM

BIOMEDICAL SCIENCES

Agriculture	William Bischoff
Fitness/wellness	Amy Hawkins
Medical sci.	Morgan Miller

VISUAL & CREATIVE ARTS

Writing	Yolanda Brack-Jones
Theatre	Devon Collins
Visual art	Margaret Dostart

ENGINEERING & TECHNOLOGY

Coding/robots	Art Hardin
Design/innov.	Rob Rambach

VOCAL & INSTRUMENTAL MUSIC

Band	April Kite/Kevin Bowling
Chorus	Emily Levey
Orchestra	Laura Summers/Madison Ebel

PROFESSIONAL SERVICES

Business	Nick Payne
Industry/service	Teresa Grigsby

WORLD LANGUAGES

Spanish	Belen Morera de Paz
Spanish	Jasmine Lofton

FACULTY AND STAFF

OTHER FACULTY MEMBERS

EXCEPTIONAL CHILD EDUCATORS

DHH Laura Marshall
DHH Jaelyn Spera
MSD Peyton Alcott
MSD Rachel Smith
PASS Amy Quire
Reading/math Mike Jones

SUPPORT STAFF

ACC Andrea Straub
Psychologist Jenny Walker
OT Emily Helton
Speech Mandy Wright
Mental health Kylie Qualls
Social worker Rania Damra

INTERVENTIONS/ENRICHMENT

ELL Donald Dean
GT Ashlee VanHoose
Library media Kegan Leadingham
MTSS behavior Jason Pack
MTSS math Teresa Foster
MTSS reading Bonnie Litteral

STAFF MEMBERS

FRONT OFFICE

Admin assistant Becki Cornett
Admin assistant Lisa Norris
Attendance Scarlett Bailey
Finances Nikki Kiser
Registrar Jody Asher
SRO Joseph Holland
YSC coordinator Carla Mack

PARA EDUCATORS

RaMona Coleman
Dawn Deaton
Shadawn Hudson
Gregory Lawrence
Naheda Musa
Annette Pennix
Ihyan Reid
Jason Rucker
Kristi Shearer
Dale Smith
Sarah Williams

CUSTODIANS

Eliza Alija
Eddie Chenault
Johnny Gunter
Tyrone Henson
Jimmie Lee Johnson

SCHOOL OPERATING PROCEDURES

- **Parent phone calls:** In order to avoid disruptions to the classroom, we do not forward calls to the classrooms during the day for students or teachers. We can, however, take messages, and have calls returned between classes. Parents should not call or text students on cell phones during the school day.
- **Absentee notes:** According to Fayette County Student Code of Conduct, students have three days to submit absentee or tardy notes, either parent or doctor. Students should submit notes the day they return to school to the attendance office. An absentee note box is placed outside the attendance clerk office door.
- **School times/REAL program:** School hours are 8:35-4:05. Due to safety and supervision, students are not allowed in the building prior to 8:35, unless accompanied by an adult. Students may also enter the building with a pass from a teacher for morning clubs or activities. Students who need supervision prior to 8:35, or after 4:05, may attend the REAL program through the Division of Parks and Recreation. There is a fee for this service, and applications are available on our website and in the front office.
- **Early checkout:** Students who need to be checked out of school early must remain in their classrooms until their parent or guardian arrives. Per state law, and to ensure the safety of all students, students cannot be released to an adult unless the adult has proper photo identification and is on the Early Dismissal Form.
- **Fast food deliveries:** Parents may drop off lunches, however we cannot accept deliveries for fast food orders for students.
- **Flower deliveries:** We cannot accept flower or gift delivery for students.
- **Lost and found:** Lost and found items are retained for two-week periods. After two weeks, all items will be discarded.
- **Bus passes:** Students needing bus passes must have a written note from their parent or guardian. This note must be submitted prior to lunch to the front office. Students who do not have a valid bus pass will not be allowed entry onto the requested bus.
- **Homework requests:** For students absent only one day, homework will be made available upon return the following day to the student. Digital assignments will be available on the same day on Canvas. For students absent two or more days, we request 24-hour notice to compile the homework. Parents should contact the front office, who will send the request to the student's teachers.
- **Electronic devices (i.e., cell phones, tablets, etc.):** Mobile device use will be allowed in the cafeteria and classrooms prior to the start of school, and during lunch. Educational use is allowed at teacher discretion. If electronic devices are confiscated by school personnel, the teacher will return it to the student on the first offense. On the second offense, admin will keep the phone until the end of the day. On the third offense, a parent must pick up phone. Phones may be kept for five school days for additional offense, per the Fayette County Public Schools Student Code of Conduct (pg. 33, section X.). If a student has continued issues with a device during the school day, administration may develop an individualized plan for the student. However, we recommend students keep electronic devices in their lockers during the school day. We will not be responsible for lost or stolen electronic devices.
- **E-mail distribution lists:** All parents and guardians are encouraged to keep their email contact up to date in Infinite Campus. Log on to the Parent/Student Portal at the top of our home page at www.ejhayes.fcps.net to access.

