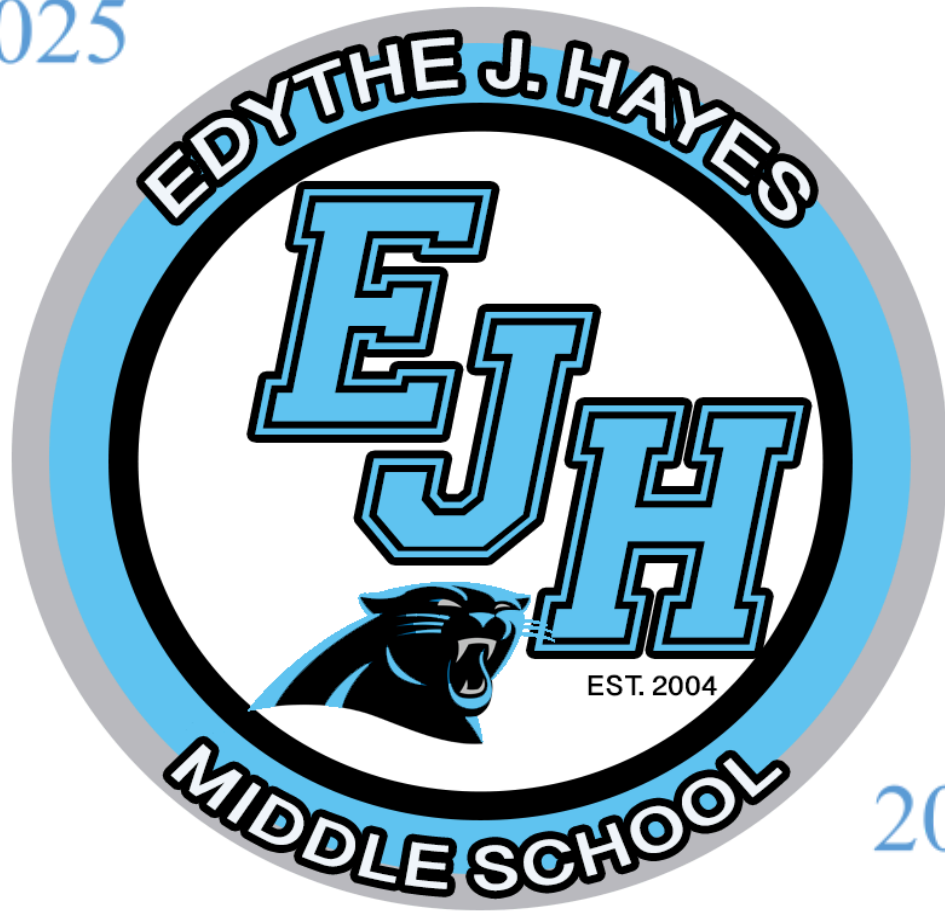


# STUDENT HANDBOOK

2025



2026





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 aligned 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

## 6<sup>th</sup> GRADE BOBCATS

Language arts	Taylor Adams
Language arts	McKenna Best
Math	Jamie Snuggerud
Math	Jessica Wicker
Science	Lana Russell
Science	Willie Bartley
Social studies	Blake Bishop
Social studies	Adam Sullinger
Science/Math	Suzanne Hutchinson
Lang. Arts/S.S.	Katie Crum
Pre-algebra	Jill Kidder

## 7<sup>th</sup> GRADE WILDCATS

Language arts	Susan Bayes
Language arts	Alexis Goforth
Language arts	Aggie Sullinger
Algebra	Jon Donahue
Math	Jessica Menke
Math	Emily Powell
Pre-algebra	Jill Kidder
Science	Jessica Bohannon
Science	Kathryn King
Science	Sarah Van Vooren
Social studies	Colleen Hollon
Social studies	Ashley Madison
Social studies	Steve Railey

## 8<sup>th</sup> GRADE PANTHERS

Language arts	Amy Finley
Language arts	Kelly Maggard
Language arts	Susan Snodgrass
Algebra	Jon Donahue
Math	Morgan Sizemore
Math	LeAnn Hall
Math	Jamie Snuggerud
Science	Tim Heaton
Science	Jon Livingood
Science	Alexis Morgan
Social studies	Brandon Castillo
Social studies	April Deener
Social studies	David Kitchen

## OTHER FACULTY

ECE	Erica Williams
ECE	Monyka Wood
Administrator	Phil Hyde
Counselor	Jonna Hayden
Dean	Sammy Hall

## OTHER FACULTY

ECE	Monika Hoskins
ECE	Emily Whitnell
Administrator	Kris Church
Counselor	Timia Gardner
Dean	Sammy Hall

## OTHER FACULTY

ECE	Jessica Moore
ECE	Janet Nutt
Administrator	Matthew Sherrard
Counselor	Alan Ford
Dean	Sammy Hall

