

Student and Family Handbook

Home of the Bears



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Lexington, KY 40509
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2026

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2027





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Welcome To



Welcome to another year at Mary E. Britton Middle School! As we embark on this exciting journey together, I am thrilled to introduce you to our team and the collaborative spirit that will define our success.

This handbook is designed to serve as a comprehensive guide to the systems and structures that will support our mission of creating an exceptional learning environment. Within these pages, you will find essential information about our policies, procedures, and resources—all aimed at ensuring a smooth and effective operation of our school.

At Mary E. Britton Middle School, we place a high value on teamwork and relationships. The foundation of our success lies not only in the clarity of our systems but also in the strength of our collaborative efforts. This handbook outlines the frameworks that will help us work together efficiently, but it is our commitment to supporting and valuing each other that will truly drive our achievements.

Strong relationships and effective communication are at the heart of a thriving school community. As you familiarize yourself with the content of this handbook, remember that it is a tool designed to facilitate our collective efforts. It provides the structure we need, but it is our collaborative spirit, mutual support, and dedication to our students that will bring these systems to life.

Each one of us—parents, teachers, staff—plays a vital role in shaping the educational experience for our students. By working together, sharing our expertise, and fostering a culture of respect and encouragement, we will create an environment where both students and staff can excel. This handbook is a reflection of our commitment to creating a supportive and dynamic learning environment, and it is intended to help us all contribute to our shared goals.

Thank you for your dedication and enthusiasm as we begin this new chapter. I am confident that, with the guidance of this handbook and the strength of our teamwork, Mary E. Britton Middle School will become a beacon of excellence and a place where we all thrive.

Here's to a successful and rewarding year ahead!

Dave Hoskins Principal





Vision Mission

Vision: Britton and Beyond

Mary E. Britton's legacy as a teacher, journalist, doctor, and suffragist embodies the core values of our school's vision. Her dedication to education reflects our commitment to equitable access, ensuring every student earns high school credit and is prepared for future success. As a pioneering physician, she inspires our health and medical sciences program, exposing students to career pathways in the medical field. Her work as a journalist and activist aligns with our focus on civic engagement, encouraging students to use their voices to create positive change. Finally, her resilience and leadership instill a sense of pride and belonging, shaping a school culture where every student feels valued and empowered to make a difference.



Expose Students to Career Pathways in Health and Medical Sciences

Through hands-on experiences, partnerships with local healthcare professionals, and specialized coursework, students will explore careers in the medical field. Our program will inspire curiosity, develop essential skills, and prepare students for future opportunities in health sciences.

Ensure Equitable Access to Courses So Every Student Earns at Least One High School Credit

We are committed to providing rigorous and engaging coursework that prepares all students for success. By offering a variety of high school credit opportunities, we will ensure every student leaves Mary E. Britton Middle School with a strong academic foundation for the future.



Provide Opportunities for Civic Engagement

Students will engage in meaningful service-learning projects, leadership development, and real-world problem-solving to become active and informed members of their community. These experiences will foster responsibility, empathy, and a lifelong commitment to making a difference.

Foster School Pride and a Sense of Belonging

Our school culture will celebrate diversity, recognize achievements, and create traditions that bring students, staff, and families together. Through positive relationships and shared experiences, every student will feel valued and proud to be part of Mary E. Britton Middle School.



Mission



The mission of Mary E. Britton Middle School is to foster a safe and supportive environment where every student is valued and inspired to reach their fullest potential. Through academic rigor, civic engagement, and strong relationships, we cultivate leaders prepared to thrive today and build a better tomorrow.



The Bear Necessities For Success

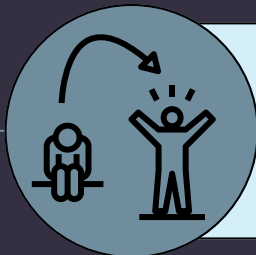
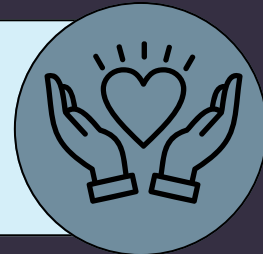


BE CURIOUS

Embrace learning every day with enthusiasm and an open mind.

BE KIND

Foster a positive environment by showing kindness and respect to everyone.



BE BOLD

Take initiative and lead with confidence in all your endeavors.

BE RESPONSIBLE

Act with integrity and take ownership of your actions and choices.



School-wide Behavior

This section outlines the principles and practices that will guide our efforts to create a positive and respectful learning environment at Mary E. Britton Middle School. Our behavior plan is designed to promote consistent expectations, reinforce positive behaviors, and address challenges in a fair and supportive manner. By implementing these guidelines, we aim to foster a school culture where every student feels safe, respected, and motivated to succeed. Together, we can build a cohesive and encouraging environment that supports the academic and personal growth of all our students.



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School-wide Behavior Plan



TERMS

- 🎉 **eBucks**- Online points or rewards you earn when you go above and beyond what's expected at school.
- 🎯 **eGoals**- Personal goals just for you! These are tracked separately from school-wide expectations and help you grow in your own way.
- 💻 **eOS**- A website teachers use to keep track of behavior, goals, and any support plans you might need.
- ⚠️ **Infractions**- These are notes added when a student doesn't follow school rules. They help us stay on track and learn from mistakes.

SCHOOL LEVEL

How Teachers Will Support Positive Behavior

- All teachers will use eBucks to reward students for appropriate behavior. Each teacher will give out at least 3 eBucks every week and will try to give three positive comments for every one negative one. These rewards and actions will be tracked in a system called eOS.
- Teachers will post the school rules and expectations on their walls. These posters will also explain what happens when those expectations aren't met.
- Teachers will use the eOS system to record any behavior issues (called "infractions").
- Before marking an infraction in eOS, teachers will try a strategy to help the student get back on track. This could include standing near the student, using hand signals, or making eye contact.

Steps Teachers Will Follow for Minor (Level I) Behavior Issues:

1. Give a quiet warning or try a strategy like eye contact or standing nearby.
2. Record the behavior in eOS.
3. Use a consequence like moving seats or having a quick talk (called a "level one or two intervention").
4. If needed, an administrator will get involved, and a parent or guardian will be contacted.

Important Notes:

- Students shouldn't get more than one infraction per class period. If a student continues to misbehave, the teacher will write a referral for a counselor or administrator to help.
- Team leaders and administrators will work together to make sure all teachers are using eBucks the same way across the school.

GRADE LEVEL

- Grade levels will develop an incentive plan for students that will be conducted using the following framework:
 - **Every three weeks:** Sixth grade: All students who met expectations at 98%, with no SAFE and suspension time. Missing assignments may factor into student participation.
 - **Every 4 weeks:** Seventh grade: All students who met expectations at 98%, with no SAFE and suspension time. Missing assignments may factor into student participation.
 - **Every 5 weeks:** Eighth grade: All students who met expectations at 98%, with no SAFE and suspension time. Missing assignments may factor into student participation.

School Use Of eBucks



What Are eBucks?

eBucks are rewards you can earn for showing great behavior all around the school. They help recognize and encourage positive choices!

Teachers try to notice three good behaviors for every one mistake, so there are lots of chances to earn.

How Do I Get eBucks?

When a staff member sees you doing the right thing (even when no one's watching), they'll "catch you being good" and give you an eBuck using the eOS system.

Teachers just need to click "cash" in eOS to send your eBuck your way!

What Can I Buy With My eBucks?

You can save up your eBucks and spend them at your grade-level or team store. Some things you might be able to get include:

-  Free admission to a home game
-  10 minutes of free computer time
-  One free snack from the concession stand
-  Eat lunch with a friend
-  Britton wear (school shirts, hoodies, etc.)
-  School supplies
-  Food items



What is eOS?



- All teams at school use a system called eOS to keep track of behavior.
- If a student has trouble meeting behavior expectations during the week, there's a step-by-step plan (called a tiered system) to help them get back on track.

What Happens If Expectations Aren't Met?