SCHOOL-WIDE DISCIPLINE PLAN

eBUCKS

eBucks are to be used as positive reinforcement for good behavior school wide. Teachers are asked to enhance their interactions with students by finding three positive behaviors for each negative behavior exhibited by the student.

The student will be given eBucks in the Employability Operating System (eOS) by a staff member when they have been “caught being good.” Students accumulate the eBucks and may cash them in at the grade level or team store. Items for purchase may include:

- Free admission to any home athletic event
- 10 minutes of free computer time
- One free concession stand item at an athletic event
- Eat lunch with a friend
- Hayes wear
- School supplies
- Food items

The screenshot shows a web interface titled "Focus Taps". At the top, there is a search bar with the text "Search for a user" and a magnifying glass icon. Below the search bar, the name "John Smith" is displayed in a pink pill-shaped button. To the right of the name is a close button (X). Below the search bar, there are two buttons: a green button with a thumbs up icon and a grey button with a thumbs down icon. Below these buttons, there is a list of four items, each with a checkbox to its right:

- Learn Daily ☐
- Laugh Often ☐
- Lead Respectfully ☐
- Live Responsibly ☐

Below the list, there is a text input field labeled "Additional details". At the bottom of the form, there is a blue button labeled "Save".

GPA REWARD DAYS

The GPA Day reward is a method to recognize students for demonstrating excellence in academics. GPA Days occur the day following each 9-week report card distribution.

Rewards will be tiered based on student GPA. The Tiers will be as follows:

- Students with a GPA of 4.0
- Students with a GPA of 3.5-3.9
- Students with a GPA of 3.0-3.4

GOOD NEWS POST CARDS



Good News Postcards will be used to send home information regarding specific student behavior. Students who mastered a difficult concept, students who have shown behavioral improvement, or students who went above and beyond should receive one. These are only examples, and teachers should send home a Good News Postcard at any time they deem one necessary.

Students who receive a Good News Postcard will be allowed entry into one athletic event free or receive an item free from the team or grade level store.

EMPLOYABILITY OPERATING SYSTEM

All teams will utilize the Employability Operation System (eOS). A tiered approach will be used for students who do not meet school behavioral expectations on a weekly basis.

The MTSS Behavior teacher will review each student's percentages on meeting expectations at the end of the day on Friday. The MTSS Behavior teacher will report to team leaders and administration the students who did not meet behavior expectations for the week, and administration will assign the appropriate consequence using the tiered system outlined below.

LEVEL 1

Students who earn 4-5 infractions within a one-week period (Monday-Friday) will be given one of the following consequences:

- 30-minute detention
- Lunch detention

LEVEL 2

Students who earn 6-8 infractions within a one-week period (Monday-Friday) will be given one of the following consequences:

- One-hour detention
- All day team isolation

LEVEL 3

Students who earn more than 8 infractions within a one-week period (Monday-Friday) will be given one of the following consequences:

- 1 ½ hour detention
- All day team isolation with another grade level
- *Parent/teacher/administrator conference will be held*

These numbers will be adjusted for short weeks.

NOTIFICATION AND COMMUNICATION

Notification to parents will be made via phone, email, paper copy of notice given to the student, or a paper copy mailed home. Students who miss detention will be referred to the grade level administrator for further action.

Teams will regularly discuss student behavior progress and meet to determine appropriate interventions on the team level with the MTSS Behavior teacher, guidance counselor, YSC coordinator, and administrator.

INTERVENTIONS

At each mid-term and end-of-term (4.5 weeks), administration and counselors will review students' cumulative infractions on the eOS. Students who earn 15 or more infractions for the 4.5-week period or receive three or more referrals during this time frame will be flagged for further intervention.

