

# Stuart Pepper Middle School Student Handbook



2020-2021

**Stuart Pepper Middle School**  
**stuartpepper.ky.mcm.schoolinsites.com**  
**Student Handbook**  
**2020-2021**

This student information packet has been prepared and distributed to all SPMS students for the purpose of familiarizing the student and his/her parents/guardians with school policies and procedures that are currently in place at Stuart Pepper Middle School. **Please read all the information carefully.**

**SCHOOL WIDE EXPECTATIONS**

It is the philosophy of Stuart Pepper Middle School that if students are able to follow the school-wide expectations then they will be successful at SPMS.

1. Be where you are supposed to be when you are supposed to be there.
2. Put forth your best effort.
3. Respect yourself and others.

**MISSION**

All resources will be focused on improving teaching and learning. By establishing an atmosphere of Excellence through staff actions, programs, attitudes, and teamwork, SPMS will attain its vision.

**VISION**

Stuart Pepper Middle School will be recognized as a top performing school in Kentucky. SPMS will be a pace-setting school as evidenced by:

- Celebration of student successes.
- Students' test scores in the top ten percent.
- Positive promotion of school activities.
- Valued parent/community partnerships.
- Acknowledgment of staff as exemplary leaders.
- Implementation of cutting-edge technology.

[Title IX Summary Document](#)

**NTI DAYS**

Meade County Schools will participate in non-traditional instruction days on select days when schools are closed for inclement weather, etc. Students will continue the momentum of learning through virtual learning with their classroom teachers. Further information will be communicated to parents/guardians.

**RENAISSANCE**

Renaissance is a school-wide academic recognition program where all students celebrate academic success. Students earn cards for their grade point average (GPA): Gold card (4.0), Silver Card (3.99-3.5 without D's or F's), Bronze Card (3.49-3.00 without D's or F's), and E-cards (Improvement of .5 w/o F's and students nominated by teachers for outstanding effort.)

Celebrations may include rallies, t-shirts, entry into the 9 week celebration, plus discounts into games and dances. Additionally, students who have earned gold, silver, or bronze cards for the entire year may earn a larger celebration at the end of the year.

Students qualify for the progress report celebration by showing they are on target to become a Renaissance student. They must have C's and above and no zeros in any class.

### **RENAISSANCE BADGE COMPETITION**

Students compete by grade level for meeting academic and behavioral expectations. The grade level that earns the largest number of badges also earns a celebration. Badges that can be earned are (but not limited to): Renaissance Badge (largest percentage), AR Badge (highest percentage reaching AR goals), expectation badges (earning 15 or fewer referrals by team), and lunchroom expectations (being off lunch restriction for a calendar month).

### **GRADING SCALE**

A	90-100	D	60-69
B	80-89	F	59 and below
C	70-79	I	Incomplete

### **REPORT CARD CALENDAR 2020-2021**

(Dates are tentative due to the possibility of inclement weather)

	<b>First Quarter</b>	<b>Second Quarter</b>	<b>Third Quarter</b>	<b>Fourth Quarter</b>
<b>Progress Reports</b>	9/18	12/10	2/19	5/7
<b>Nine Weeks Ends</b>	10/30	1/22	3/19	Last Day of School
<b>Report Card</b>	11/4	1/26	3/23	Available on IC

The Infinite Campus **Parent Portal** allows a parent to monitor their son's/daughter's grades via an Internet connection. You can access the site from the school's web site. Existing accounts can still be accessed with the same username and password you've used in the past. If you have problems, please contact the school. Teachers post their grades weekly. Parents/guardians may expect grades to be current by Monday at 3:00 for the previous week. Parent/teacher conferences may be scheduled through the front office by contacting the counselors.

### **PARENTS/VISITORS**

Due to Covid-19 restrictions, parents/visitors are not allowed in the building without an appointment. If you have an urgent need, please call ahead to schedule an appointment with an administrator. Also, note that between 7:30-8:15 is a very busy time of supervision/beginning of the day and appointments should be made after 8:15. Visitors are required to be buzzed into the building and then to check into the front office upon arrival. The person entering the building must show a photo ID in order to sign in and will be given a visitor sticker to identify him/herself to the students and faculty. This ensures the safety of all the students.

## CLASS SCHEDULE

Warning Bell: 7:56

1st Block	7:58-10:10	7th Grade
	7:58-10:16	8th Grade
2nd Block	10:16-12:35	7th Grade
	10:22-12:41	8th Grade
3rd Block	12:41-2:46	7th Grade
	12:47-2:46	8th Grade

## ATTENDANCE PROCEDURES

Daily attendance is essential to student success. It is the responsibility of all students and parents to ensure good school attendance. There is a high correlation between successful academic performance and good daily attendance.