- Counselors or grade-level administrators check eOS every week.
- If there are repeated issues, they may assign a detention based on how often it happens.
- Parents and students will get an email letting them know about the detention.

Missed Detention?

- If you miss your assigned detention, you might:
 - Be given another chance to serve it, or spend half a day in RESET, depending on the situation.

Teacher Notes

- For every behavior marked in eOS, teachers will write a short comment to explain what happened.



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

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



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

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, which may include:

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

An intervention plan may supersede the eOS system for a particular student.

Behavior 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.

MAINTAINING ORDERLY BEHAVIOR

Ways to violate this expectation...

- 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 coach.

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...

- Students use electronic devices outside of approved times.
- 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.
-

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, or gum. Classroom rule is posted and reviewed with students.

Expectations For Detention



EXPECTATIONS



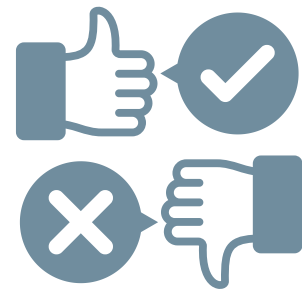
If you have detention, here's what's expected of you:

- **Be on time!** You need to arrive promptly at **4:05 PM**.
- **Be ready to work.** Bring a **pencil or pen and some paper** with you.
- Take care of business before you come. **Use the restroom before** detention starts. Once it begins, you won't be able to leave.
- **No talking.** You'll need to stay completely silent (zero voice level) for the entire time.
- **Detention work comes first.** You must finish any detention assignments given to you. Once those are done and approved, you can then work on your homework.
- Keep working. You're expected to **work the whole time** you're in detention.
- **Put electronics away.** All electronic devices need to be out of sight, secured under your table.
- **No snacks or drinks.** Food, gum, candy, or drinks are not allowed during detention.

Consequences for not meeting expectations in detention could be one or more of the following:

- Reassigned detention at a later date
- Increased amount of time in detention
- Referral for RESET
- Exclusion from school events or functions
- Suspension

CONSEQUENCES



Student & Staff Dress Code



STUDENTS

- You need to **wear clothes that cover you up**. This means a shirt with pants or a skirt (or something similar like a dress or romper) and shoes on your feet.
 - Your shirts and dresses should have **fabric all the way around**. That means the front, back, sides, and your middle (midsection) should all be covered.
 - **Keep your underwear private**. Your clothes need to cover up your undergarments completely.
 - **No see-through** stuff in private areas. The fabric covering your private parts should not be see-through.
 - Sometimes, you'll need special outfits! For certain classes, like P.E. or shop, you might need to wear a sports uniform or safety gear. Your teacher will let you know!
-
- **No promoting harmful substances**. Don't wear clothes that show, advertise, or encourage the use of alcohol, tobacco, vaping products, drugs, or anything illegal.
 - **Keep it appropriate**. Clothing that shows pornography, nudity, or sexual acts is not allowed.
 - **No hate speech**. Your clothes should not have messages or pictures that are mean, insulting, or show hate towards any group of people based on their race, background, gender, who they love, how they identify, their religion, or any other group. We want everyone to feel welcome and respected.
 - **Leave your sleepwear at home**. Pajamas and house shoes (slippers) are not allowed at school.
 - **No hats or non-religious head coverings inside**. You can wear hoodies as a sweatshirt, but the **hood must stay down** while you're in the building.
 - **Safety first**. If your clothing or how you've styled yourself (like your hair or accessories) could be a danger to others, you'll be disciplined according to school rules, just like for other safety violations.
 - **Backpacks must remain in your locker**.
 - **NEW FOR 26-27: Wireless headphones are not allowed**.



STUDENTS



STAFF

- Dress pants
- Collared shirt
- Skirts
- Dresses
- Ties (optional)
- Must also adhere to the student dress code

- Tank tops, crop tops, spaghetti straps
- Jeans/denim (except for Fridays)
- Leggings or yoga pants (unless under another garment)
- Plunging neck or back lines
- Sweatshirts or t-shirts, except Fridays
- Sweatpants or warm up pants
- Shorts



STAFF

Exceptions include physical education teacher, teachers and para in the MSD room, and the art teacher during clay project unit.

Use of Cell Phones Social Media



STUDENTS

- To help everyone focus on learning, **cell phones are not allowed out during the school day**. Here's how it works:
- **You'll get a Yondr pouch**. When you arrive at school for first period, we'll give you a special Yondr bag for your phone.
- **Phones must be in the bag**. Your cell phone needs to **stay inside this pouch the entire school day**. If we see a phone out of its bag, it will be **taken and kept in the front office**.
- **Unlock your phone at dismissal**. At the end of the day, you'll use a special **magnet key** (at places we'll show you) to unlock your Yondr bag and get your phone back.
- **Return your pouch**. You'll need to turn in your empty Yondr pouch following the instructions we'll share later (the "Yondr Protocol").

- The use of cell phones by faculty and staff is not allowed while supervising students, unless the faculty or staff member is supervising students outside as part of class and needs to phone the front office for an emergency, or the faculty or staff member is supervising students during an emergency evacuation.
- Please remember that we should all model the expected behavior for students, including the use of electronic devices during the school day.



STAFF



TIPS

- All staff, certified and classified, and volunteers are prohibited by Senate Bill 181 from communicating electronically with students outside of the district approved app (Parent Square)
- Clubs and sports may use social media for **one-way communication** only. Staff **may not** respond to comments or direct messages to these.

Yondr Phone Pouch Protocol



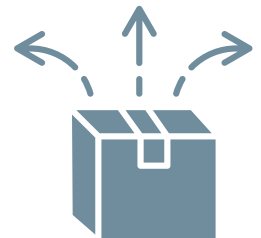
PURPOSE OF YONDR



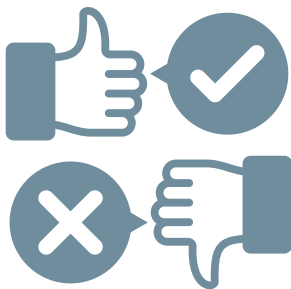
- The Yondr system is a magnetic pouch solution designed to securely store cell phones and other electronic devices during school hours.
- As cell phone usage has increased, so have behaviors linked to their use, including distractions and incidents of bullying.
- The Yondr pouch system aims to reduce distractions among students and minimize bullying behavior by limiting access to phones during the school day.
- In the case of an emergency, students will have access to school phones for communication.
- Students should arrive each morning with their phone powered off or silenced before placing it in the pouch.

- Each student will be assigned a Yondr pouch with a unique identification number.
- Upon arrival each morning, students will receive their Yondr pouch from their first-period teacher.
- Students will be expected to place their cell phone in the pouch and securely lock it for the remainder of the school day.
- Each grade-level complex will have two designated unlocking stations.
- At dismissal, students will unlock their pouches at these stations and return them to the bin labeled with their first-period teacher's name.

DISTRIBUTION PROCESS



CONSEQUENCES



- Damaging a Yondr pouch
 - \$25 restitution
- Losing a Yondr pouch
 - \$25 restitution
- Failure to use the Yondr pouch, after given an opportunity to use the pouch
 - 1st offense: Confiscation of phone and returned to student at the end of the day
 - 2nd offense: Confiscation of phone and parent required to pick up the phone
 - 3rd offense: Phone turned in daily to the front office
- Using a "dummy" phone in the Yondr pouch
 - 1st offense: Confiscation of phone and returned to student at the end of the day
 - 2nd offense: Confiscation of phone and parent required to pick up the phone
 - 3rd offense: Phone turned in daily to the front office

Staff Listings & Schedules

This section provides a comprehensive overview of the protocols and processes that ensure the smooth and effective operation of Mary E. Britton Middle School. Here, you will find detailed guidelines on various operational aspects, including administrative tasks, safety procedures, and day-to-day functions. Adhering to these procedures is crucial for maintaining consistency, efficiency, and clarity in our school's operations. By familiarizing yourself with these standards, you will contribute to a well-organized and supportive environment where both staff and students can thrive.