Once flagged, the grade level team will meet to determine interventions for the student. During a management meeting conducted by administration, the team and administration will determine the next possible steps for intervention, which can include, but is not limited to, the following:

- Behavior intervention plan or behavior contract
- Placement change, including the MTSS Behavior Tier 2 class
- Use of outside resources or agencies

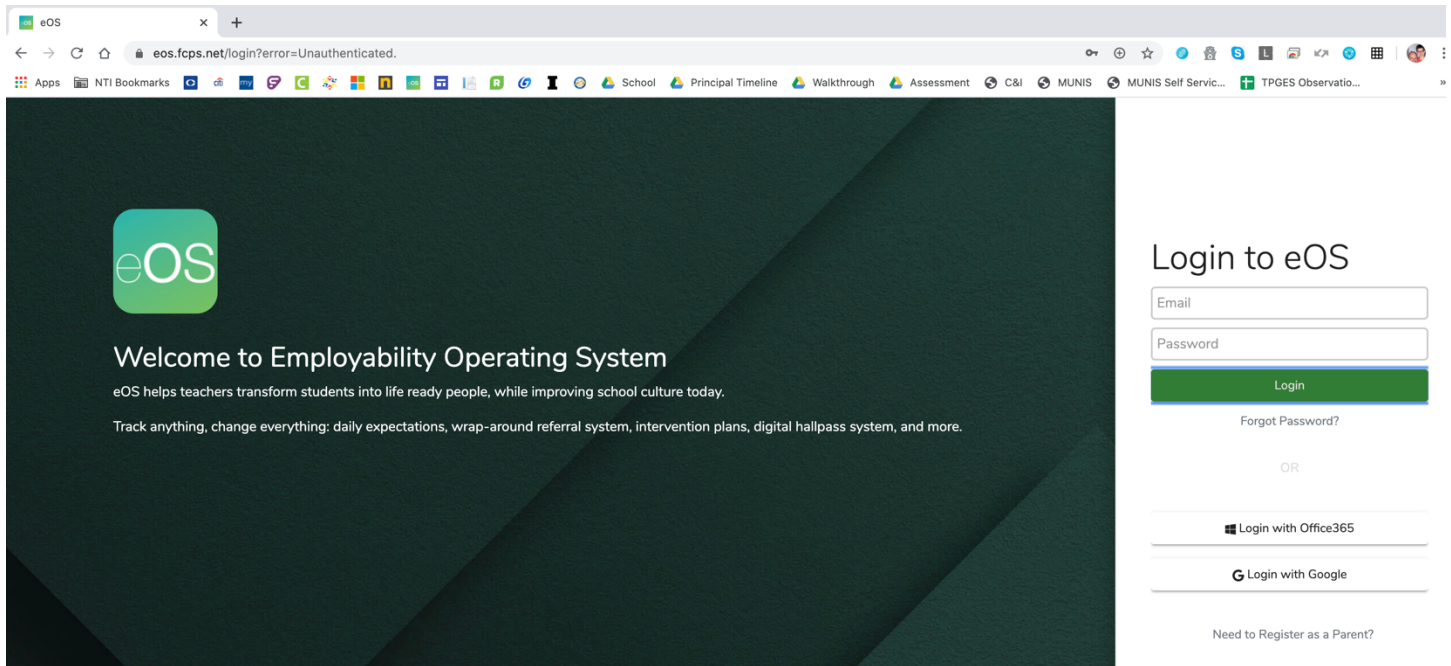
Students who are placed on an intervention plan will be assigned a staff point-of-contact, who will regularly report to progress to the team. Any plan developed for the student will be shared with all adults who interact with the student. An intervention plan may supersede the eOS system for a particular student.

Teachers will be required to enter comments in the eOS if a student doesn't meet expectations.

HOW TO ACCESS EOS

In order to access the eOS, teachers should

- Go to <https://eos.fcps.net/login>



eOS

Welcome to Employability Operating System

eOS helps teachers transform students into life ready people, while improving school culture today.

Track anything, change everything: daily expectations, wrap-around referral system, intervention plans, digital hallpass system, and more.

Login to eOS

Email

Password

Login

Forgot Password?