A student must have either a parent note or a doctor's statement in order for the absence to be categorized as excused. **A maximum of six parent notes are allowed per school year.**

**Students who need to miss school due to educational reasons must complete an EHO form signed by both the principal and the parents. These absences must be approved by the building principal ahead of the absence.**

**At three unexcused absences the student is considered truant. At six unexcused absences the student is categorized as habitually truant. Court intervention may take place at 3 or more unexcused absences and will take place at six or more unexcused absences.**

Doctor's statements or statement of an immediate family death, or court order are required in order for the student to be given an excused absence. (Please read the Attendance Policy in the Green Discipline and Behavior Code.) The medical statement should:

- A. State the nature of the illness
- B. Verify that it was necessary to miss school (include date and appointment time)

- On the day a student returns to school following an absence, the student must bring a written note to the office (from parent and/or doctor) indicating the reason for the absence.
- If absent for any reason, students will be allowed and EXPECTED to make up missing assignments in a timely manner. **It is the student's responsibility to talk with their teachers to ask for all missed work.**
- Students arriving after 7:58 a.m. or leaving school before 2:46 p.m. are considered tardy.
- In situations other than an emergency, students being picked up prior to the end of the school day will be required to provide a parent or doctor's note. The person picking up the student must sign them out in the office and **show picture identification to verify identity**. If that person is someone other than a parent/guardian, his or her name must be listed as an emergency contact in IC.

## MEDICATIONS

These procedures will be followed concerning medication administration in school.

1. **All medications will be kept in a locked cabinet in the school office and will be administered by office staff.** Students in violation of this policy will be subject to disciplinary action.
2. All prescription medications shall be brought to school in the original bottle with the original label **by the parent/guardian. No medications will be accepted in any container except the original bottle.**
3. A parent/guardian must complete a **medication permission form** before school personnel will administer medicines. Any special instructions should be noted.

4. The school will notify the parent that a refill is needed for medications taken daily.
5. Over the counter medications may be given by school personnel for a maximum of 3 days. A medication permission form will need to be completed for that specific medication. Over the counter medication should be in the original container, dated upon receipt, and given no more than three (3) consecutive days without a written permission from a Healthcare Provider. **Over the counter medication CANNOT be carried around by the student.** The medication will need to be picked up by the parent after 3 days or will be disposed of.
6. The school **cannot** provide medicines for any illness.
7. Asthma inhalers may be kept in the office or the student may carry them if the parent and the doctor fill out the proper form.
8. Special medication forms for emergency drugs such as Glucagon for diabetes, Epipen for allergic reactions, and Diastat for seizures will need to be filled out by a physician and guardian and turned in to the office at the beginning of the school year. First Responders will be taught to administer these drugs after an order from the prescribing physician is obtained.
9. **The office should be notified of any special medical issues concerning a student.**

Any student with medications within the school building shall be reported to the office. If a student has distributed medication to others, appropriate disciplinary action shall be taken.

### **CLASSROOM MANAGEMENT**

In order to guarantee all students at SPMS an excellent educational climate, we have developed a classroom discipline plan that will be in effect at all times. When in the classroom, students must comply with the following rules:

1. Follow directions and all school rules the first time given.
2. Keep hands, feet and other objects to one's self.
3. Be in your assigned seat at the designated time with all materials ready.
4. Raise his/her hand and wait to be recognized before speaking.
5. Be respectful to others and their property.

Teachers handle minor misbehaviors which are referred to as strikes. Consequences may include but are not limited to warnings, a minute after class, parent contacts, written assignments, team meetings, after-school detention, conferences with parents, loss of break, or referral to the office. **Students are sent to the office automatically for major infractions including fighting (physical assault), verbal assault, and any law violation.** Students who have not met expectations on more than one occasion may have additional interventions which may include but are not limited to being referred to the office at each infraction (Strike 1), charges being filed, monthly tier meetings, participation in our PASS program, and referral to alternative school.

### **RULES AND REGULATIONS**

Rules and regulations are developed based on district/state policies. The following rules apply on the school grounds or at any event where SPMS is represented. **Possible consequences are also listed, but are not limited to those listed.** Each discipline issue and circumstances surrounding the issue will be considered when assigning consequences.

<b>RULES</b>	<b>POSSIBLE CONSEQUENCES</b>
Students CANNOT leave school grounds after arrival unless given permission by the office.	Parent Contact, After-school detentions, Loss of privileges
No pocket knives permitted.	ISS (3 days), Alternative to Suspension, Out of school suspension, Alternative placement

Students will not run, yell, or engage in horseplay at any time.	Warning, Strikes, Parent Contact, ASD, Loss of privileges, ISS
Bullying will not be tolerated and will be investigated fully.	Harassment Report, Plan to prevent reoccurrence, ISS, Alternative to Suspension, Out of school suspension, Alternative placement, Charges filed with CDW
Fighting will not be tolerated.	ISS, Alternative to Suspension, Out of school suspension, Alternative placement, Charges filed with CDW
No holding hands or public displays of affection in school (kissing).	Warning, Parent Contact, ASD, Loss of privileges, ISS
There will be no possession or use of tobacco products on school grounds. Items will be confiscated and not returned. This includes lighters, matches, vape/vape products, and E-cigs.	ISS, Alternative to Suspension, Out of school suspension, Alternative placement, Charges filed with CDW
Possession/usage/distributing of drugs and/or alcohol are prohibited on school grounds including extra-curricular activities.	Alternative to Suspension, Out of school suspension, Alternative placement, Charges filed with CDW, Drug Diversion Program
Energy drinks (ex. Monster) are not allowed at any time.	Items will be confiscated and not returned.
Destruction of school property is prohibited- all lockers, textbooks, library books, and electronic equipment should be given proper care.	Payment of damages, Parent Contact, ASD, ISS, Alternative to Suspension, Charges filed with CDW, Alternative Placement
Unnatural hair colors (ex. Pink, Purple, Blue, Green, etc.) are not permitted. Shades of blonde, brown, black, and red are considered natural hair colors.	ISS or sent home until corrected. Students will not be allowed in class.