## BIOMEDICAL SCIENCES

Agriculture	William Bischoff
Fitness/wellness	Amy Hawkins
Medical sci.	Rob Rambach

## ENGINEERING & TECHNOLOGY

Design/innov.	Rob Rambach
STLP	Ashlee VanHoose

## PROFESSIONAL SERVICES

Business	Nick Payne
Industry/service	Teresa Grigsby

## VISUAL & CREATIVE ARTS

Theatre	Devon Collins
Visual art	Charissa Riley

## VOCAL & INSTRUMENTAL MUSIC

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

## WORLD LANGUAGES

Spanish	Belen Morera de Paz
Spanish	Amara Lebron

# Faculty and staff

## EXCEPTIONAL CHILD EDUCATORS

DHH Michelle Poe  
DHH Laura Marshall  
DHH Cicely Amburgey  
MSD Kate Anderson  
Pathways Art Hardin  
ACES Amy Quire

## SUPPORT STAFF

ACC Andrea Straub  
Psychologist Jenny Walker  
OT Emily Helton  
Speech Mandy Wright  
Mental health Kylie Qualls  
Social worker Dan Lennon  
Teacher of VI Randy Riley

## INTERVENTIONS/ENRICHMENT

ELL Shelly Brown  
GT Ashlee VanHoose  
Library media Kegan Leadingham  
MTSS behavior Abel Logan  
MTSS math Teresa Foster  
MTSS reading Bonnie Litteral

## FRONT OFFICE

Admin assistant Allyson Rogers  
Attendance Scarlett Bailey  
Finances Natasha Railey  
Registrar Jody Asher  
SRO Joseph Holland  
YSC coordinator Maddie Potter

## PARA EDUCATORS

Crystal Carrol  
Dawn Deaton  
Tanner Hoertz  
Shadawn Hudson  
Jemya Luckett  
Kobie Neal  
Randall Pitts  
Jarrod Walden  
Sarah Williams  
Nick Williams

## CUSTODIANS

Eliza Alija  
Eddie Chenault  
Johnny Gunter  
Walter "Roy" Peak  
Patrick Railey

# 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.

•**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.

•**Cell Phone & Personal Devices:** To promote a focused and distraction-free learning environment, Edythe J. Hayes Middle School maintains the following policy regarding personal electronic devices:

- **Personal electronic devices, including cell phones and earbuds, must be turned off and stored in a locker or backpack during the school day.** This includes all school-sponsored activities held during instructional hours, from 9:00 AM to 3:55 PM.
- Devices **may not be used, turned on, or visible** between the times of 9:00 am and 3:55 pm.
- **Earbuds or headphones** must also be stored during transitions and between classes. They may only be used when directed by a teacher. After use, the earbuds or headphones must be **turned off and immediately returned to the locker or backpack.**
- **Cell phones may not be used as classroom rewards or incentives.**
- If a student is found using a phone—even to text or speak with a parent/guardian—it will be confiscated if it violates this policy.
- **Staff are not responsible** for any lost, stolen, or damaged devices. Students bring electronics to school at their own risk.
- All Edythe J. Hayes staff members **have the authority to confiscate any electronic device** that is in violation of this policy.

Confiscated devices will be turned over to the administrative team and returned according to the following steps:

1. **First Violation** – Device is confiscated and returned to the student at the end of the day.
2. **Second Violation** – Device is confiscated and a parent must pick up the device.
3. **Third Violation and Beyond** – Consequences will be determined by the principal in accordance with the **Behavior Consequences Chart**.

- **Fast food deliveries:** Parents may drop off lunches, however we cannot accept deliveries for fast food orders for students.
- **Food and Drink:** To maintain a clean and safe learning environment, students are not permitted to have open containers of food or drink outside of the cafeteria. All beverages brought into classrooms or hallways must be in a spill-proof, closed-lid container such as a water bottle (provide examples of allowable and non-allowable). Open cups, cans, or other non-sealable containers are not allowed in instructional areas or common spaces.

Students are permitted to eat school breakfast in their designated homeroom at the start of the school day.

Failure to follow this policy may result in the confiscation of the item and/or additional consequences as outlined in the student code of conduct.

### **Allowed (Spill-Proof, Closed-Lid Containers)**

#### **Beverages:**

- Reusable water bottles with screw-on lids (e.g., Hydro Flask, CamelBak, Nalgene)
- Tumblers with secure lids (e.g., Stanley, Yeti with lid closed)
- Sports bottles with flip-top spouts (as long as they seal shut)
- Travel mugs with screw-on or locking lids

### **Not Allowed (Open or Spillable Containers)**

#### **Beverages:**

- Fast food drink cups with plastic lids and straws (e.g., McDonald's, Starbucks)
- Open cups or mugs without lids (e.g., coffee mugs)
- Aluminum cans (e.g., soda, energy drinks)
- Juice boxes or pouches with inserted straws (e.g., Capri Sun)
- Glass bottles (any type)
- Open-top reusable cups without lids (e.g., Tervis without a top)

- **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.
- **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.