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School Staff Listing



Staff Member	Position	Rm	Ext	Staff Member	Position	Rm	Ext
Akers, Lizzie	6 Math/Sci	A114	61226	Kiser, Nikki	Accounts spec.	B108	61204
Alvarez, Ketcia	MSD	C114	61264	Koop, Ro	AP	C211	12340
Barger, Brent	8 Social studies	C236	61287	Lennon, Dan	Social worker	D202	61211
Barlow, Jennifer	6 Social studies	A126	61232	Losch, Rachel	Visual art	C128	61270
Bartley, Willie	Dean of students	D205	61214	Mack, Carla	Comm. liaison	B115	12347
Bingham, Dana	MTSS Reading	C108	61259	Manley, Jenn	Medical sciences	C111	61261
Blackburn, Eve	Orchestra	E103	61290	McCord-Elgueta, Shannon	6 ECE	A132	61235
Brack-Jones, Yolanda	Library media	D101	61208	McDaniel, Kiara	LBD para	A216	61245
Brett, Lauren	Registrar	B109	12344	McGuire, Jeremy	Multimedia arts	C126	61269
Brock, Keith	8 ELA	C208	61273	McKenzie, Stacey	Math	A206	61238
Bromagen, Hayley	AP	A211	12341	Mitchell, Shane	Band	E104	61292
Brown, Megan	District GT	E102	61298	Nash, Abigail	7 ELA	A214	61244
Browning, Missy	Pathways/PAWS	A120	61229	Neal, Allison	7 ECE	A232	61253
Cain, Cyndee	7 ECE	A218	61246	Norris, Lisa	Admin assistant	B103	12342
Caldwell, AJ	6 Social studies	A110	61223	Ocasio-Diaz, Leonel	Spanish	C106	61256
Ciolek, Christina	OT	C112	61262	Orta Coira, Rancet	Custodian	F105	61218
Coffey, Gary	Custodian	F105	61218	Pagan, Melissa	Attendance	B104	12343
Czirr, Ashley	6 Math	A106	61220	Palagi, Lizzy	8 Math	C204	61271
Dean, Donald	English learners	C122	61267	Peniston, Nathan	PASS	C220	61278
Del Rio, Madeline	7 ELA	A228	61251	Perrine, Scott	Resource officer	B102	61202
Diamond, Kelly	Band	E104	61293	Peugh, Melissa	8 ELA	C232	61285
Dobbins, Theresa	8 ECE	C207	61300	Piatt, Anne	MTSS Math	C110	61260
Downey, Amy	ACC	B114	61207	Rawlins, Annabel	SLP	C116	61265
Embry, Jill	Counselor	A123	61230	Reid, Ihyan	RESET	C107	61258
Estep, Missy	6 ELA	A118	61228	Renz, Renee	6 ECE	A116	61227
Fike, Alex	Chorus	E110	61294	Richardson, Cache	DMH Specialist	C227	61282
Gilliam, Melissa	MSD para	C114	61264	Ritter, Whitney	7 Science	A236	61254
Gonzalez, Carlos	Custodian	F105	61218	Robinson, Alex G	8 Math	A230	61252
Gray, Tonya	BHSI Therapist	B205	61214	Sanford, Traci	6 ELA	A128	61233
Hensley, Allen	8 Science	C224	61280	Saurer, Brooke	Psychologist	B111	61205
Henson, Tyrone	Lead custodian	F105	61218	Savastio, David	7 Social studies	A210	61241
Hermes, Ethan	Custodian	F105	61218	Silva, Isabel	Cafeteria	F103A	12346
Holland, Dwayne	Custodian	F105	61218	Smith, Chase	6 Science	A136	61236
Hoskins, Dave	Principal	B110	12339	Smith, Dale	Pathways/PAWS	A220	61247
Hutchinson, Cameryn	8 Science	C228	61283	Stewart, Taylor	Family con sci	E101	61288
Hyde, Lauren	MTSS coord.	D103	61209	Tribble, Brian	LBD para	A216	61245
Jansen, Blaire	6 ELA	A108	61221	Tribble, Kire	PE & health	G107	61295
Jervis, Melissa	Nurse	B105	61203	Turner, Brian	6 ELA / SS	A124	61231
Johnson, Brett	Counselor	A223	61248	Tyree, Scott	7 Social studies	A226	61250
Johnson, Jana	7 Science	A202	61237	Vance, Ellie	Math	A130	61234
Jones, Gina	MSD	C114	61264	Walden, Jarrod	MSD para	C114	61264
Jones, Kiley	8 ECE	C230	61284	Widmer, Elliot	6 Science	A102	61219
Jones, Mike	TRT/AD	A111	61257	Wilson, Jeffrey	Custodian	F105	61218
Kekic, Neira	Math	C234	61286	Wright, Brock	8 Social studies	C210	61275
Kiniry, Haley	Agriscience	C120	61266				

Daily Schedule



SIXTH GRADE DAILY SCHEDULE



- Homeroom: 8:35-9:00 AM
- 1st period: 9:05-10:00 AM (core class)
- 2nd period: 10:04-10:54 AM (core class)
- 3rd period: 10:58 AM-11:48 AM (Pathways class)
- 4th period: 11:52 AM-1:13 PM (core class with lunch included)
 - Lunch block 1: 11:56 AM-12:19 PM
 - Lunch block 2: 12:00-12:23 PM
 - Lunch block 3: 12:04-12:27 PM
 - Lunch block 4: 12:08-12:31 PM
 - Lunch block 5: 12:12-12:35 PM
- 5th period: 1:17-2:07 PM (academic enhancement class)
- 6th period: 2:11-3:01 PM (Pathways class)
- 7th period: 3:05-3:55 PM (core class)

SEVENTH GRADE DAILY SCHEDULE

- Homeroom: 8:35-9:00 AM
- 1st period: 9:05-10:00 AM (core class)
- 2nd period: 10:04-10:54 AM (Pathways class)
- 3rd period: 10:58 AM-11:12 AM (core class with lunch included)
 - Lunch block 1: 11:16-11:39 AM
 - Lunch block 2: 11:20-11:43 AM
 - Lunch block 3: 11:24-11:47 AM
 - Lunch block 4: 11:28-11:51 AM
 - Lunch block 5: 11:32-11:54 AM
- 4th period: 12:23-1:13 PM (academic enhancement class)
- 5th period: 1:17-2:07 PM (Pathways class)
- 6th period: 2:11-3:01 PM (core class)
- 7th period: 3:05-3:55 PM (core class)