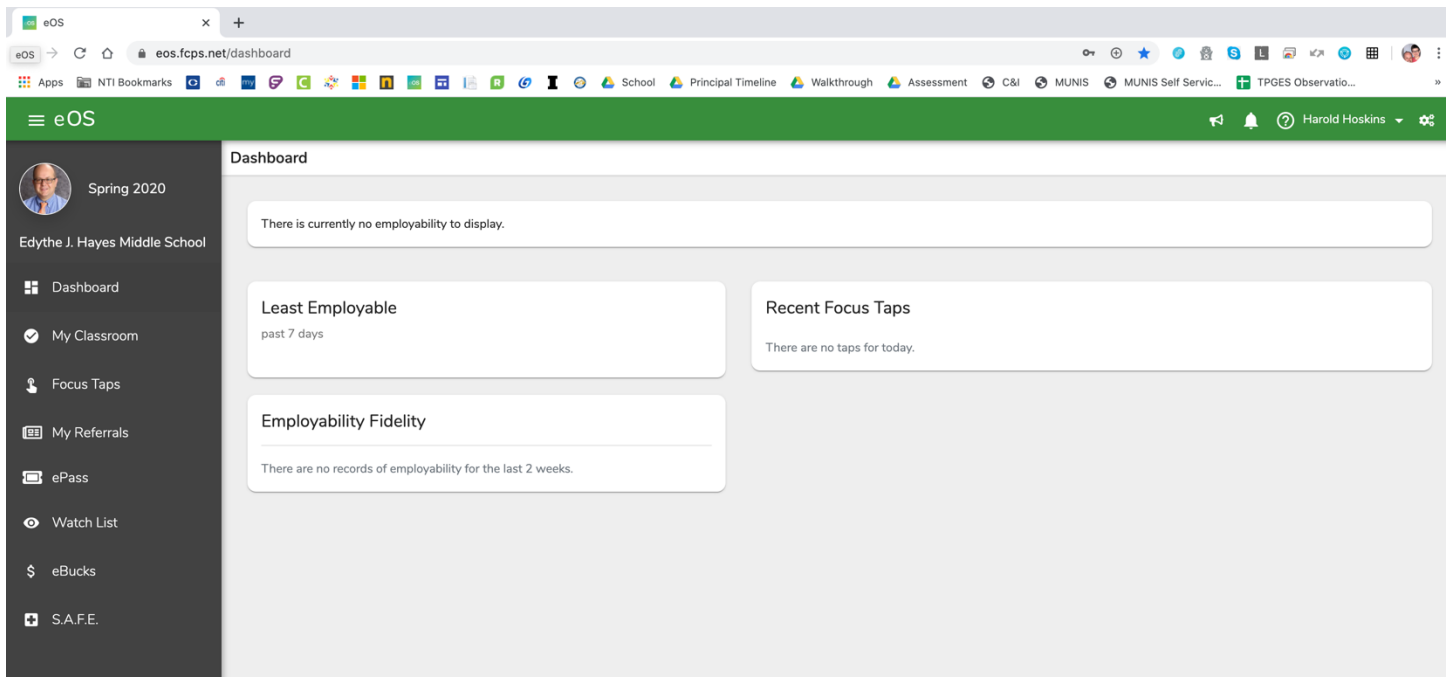
OR

Login with Office365

Login with Google

Need to Register as a Parent?

- Enter your email address and network password into the fields indicated above.
- This will take you to your home screen.



eOS

Spring 2020

Edythe J. Hayes Middle School

Dashboard

My Classroom

Focus Taps

My Referrals

ePass

Watch List

eBucks

S.A.F.E.

Dashboard

There is currently no employability to display.

Least Employable

past 7 days

Recent Focus Taps

There are no taps for today.

Employability Fidelity

There are no records of employability for the last 2 weeks.

DEFINITION OF STUDENT EXPECTATIONS

Below are our school-wide behavioral expectations. Students will begin each class period with 5 out of 5 expectations met. If a student fails to uphold one or more of these expectations, the teacher will mark that the student did not meet the expectation in his or her class for that day. Students who earn 4 or more infractions within a one-week period will be assigned a consequence as outlined above.

MAINTAINING ORDERLY BEHAVIOR

Ways to violate this expectation

- Students use electronic devices outside of approved times.
- Student's behavior disrupts the flow of classroom instruction/assessment.
- Student's behavior disrupts classroom activity/assessment.
- Student's behavior requires intervention of an adult regardless of location. **If teacher addresses this more than once in a class period, the teacher should call the MTSS Behavior teacher.**

DEMONSTRATING RESPECT TO ADULTS AND PEERS

Ways to violate this expectation

- Student uses an inappropriate response to adult request.
- Student makes a comment or statement that is insulting to adult or peer.
- Student does not respond to adult direction or instruction to perform an action.
- Student takes or damages minor property, such as pencils or paper, that is not their own. **Property damage of electronic devices, clothing, or school materials should be written as an office referral.**

REPORTING PREPARED TO LOCATION ON TIME

Ways to violate this expectation

- Student is not in assigned area in the classroom when the tardy bell rings, or if on an alternate schedule, at the designated time.
- Student does not return to designated area after being given an ePass or hall pass in the allotted amount of time.
- Student does not report to class with required materials, including homework.