**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](http://www.ejhayes.fcps.net) to access.

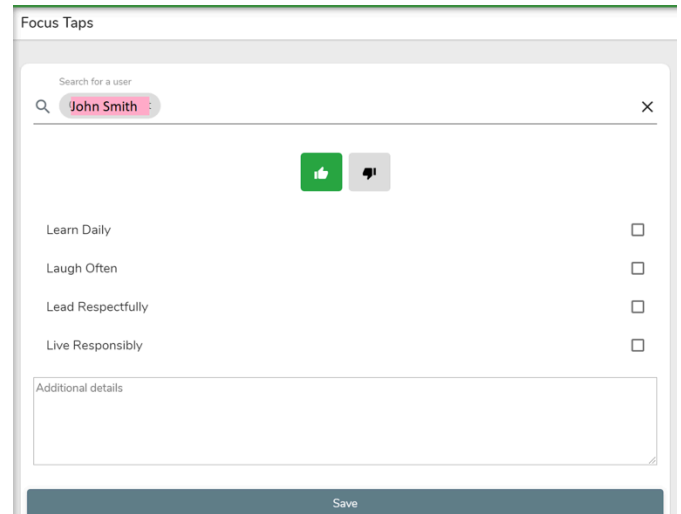
# School-WIDE DISCIPLINE PLAN

## 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 panther store. Items for purchase may include:

- o Free admission to any home athletic event
- o One free concession stand item at an athletic event
- o Hayes wear
- o School supplies
- o 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 search bar is a close button (X). Below the search bar, there are two icons: a green thumbs-up icon and a grey thumbs-down icon. Below these icons is a list of four items, each with a checkbox to its right:

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

Below the list is a text input field labeled "Additional details". At the bottom of the interface is a dark blue bar with the word "Save" in white text.

## 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

# 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

## 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

## 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
- *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

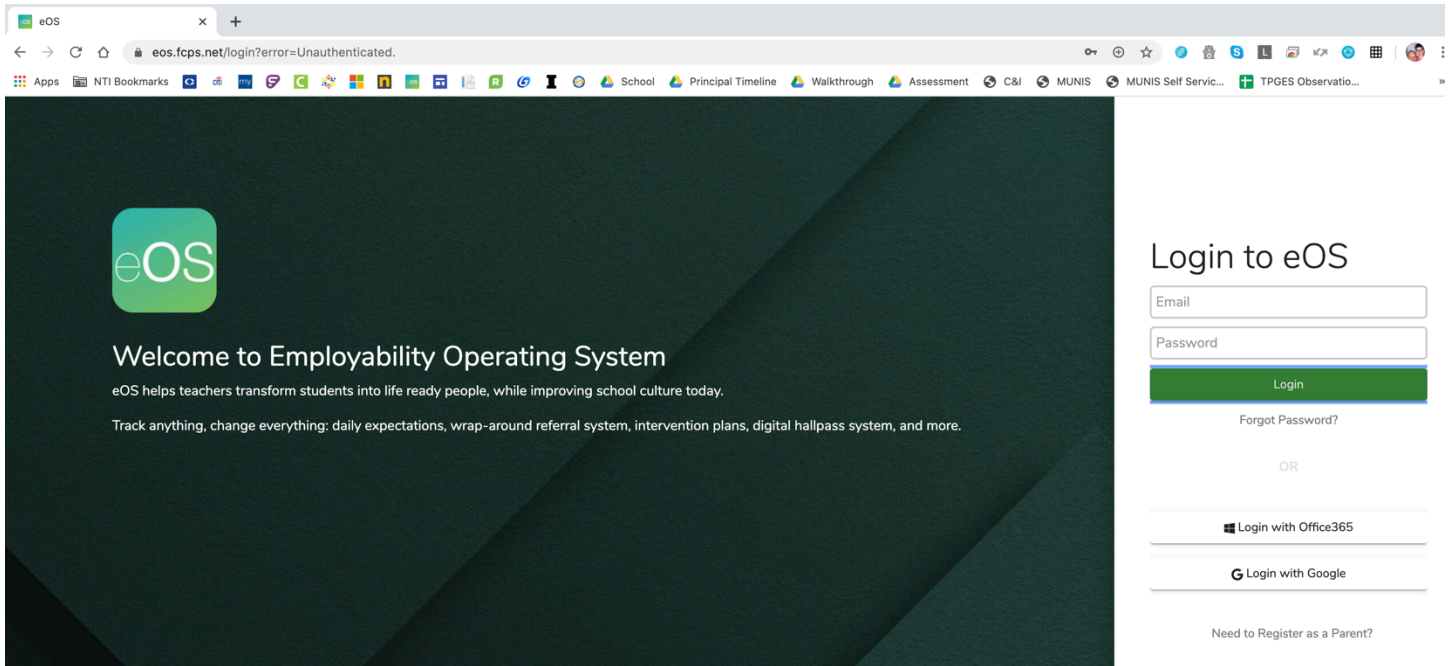
Students who are placed on an intervention plan will be assigned a staff point-of-contact, who will regularly report to progress to the team. Any plan developed for the student will be shared with all adults who interact with the student. An intervention plan may supersede the eOS system for a particular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