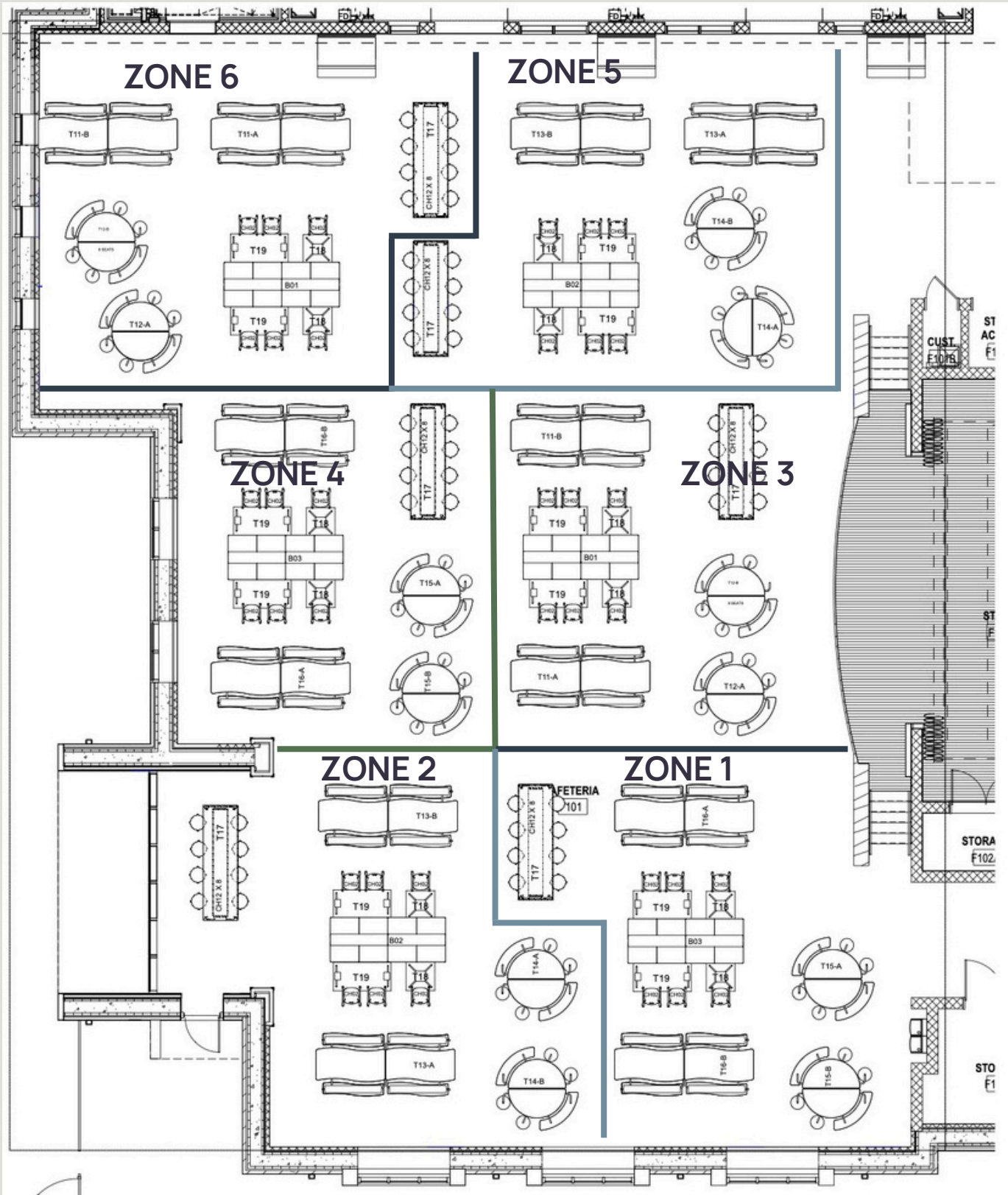
EIGHTH GRADE DAILY SCHEDULE

- Homeroom: 8:35-9:00 AM
- 1st period: 9:05-10:00 AM (Pathways class)
- 2nd period: 10:04-10:54 AM (core class)
- 3rd period: 10:58 AM-11:12 AM (core class with lunch included)
 - Lunch block 1: 11:04-11:27 AM
 - Lunch block 2: 11:08-11:31 AM
 - Lunch block 3: 11:12-11:35 AM
- 4th period: 12:23-1:13 PM (academic enhancement class)
- 5th period: 1:17-2:07 PM (Pathways class)
- 6th period: 2:11-3:01 PM (core class)
- 7th period: 3:05-3:55 PM (core class)

TERMS

- Core classes are the English language arts, math, science, and social studies
- Pathways classes are electives or exploratory classes.
- Academic enhancement is enrichment or remediation courses. Students could be in intervention classes are additional reading or math support. Students could also take extension courses in the other subject areas.

Lunch Schedule Map



Dates of Public Events



EVENT	DATE	TIME	AUDIENCE	PURPOSE	LEAD
Britton Bash	August 10, 2026	6:00-7:30 PM	Community	Positive start to new year	PTSA
Fall dance	October 16, 2026	4:15-6:00 PM	All grades	Fundraiser	Bruins
Veteran's Day Celebration	November 10, 2026	1:00-3:00 PM	Veterans	Showcase	Bearitones
All Things Britton	November 18, 2026	6:00-7:30 PM	Community	Showcase	Pathways
			Families		
		4:15-6:00 PM		Fundraiser	Grizzlies
Winter dance	December 11, 2026	6:00-7:30 PM	All grades	Showcase	Grizzlies
Student led conferences	January 21, 2027	4:15-6:00 PM	All grades	Fundraiser	Kodiaks/Polars
Valentine's Dance	February 12, 2027	6:00-7:30 PM	All grades	Showcase	Pathways
Career exposition	March 23, 2027	6:00-7:30 PM	Incoming 6 th grade	Orientation	Kodiaks/Polars
Welcome to Britton	May 5, 2027	6:00-8:00 PM	8th grade	Last dance for 8 th grade	Bruins
8 th grade dance	May 21, 2027	10:30-11:30 AM	8th grade	Promotion to high school	Bruins
8 th grade promotion ceremony	May 26, 2027				

Please see our website at
britton.fcps.net
 for practice schedules, club meetings, concerts, and athletic events.

Standard Operating Procedures

This section provides a comprehensive overview of the protocols and processes that ensure the smooth and effective operation of Mary E. Britton Middle School. Here, you will find detailed guidelines on various operational aspects, including administrative tasks, safety procedures, and day-to-day functions. Adhering to these procedures is crucial for maintaining consistency, efficiency, and clarity in our school's operations. By familiarizing yourself with these standards, you will contribute to a well-organized and supportive environment where both staff and students can thrive.



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Standard Operating Procedures



DRESS CODE

Dress code

- Teachers check dress code during first-period attendance.
- If a student is out of dress code, the grade level administrator will take the student to the YSC for replacement clothing. The grade level administrator may allow the student to call home for a change of clothes.
- Youth Service Center stocks appropriate clothing for students who violate the dress code.
- Refusal to change into school appropriate clothing may lead to assignment to RESET.
- Backpacks must be kept in student lockers



ATTENDANCE AND ABSENCE PROCEDURES

Absentee notes

- Parents are encouraged to email absentee notes to the attendance clerk.
- Paper notes will be submitted at designated areas when students enter the building each day.
- If a student forgets to turn in the note at the designated area, they should submit the note to their first period teacher.

Student arrival

- Students report directly to seventh-period class upon arrival.
- "Grab-and-go" breakfast is available in front of the 6th grade complex (car riders) and in the cafeteria for (bus riders); eat in homeroom.
- Large trash cans will be placed in each complex for breakfast disposal.
- Homeroom assignment varies daily by grade level.
- At 9:00 AM, all grade levels transition their lockers then to first period.

Early checkout

- Students will remain in the classroom until the parent or guardian arrives.
- Photo identification is required for a person to check out a student- no exceptions.

Student dismissal

- Students will be dismissed by grade level at the end of afternoon announcements.
- Teachers are not to dismiss students prior to the grade level being dismissed on the PA.
- All student athletes and club members will stay in the grade level complex until "General Dismissal" is called.
- Teachers should follow students out of the building for supervision, with one teacher staying back to ensure the hall is clear.

Bus passes

- Students needing a bus pass should:
 - Obtain signed note from parent/guardian.
 - Bring note to the front office before seventh period.
 - Attendance will issue the pass to the student to present to the bus driver.



Standard Operating Procedures



HALLWAY AND TRANSITION PROCEDURES

Hall passes

- Each grade level will be assigned a specific color lanyard as a hallpass, with a designated tag on each lanyard for the student's destination.
- Students in the hall **must** have a hall pass.
- Students who abuse hall pass privileges will be placed on a hallway restriction plan using eOS.

Class change

- Teachers must be at their designated location during class change.
- Be in the middle of the hall and scan.
- Remind students of appropriate hallway behavior.
- Students should **not** use the restrooms between classes unless they have checked in with a teacher.

Hallway timeout

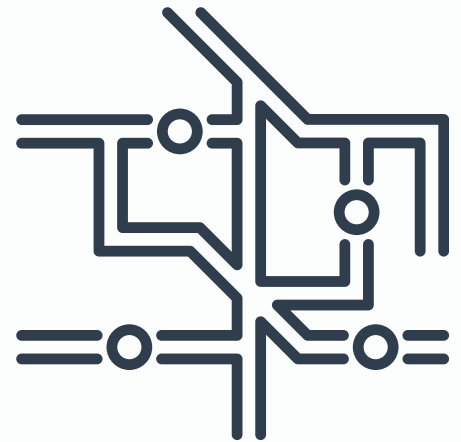
- Teachers may escort a student into the hallway to address behavior, but may not leave them unsupervised.