STAYING ON TASK DURING WORK TIMES

Ways to violate this expectation

- Student is not performing task, activity, assignment, or assessment as directed by adult, but is not disrupting the flow of instruction or activity.
- This includes, but not limited to, sleeping in class, or engaged in conversation with another student that is not pertaining to class.

FOLLOWING CLASSROOM SPECIFIC RULES

Ways to violate this expectation

- Student breaks a rule specific to a particular classroom, such as possession or use of candy, food, drink, gum, or backpacks. Classroom rule is posted and reviewed with students through CHAMPS.

DETENTION EXPECTATIONS FOR STUDENTS

- Students must arrive on time at 4:05 PM.
- Students must come to detention prepared with a writing utensil and paper.
- Students must use the restroom prior to arriving at detention.
- Students will not ask to leave detention once detention begins.
- Students will remain at a zero-voice level for the duration of their detention.
- Students must complete the detention assignment(s) first. After satisfactory completion of the detention assignment(s), students will then be allowed to complete homework.
- Students will work continuously for the duration of their detention time.
- Students will secure all electronic devices under their table during detention.
- Students will not be allowed to have food, gum, candy, or drinks during detention.
- Students who refuse to work, who fail to remain at a voice level zero, or are disruptive during detention will be reassigned for the following week.

STUDENT DRESS CODE

ALLOWABLE DRESS AND GROOMING

- Students must wear clothing including both a shirt with pants or skirt, or the equivalent, and shoes.
- Shirts and dresses must have fabric in the front, back, midsection, and on the sides.
- Clothing must cover undergarments.
- Fabric covering all private parts must not be see-through.
- Specialized courses may require specialized attire, such as sports uniforms or safety gear.

NON-ALLOWABLE DRESS AND GROOMING

- Clothing may not depict, advertise, or advocate the use of alcohol, tobacco, marijuana or other controlled substances.
- Clothing may not depict pornography, nudity, or sexual acts.
- Clothing may not use or depict hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected groups.
- Clothing must not threaten the health or safety of any other student or staff.
- Pajamas and house shoes are not allowed.
- Hats and non-religious head coverings are not allowed. Hoodies may be worn as a sweatshirt, but the hood may not be pulled up.
- If the student's attire or grooming threatens the health or safety of any other person, then discipline for dress or grooming violations should be consistent with discipline policies for similar violations.

TUTORING SERVICES

We will be hosting weekly tutoring sessions for students on most Mondays and Wednesdays during the school year. One teacher from each content area will be available to assist students with homework or provide additional instruction on topics giving students difficulty.

Dates for the tutoring sessions will be as follows, in room 515 from 4:15-5:15 PM.

Tutoring dates will be:

- September 6, 11, 13, 18, 20, 25, 27
- October 9, 11, 16, 18, 23, 25, 30
- November 1, 6, 8, 13, 15, 20, 27, 29
- December 4, 6, 11, 13, 18
- January 8, 10, 17, 22, 24, 29, 31
- February 5, 7, 12, 14, 21, 26, 28
- March 4, 6, 11, 13, 18, 20, 25, 27
- April 10, 15, 17, 22, 24, 29
- May 1

The purpose for the weekly tutoring sessions is for students to receive assistance with specific classroom content. This is not a one-to-one tutoring environment. Once in tutoring, students will be divided into content areas for tutoring. Students are expected:

- To sign up for that day's tutoring services by the end of second period, using the online Google Form found on the school's website. Students who do not sign up will not be allowed to stay for tutoring. Please note that parents will be notified if their student signed up for tutoring.
- To arrive on time at 4:05 PM in room 501 (Library Media Center).
- To bring classwork, Chromebook, and other materials as needed for tutoring. Students who do not bring materials will be escorted to the detention room until a ride can come to get them.
- To follow all school rules while in tutoring. Students may earn eOS violations for misbehavior during tutoring. Student misbehavior may lead to loss of tutoring privileges.
- To remain in tutoring until 5:05 PM. Students will not be permitted to leave early.
- To have a ride at the school by 5:15 PM. Students who continually do not have a ride on time may lose tutoring privileges.

SCHOOL POLICIES

Our School Based Decision-Making Council develops and adopts all school policies. For a comprehensive list of all school policies, please log onto the following area of our website.

- [Edythe J. Hayes Middle School SBDM Site](#)

Please note the Student Assignment Policy, which outlines placement criteria for our accelerated courses.

[Click here](#) for a copy of the Fayette County Public Schools Student Code of Conduct.