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

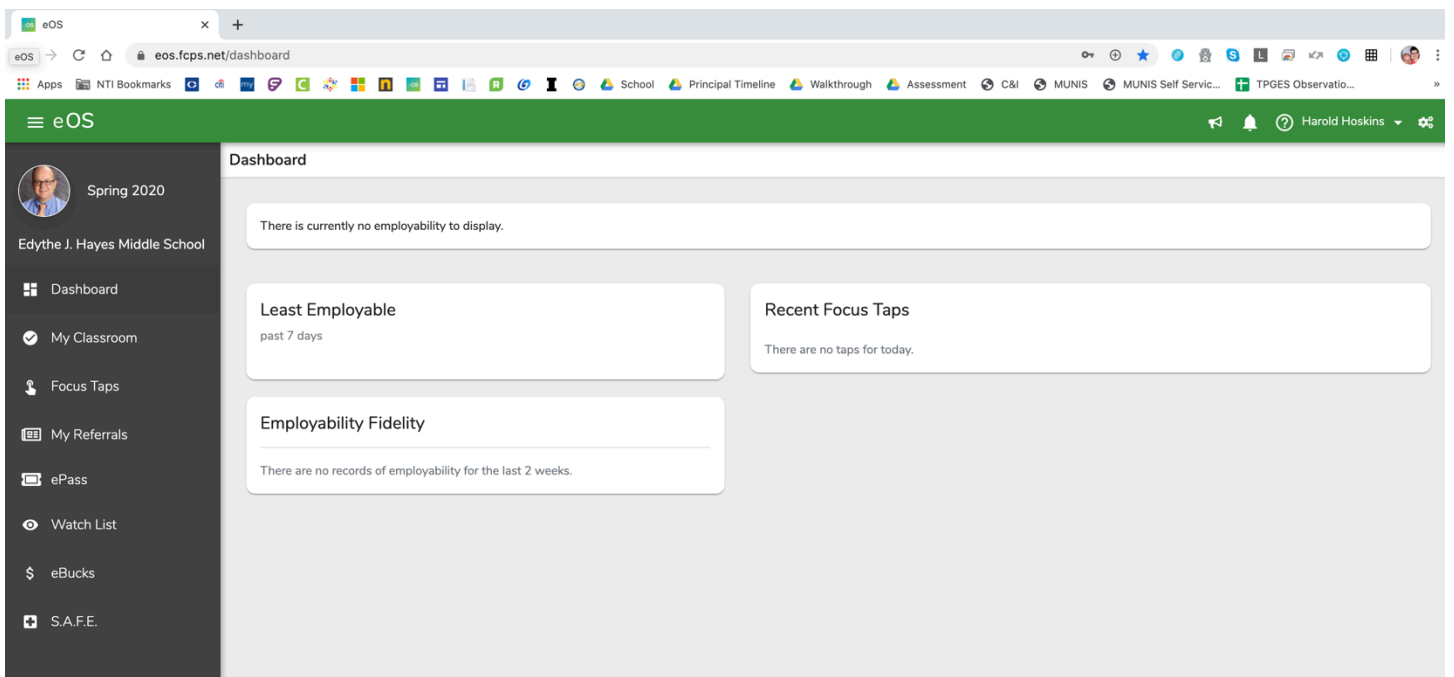
# HOW TO ACCESS EOS

In order to access the eOS, teachers should

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



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



# 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 the Student Center from 4:15-5:15 PM.

Tutoring dates will be:

- September 3, 8, 10, 15, 17, 22, 24
- October 8, 13, 15, 20, 22, 27, 29
- November 3, 5, 10, 12, 17, 19, 24
- December 1, 3, 8, 10, 15, 17
- January 7, 12, 14, 21, 26, 28
- February 2, 4, 9, 11, 18, 23, 25
- March 2, 4, 9, 11, 16, 18, 23, 25, 30
- April 1, 15, 20, 22, 27, 29
- May 4, 6

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.