Working in hallways

- No academic work is permitted in the halls during instructional time.

End-10 Rule

- The last 10 minutes of class is "closed" for hall traffic—students may only leave for emergencies.



TECHNOLOGY SUPPORT



Chromebook assistance

- Students must use a hall pass to bring malfunctioning devices to Mr. Jones in Room 123.
- If Mr. Jones is unavailable, leave the device with the 7th-period teacher.
- Each grade-level teacher keeps 2–4 loaner Chromebooks on hand.
- Students must resolve Chromebook issues before first period begins.

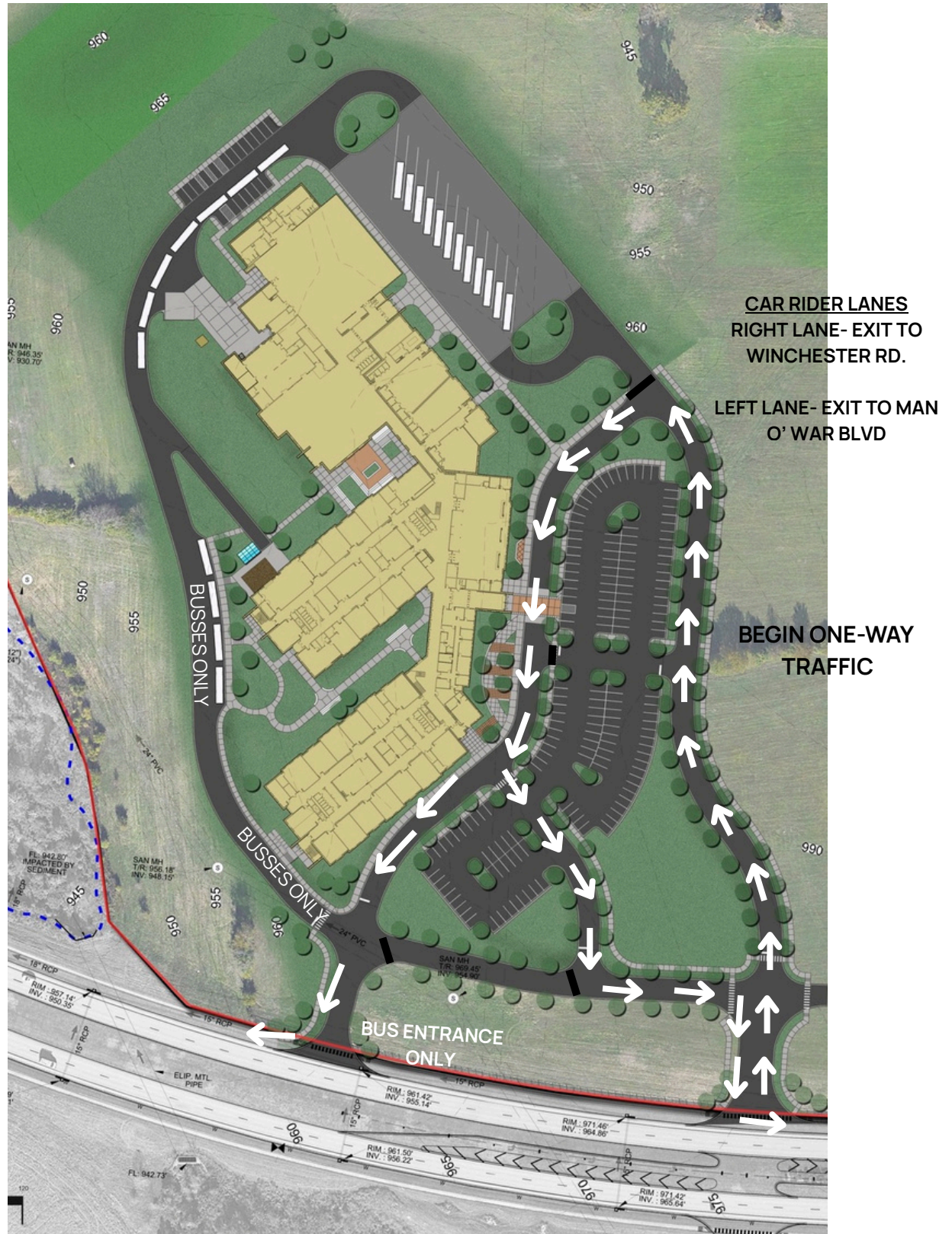
Electronic devices

- Students may use their school provided Chromebook.
- Personal devices are not allowed in class.

Yondr Pouches

- Unused pouches are collected by a student and returned to the front office.
- Late-arriving students pick up their Yondr pouch at the attendance desk.

Arrival & Dismissal Procedures



Late Arrival and Early Dismissal



LATE ARRIVAL PROTOCOL

One Hour Delay Schedule (school starts at 10:05 AM)

- Students report directly to second period. First period will be canceled for the day.
- Morning announcements will begin at 10:00.
- Students counted tardy at 10:05.
- Schedule will be as normal for the remainder of the day (3rd-7th period as scheduled).

Two Hour Delay Schedule (school starts at 11:05 AM)

- Students report directly to THIRD PERIOD. First and second period will be canceled for the day.
- No morning news.
- Eighth grade will report to lunch at 11:00 and take roll after lunch ends.
- Eighth graders reporting late will be sent directly to the cafeteria, or class, depending on the time.
- Schedule will be normal for the remainder of the day (4th-7th period as scheduled).

If we see heavy use of the delays, we can adjust the times, so we don't miss first and second period too often. Please keep in mind the difficulty of adjusting the schedule due to itinerant personnel, and their available times.

Grade levels will not deviate from this daily schedule.

EARLY DISMISSAL PROTOCOL

- We will not move to an alternate schedule.
- Teams shall not deviate from normal schedule.
- We will not have an alternate lunch schedule.
- The last 15 minutes of school, we will have all students' transition to their 7th period so that we can maintain consistent dismissal procedures.
- In anticipation of parents coming early:
 - Four people will be stationed throughout the building (music wing, 6th grade, 7th grade & 8th grade hallways) with walkie talkies. These people will communicate with the checkout station and will pull students individually from classrooms. This will help eliminate calls and multiple PA pages.

Procedure For Tutoring



TUTORING DATES

Tutoring will be paid using ESS funds. Teachers who work tutoring will still be expected to work three after school events (games or concerts)

AUGUST No sessions	SEPTEMBER 2nd 9th 16th 23rd	OCTOBER 7th 14th 21st 28th	NOVEMBER 4th 11th 18th	DECEMBER 2nd 9th 16th
JANUARY 6th 13th 20th 27th	FEBRUARY 3rd 10th 17th 24th	MARCH 3rd 10th 17th 24th 31st	APRIL 14th 21st 28th	

TEACHER RESPONSIBILITIES DURING TUTORING

- Be on time in the student center at 4:05 PM.
- Math and science teachers will pull students to one area of the Library Media Center, and language arts and social studies will pull to the other area of the Library Media Center. This is to ensure a teacher is not alone with any group of students after school hours.
- Actively monitor and assist students. A teacher should not be on their cellphone or computer during this time but should be assisting students.
- Hold students until 5:05 PM. Do not allow a student to leave early, unless someone in the front office has instructed you differently.
- Two teachers should walk students outside after tutoring is over. Administration will assist with supervision outside at the conclusion of detention.
- Leave the area as you found it.

STUDENT EXPECTATIONS DURING TUTORING

- **Sign up by noon!** If you want to come to tutoring on a certain day, you must sign up by 12:00 PM (noon) using the **online Google Form you'll find on our school's website**. If you don't sign up, you won't be able to stay.
- Be on time and in the right place! Make sure you **arrive in the Library Media Center by 4:05 PM sharp**.
- **Come prepared!** Bring your schoolwork, your Chromebook, and anything else you need to get help with. If you don't bring your materials, you'll be sent to the detention room until someone can pick you up.
- **Follow school rules.** All regular school rules apply during tutoring. If you misbehave, you could get an eOS violation, and you might lose your chance to come to tutoring in the future.
- **Stay until the end.** Tutoring runs until **5:05 PM**, and you're expected to stay for the whole time. No early dismissals!
- **Have a ride ready!** Make sure your ride is at the school to pick you up by 5:15 PM. If you're consistently picked up late, you might lose your tutoring privileges.

Supply List and School Fees



6th Grade

- Wired headphones (compatible w/ Chromebook)
- Pencils 4 Composition
- Notebooks (2 Sci/1 ELA)
- 2 Two Pocket Folder (Sci/SS)
- 1' 3-ring Binder (Math)
- Loose-leaf Paper (Math)
- Markers
- Highlighters
- Colored Pencils
- Pouch Recommended:

Last Name A-M: Box of Tissues

Last Name N-Z: Lysol Wipes

Optional: TI-34 Calculator

7th Grade

- Wired headphones (compatible w/ Chromebook)
- Pencils
- 2 Composition Notebooks (Science)
- 2 Spiral Notebooks (Math/SS)
- 2 Two Pocket Folder (Sci/SS)
- (Sci/SS) Markers
- Highlighters
- Colored Pencils
- Pouch Recommended

Last Name A-M: Box of Tissues

Last Name N-Z: Lysol Wipes

Optional: TI-34 Calculator

8th Grade

- Wired headphones (compatible with Chromebook)
- Pencils
- 2 Composition Notebooks (Science)
- 4 Two Pocket Folder (Sci/SS/ELA/Math)
- Loose-leaf Paper (Math)
- 4 Highlighters, different colors (ELA)
- 1 spiral notebook (ELA)
- Pouch Recommended

Last Name A-M: Box of Tissues

Last Name N-Z: Lysol Wipes

Optional: TI-34 Calculator

Pathway Courses

Ag science: 3 ring binder

FCS: Pocket folder

Spanish: Composition notebook, glue stick, Lysol wipes

Visual art:

- 8.5 x 11 sketchbook
- 3 prong binders
- Pack of #2 pencils
- Box of black fine sharpies

Medical sciences:

- Two pocket, folder
- One subject notebook
- Lysol wipes
- Post-It notes
- 3x5 index cards

Supply List and School Fees



6th Grade Fees

- Locker rental: \$5
- Technology: \$25
- Athletics: \$25 per sport
- English language arts: \$25
- Math: \$5
- Science: \$15
- Social studies: \$25
- Agriscience Exploration 6: \$10
- Introduction to FCS 6: \$20
- Fundamentals of Health Care: \$15
- PE 6: \$15
- Band: \$25
- Chorus: \$10
- Orchestra: \$25
- Instrument rental: \$25
- Exploratory Art 6: \$25
- Introduction to Creative Media Arts: \$25
- Spanish 1 Introduction: \$10

7th Grade Fees

- Locker rental: \$5
- Technology: \$25
- Athletics: \$25 per sport
- English language arts: \$25
- Math: \$5
- Science: \$15
- Social studies: \$25
- Agriscience Exploration 7: \$10
- Introduction to FCS 7: \$20
- Introduction to Health Care Professions: \$15
- PE 7: \$15
- Band: \$25
- Chorus: \$10
- Orchestra: \$25
- Instrument rental: \$25
- Exploratory Art 7: \$25
- Moving Image Production: \$25
- Spanish 1: \$10

8th Grade Fees

- Locker rental: \$5
- Technology: \$25
- Athletics: \$25 per sport
- English language arts: \$25
- Math: \$5
- Science: \$15
- Social studies: \$25
- Agriscience: \$10
- Life Skills Essentials: \$20
- Principles of Health Science: \$15
- PE/Health: \$15
- Band: \$25
- Chorus: \$10
- Orchestra: \$25
- Instrument rental: \$25
- Art I: \$25
- Multimedia Production: \$25
- Spanish 2: \$10

- Students only pay fees for classes, sports, or extracurriculars for which they are enrolled or participate in
- All school fees can be paid:
 - Online at <https://fayetteky.schoolcashonline.com>
 - With ONE cash or check at Britton Bash
 - With cash or check to each content area teacher

Roles and Responsibilities

This section outlines the key duties and expectations for various job duties in our school. Clear understanding and adherence to these roles and responsibilities are essential for maintaining a positive and productive learning environment. By working together and fulfilling our respective roles, we can ensure the success and well-being of every student, fostering an atmosphere of mutual respect, collaboration, and academic excellence



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- [Who to contact](#)
- [Coaches and sponsors](#)

Leadership Structure



Mary E. Britton Middle School is organized around four leadership pillars. Each pillar is responsible for specific systems, programs, and personnel that support student success.

DAVE HOSKINS

Principal

Strategic Responsibilities

- ✓ Vision and Culture
- ✓ Instructional Leadership
- ✓ Leadership Development
- ✓ Community Partnerships
- ✓ Budget and Operations
- ✓ School Improvement Planning

Evaluations

- ✓ Administration and Counselors
- ✓ Arts and Humanities
- ✓ Career and Technical Education
- ✓ Exceptional Child Education
- ✓ Classified Personnel
- ✓ Team and instructional leads



We're Here to Help!

Who to Contact



Our leadership team is organized to ensure every student and family receives timely support. Use the guide below to identify the best place to start. If you're ever unsure, contact the Front Office, and we'll connect you with the right person.



TEACHING, LEARNING, & ASSESSMENT

Questions about your child's learning and academic progress.

Classroom teacher

Academic concerns
Class assignments
Curriculum questions
Homework questions
Grades
Missing work

Lauren Hyde

Academic interventions

Megan Brown

Gifted and talented services

Amy Downey

IEP concerns

Grade level counselor

504 plans
Academic testing
High school credit
Schedule changes



CULTURE & STUDENT SERVICES

Supporting every student's success and well-being.

Melissa Pagan

Attendance concerns
Excused absences
Tardies

Classroom teacher

Student behavior

Counselor

Bullying concerns
Student conflict
Mental health support
Threat concerns

Mike Jones

Athletics
Athletic eligibility



FAMILY PARTNERSHIPS & RESOURCES

Supporting every student's success and well-being.

Carla Mack

Community resources
Food assistance
Clothing assistance
School supplies
Volunteer opportunities
Donates

Mike Jones

Facility rentals
ParentSquare assistance

Dave Hoskins

Website
Social media
General concerns



STUDENT SUCCESS & OPERATIONS

Connecting families with opportunities and support.

Lauren Brett

Enrollment
Withdrawal
Address changes
Emergency contacts

Melissa Jervis

Medication at school
Immunizations
Physicals

Nikki Kiser

Fees and payments

Mike Jones

Chromebook issues

Lisa Norris

Lost and found
Building access
Transportation
General questions

Coaches and Sponsors



ACADEMIC

Instructional Leads

- Exceptional children... Cyndee Cain
- English language arts... Lauren Hyde
- Math... Ashley Czirr
- Science... Whitney Ritter
- Social studies... David Savastio
- Pathways..... Taylor Stewart

Team Leads

- 6th grade... Chase Smith
- 6th grade... Blaire Jansen
- 7th grade... Abigail Nash
- 7th grade... Allison Neal
- 8th grade... Melissa Peugh
- Pathways... Jeremy McGuire

Clubs

- Academic team... Chase Smith and Elliott Widmer
- Art club... Rachel Losch
- BEARS...
- Beta club... Melissa Peugh
- eSports... Traci Rust
- FCA... David Savastio
- FFA... Haley Kiniry
- FCCLA... Taylor Stewart
- Get Fit... Dale Smith
- GLOW... Ihyan Reid
- HOSA... Jenn Manley
- Jazz band... Shane Mitchell
- News team... Jeremy McGuire
- STLP... Mike Jones
- Student council... Missy Estep
- Yearbook... Cyndee Cain and Abigail Nash

Staff Support

- Building assessment coordinator... Jill Embry
- ESS coordinator... Anne Piatt
- IC building coach... Brett Johnson
- Elevate coach... Anne Piatt
- School technology coordinator... Mike Jones

ATHLETIC

Archery

- Head coach... Ashley Czirr

Football

- Head coach... Andy Halloran
- Assistant coach... Scott Tyree
- Assistant coach... Jared Kerr
- Assistant coach... Derek Kirchner
- Assitant coach.... LaMont Brown

Golf

- Head coach... Kyle Potter

Cross country

- Head coach... Leah Parks
- Assistant coach... Ben Kwan

Volleyball

- Head coach... Whitney Ritter
- Assistant coach... Ellie Vance

Girls' basketball

- Head coach... Dale Smith
- Assistant coach... Allen Hensley
- Assistant coach.... Mike Graves

Cheerleading

- Head coach... Cameryn Hutchinson
- Assistant coach... Mia Greene

Dance

- Head coach... Lauren Brett
- Assistant coach... Missy Browning

Boys' basketball

- Head coach... Allen Hensley
- Assistant coach... Dale Smith
- Assistant coach.... Owen Manley

Track and field

- Head coach... Leah Park
- Assistant coach... Ben Kwan
- Assistant coach... Ketcia Alvarez-Depaz
- Assistant coach... Marty Park
- Assistant coach... Madeline Del Rio

Lacrosse

- Boys' head coach... John Winterton
- Boys' assistant coach... vacant
- Girls' head coach... Alex Robinson
- Girls' assistant coach... Whitney Ritter

Appendices

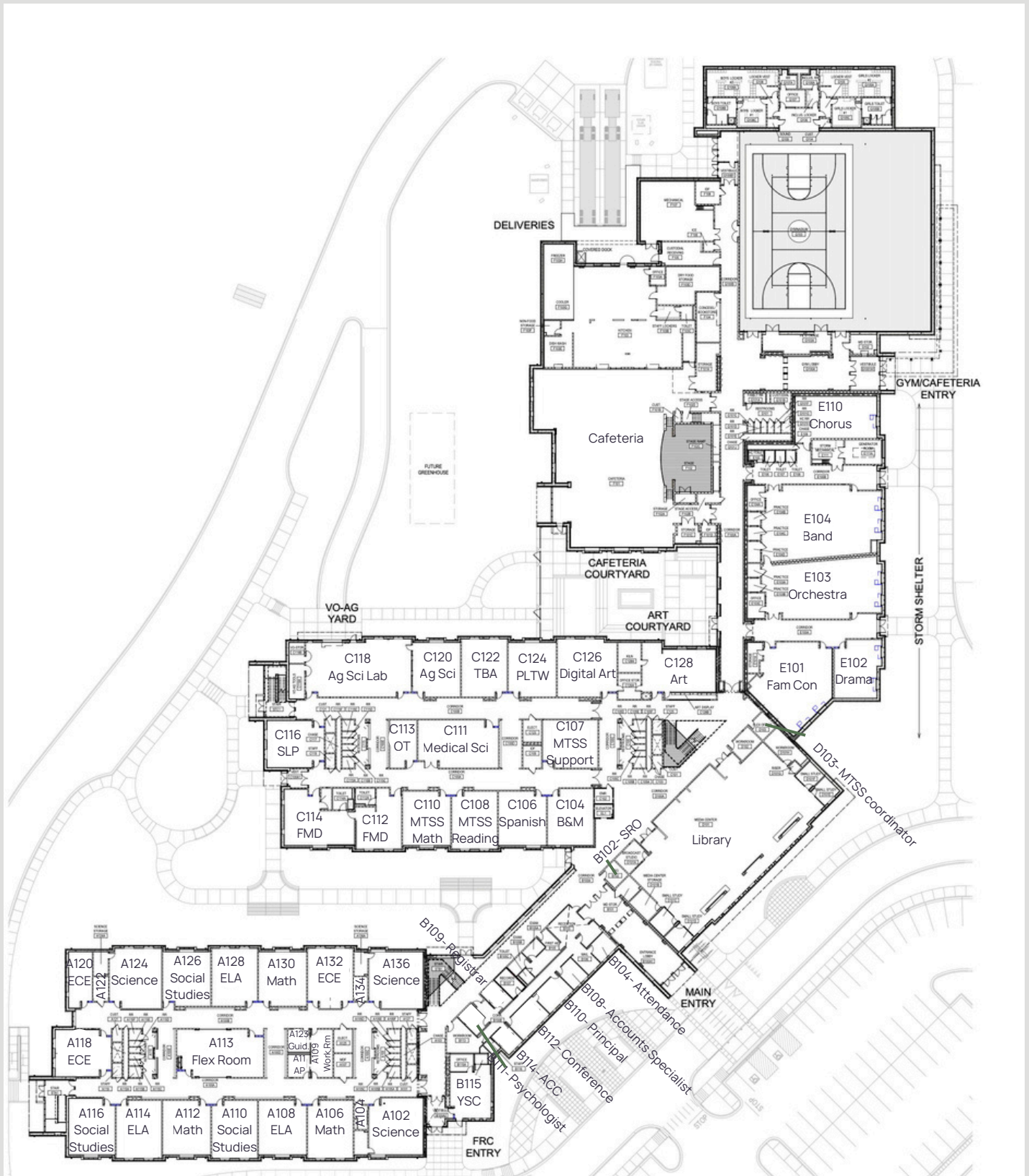
This section contains supplementary materials and additional resources to support the main content of the handbook. Here, you will find important forms, maps, lists, and other information. The appendices are designed to provide comprehensive information and easy access to essential resources, ensuring that all members of our school community are well-informed and equipped to contribute to a positive and effective educational experience.



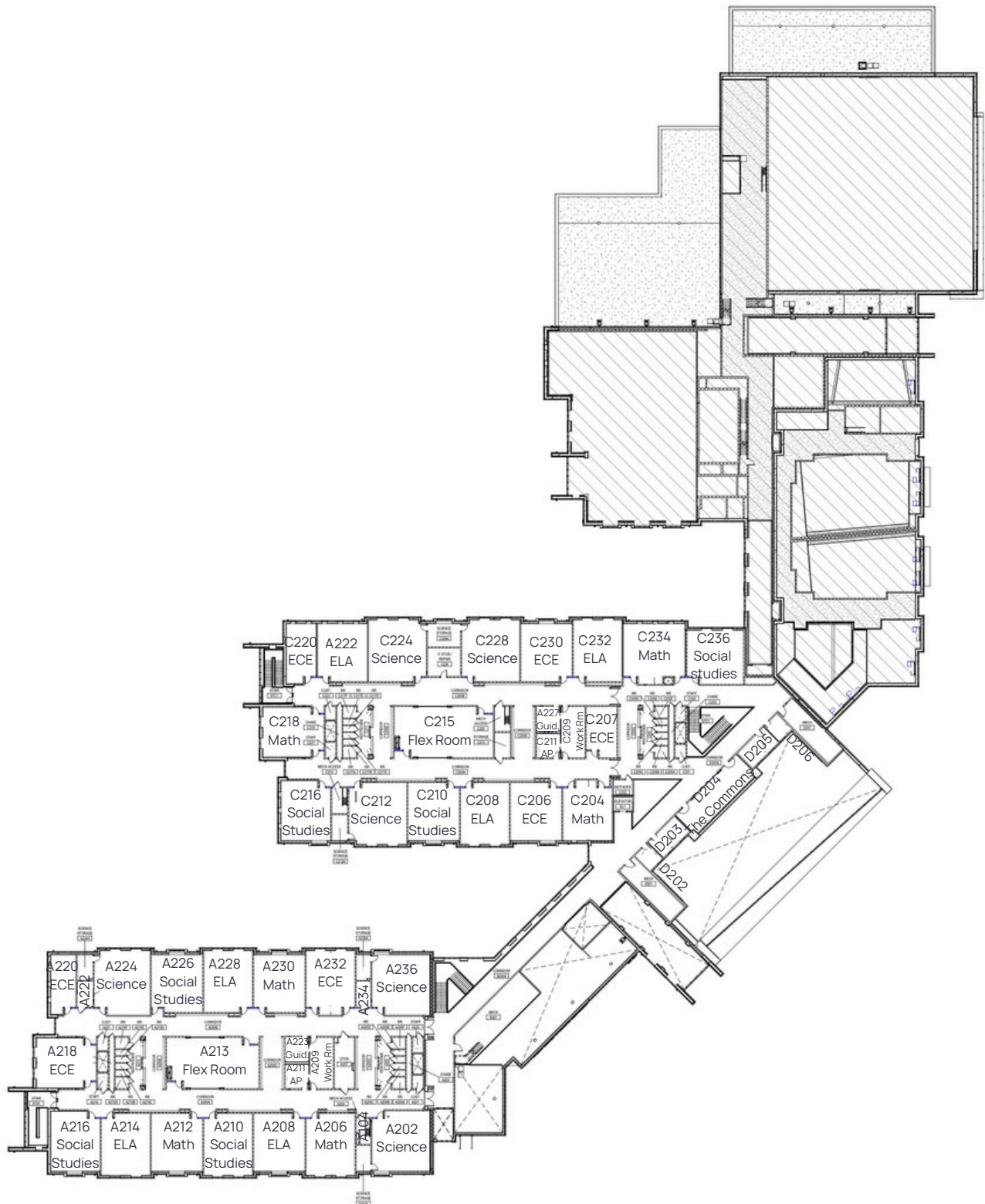
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First Floor School Map



Second Floor School Map



Descriptions of Expectations



BEHAVIOR

- Maintain appropriate communication, using polite language and following the expected voice level for each area



ENGAGEMENT

- Stay actively engaged in the activity and know how to seek help appropriately if needed.



AWARENESS

- Be aware of your role in the activity and understand the expectations. Know what you should be doing and how your actions affect others.



RESPECT

- Show respect for the space and people around you by moving appropriately and following the guidelines for the area.



SAFETY

- Participate in a way that keeps everyone safe, following all safety rules and guidelines.

Expectations for Assemblies



BEHAVIOR

- Maintain voice level 0
- Stay seated in your assigned spot without switching seats.



ENGAGEMENT

- Participate by listening attentively and clapping at appropriate times.



AWARENESS

- Be aware of the program and presenter(s).
- Remain seated and stay down if seated on the floor (no sitting on your knees).



RESPECT

- Follow the rules and stay quiet during the performance.
- Wait for an adult to dismiss your area to return to class.



SAFETY

- Walk in a line, one behind the other, keeping hands, feet, and body to yourself.
- Stay seated during the assembly and do not leave during the performance.

Expectations for Pep Rallies



BEHAVIOR

- Voice Level 2 or Outside Voice when cheering
- Voice Level 0 any time attention signal is given



ENGAGEMENT

- Celebrate the accomplishments of other students and groups.



AWARENESS

- Pay attention to the program and performers.
- Cheer and clap at appropriate times.



RESPECT

- Enter in a line, one behind the other, and sit where assigned.
- No leaving during a performance without permission.



SAFETY

- Walk with hands, feet, and body to yourself.
- Follow all instructions for safety during the event.

Expectations for Field Trips



BEHAVIOR

- Voice Level 0 during any group instruction
- Voice Level 1 to 2 during completion of tasks indoors



ENGAGEMENT

- Participate fully in curriculum-based activities
- Complete tasks as assigned.



AWARENESS

- Stay with your assigned group and chaperones.
- Follow bus riding expectations and instructions.



RESPECT

- Respect the rules of the location you are visiting.
- Follow instructions of the adults in charge.



SAFETY

- Always walk and follow the designated travel route.
- Keep safety in mind during all activities.

Expectations for Cafeteria



BEHAVIOR

- Voice level 1 while in line to get your meal
- Voice Level 1 or 2 at table



ENGAGEMENT

- Enjoy your meal
- Use appropriate manners (please, thank you, etc.)



AWARENESS

- Follow the traffic pattern to get your lunch
- Sit at your assigned table
- Clean up your area when done



RESPECT

- Raise your hand if you need assistance.
- Listen and follow directions when dismissed.



SAFETY

- Say seated after getting your food.
- Ask permission to leave your seat
- Walk at all times.

Expectations for Class Changes



BEHAVIOR

- Use voice level 2 during transitions.



ENGAGEMENT

- Gather all materials for your next class and move directly to your destination.



AWARENESS

- Be aware of your surroundings
- Keep hands, feet, and comments to yourself



RESPECT

- Arrive on time
- Arrive prepared for class



SAFETY

- Walk calmly to your next class
- Keep hands, feet, and comments to yourself

Expectations for Restrooms



BEHAVIOR

- Voice Level 0 or Voice Level 1



ENGAGEMENT

- Use the restroom appropriately
- Follow hygiene practice (flush toilet, wash hands with soap, dry hands)



AWARENESS

- Maintain cleanliness by flushing the toilet
- Alert an adult if something is wrong with the restroom



RESPECT

- Respect others' privacy and space in the restroom



SAFETY

- Walk calmly and keep hands, feet, and comments to yourself.

Expectations for Arrival



BEHAVIOR

- Voice Level 1 or Voice Level 2



ENGAGEMENT

- Proceed directly to your appropriate destination



AWARENESS

- Follow the school traffic pattern upon entering the building
- Stop for breakfast prior to entering your first period class.



RESPECT

- Enter the building respectfully
- Report directly to your first period class



SAFETY

- Bus riders enter building through the athletic entrance
- Car riders and walkers enter building through the YSC entrance
- Proceed to your first period class

Expectations for Dismissal



BEHAVIOR

- Voice Level 0 during any announcements
- Voice Level 1 or Voice Level 2 in hallway or when there are not announcements



ENGAGEMENT

- Exit the school safely and orderly
- Bus riders will exit using the athletic entrance/exit
- Car riders will exit using the YSC entrance/exit
- Those staying report directly to after school activity



AWARENESS

- Gather all materials you need to take home



RESPECT

- Wait for your group to be called before leaving the classroom
- Students will be dismissed by grade level



SAFETY

- Walk at all times
- Observe safety rules at crosswalks and on busses

Expectations for Media Center



BEHAVIOR

- Voice Level 0 unless otherwise instructed (maximum Voice Level 1)



ENGAGEMENT

- Participate in lessons
- Use resources responsibly



AWARENESS

- Be aware of media center rules
- Keep noise levels down



RESPECT

- Approach the media specialist politely
- Wait to be recognized



SAFETY

- Walk calmly and move quietly while using media center resources

Expectations for Emergencies



BEHAVIOR

- Maintain voice level 0



ENGAGEMENT

- Continue moving as directed by teacher
- Raise hand once everyone is in correct area.



AWARENESS

- Walk in orderly fashion along designated route to quickly move to safety



RESPECT

- Respect the seriousness of the situation by staying quiet and following directions



SAFETY

- Listen and follow all teacher directions; remain quiet, move quickly.
- Remain in teacher directed area until asked to move.

Expectations for Detention



BEHAVIOR

- Maintain voice level 0



ENGAGEMENT

- Complete detention assignment(s)
- Use remaining time for homework or classwork



AWARENESS

- Come prepared with paper and a writing instrument
- Stay on task until detention has ended



RESPECT

- Enter the cafeteria
- Sign in with detention supervisor
- Sit in seat assigned by detention supervisor



SAFETY

- Enter and exit the detention area at a voice level 0
- Keeps hand, feet, and comments to yourself

Expectations for Flex Rooms



BEHAVIOR

- Voice level 0 when entering
- Voice Level 1 or 2 while working



ENGAGEMENT

- Participate in lessons
- Use resources responsibly



AWARENESS

- Be aware of flex room rules
- Keep noise levels down



RESPECT

- Respect the equipment and space by taking care of equipment



SAFETY

- Walk calmly and move quietly while using flex room resources and space