## REGULATIONS

- **The school is not responsible for stolen items (including phones, ipods, etc.). Use items at your own risk. Time cannot be spent by the office locating lost/stolen items.**
- Bottled water is allowed, but **must be contained in a clear bottle**. Students are not allowed to carry water in other containers (including Yeti cups, etc.)
- **Backpacks must be stored underneath a desk, or desk hook, or behind a student desk.**
- **Blankets are not allowed in classrooms/hallways. Please leave blankets at home.**
- Students are allowed to chew gum and eat candy in the classroom at teacher discretion. Gum is not to be seen, found, or heard. **This regulation may be changed if this becomes a problem. No gum is allowed in certain areas of the building including the gym, music room, library, and the commons area.**
- No class or organization may have merchandise sales unless approved by the principal.
- Know your fire and tornado drills and exits. Exit quickly, quietly, and orderly.

The teachers and staff will enforce the rules and regulations fully and fairly. See Meade County Code of Conduct Handbook for procedures defining disciplinary action as related to unacceptable behavior.

## WEAPONS

Possession of a weapon on school property in Kentucky is a felony punishable by a maximum five years in prison and a \$10,000 (ten thousand dollar) fine. Possession will result in suspension and possible expulsion.

## DRESS CODE

SPMS students should be neat and clean. Student dress and appearance should neither disrupt nor distract from the educational environment of the school. The faculty and staff will determine appropriate dress.

### Examples of appropriate dress include:

- Masks worn covering mouth/nose whenever students/staff are unable to safely socially distance
- Shorts/skirts/dresses/skorts at fingertip length all the way around (use best judgement)
- Pants/jeans with holes (skin should not be seen above fingertip length)
- Pants worn at the hip
- Shoes (including flip flops)

### Examples of inappropriate or distracting dress include:

- Shirts showing midriff or revealing necklines (cleavage should not be seen)
- Tank tops, spaghetti straps, or muscle shirts (all undergarments must not be seen or exposed at anytime)
- Sagging pants
- Clothing with offensive/disruptive messages or logos
- Clothing that advertises alcohol, tobacco, etc.
- Distracting hair color-bright/non-natural hair color
- Hats, beanies, caps, or hoods from hoodies being worn inside the building
- Sunglasses, long chains hanging from the pants pockets, and other items that disrupt the educational environment
- Ripped or torn clothing (skin shown behind frayed/holes above the fingertip length)
- Pajamas and house slippers

When a student is informed of a dress code infraction, the student will be asked to make arrangements to change into appropriate clothing. Specifically, the student can:

- 1) have a parent bring in appropriate clothing, or
- 2) wear clothing provided by the school.

**A student may be placed in ISS to work until appropriate clothing is obtained.** Infractions for dress code are monitored by the office. Multiple infractions will result in further disciplinary action.

## AFTER-SCHOOL DETENTION

After-school detention is a program provided for students who have failed to meet the expectations required at SPMS. It is intended to serve as a preventative method for students who might otherwise be placed in in-school suspension or be suspended. Detention will be held after-school on Thursdays from 2:45-5:15 p.m. Parents will be notified of their child's detention prior to the assigned date by letter or phone call. If a student skips detention, further disciplinary action may be taken.

## IN-SCHOOL SUSPENSION

In-School Suspension (ISS) is a form of disciplinary action. The student attends school as a normal school day but is placed in the ISS room to complete assignments. Socialization is minimized as students are isolated from their peers. Parents/guardians will be notified if their child is placed in ISS by phone or letter.

## BUS NOTES

Students must bring a parent/guardian note to be able to ride any bus other than their normal bus. This note needs to include the student's name, where they are going (list the specific address), the number of the bus they wish to ride, parent/guardian signature, and a telephone number where the parent can be reached. This note needs to be signed by a principal or counselor and stamped in the front

office **prior** to the beginning of 5<sup>th</sup> period. Without this stamped note, the bus driver will not let extra riders on the bus. NOTE: **There are some buses that will not allow extra riders because of the number of students already being transported.**

### **PARENT TELEPHONE MESSAGES**

Throughout the year, it may be necessary for parents to call the school to leave messages for their son/daughter. The SPMS staff will make EVERY attempt possible to deliver these messages; **however, it is not guaranteed that messages called in after 2 p.m. will be delivered.** This is due to the high number of telephone calls in the afternoon and end of the day activities. Please try to make transportation plans with your son/daughter the night before to avoid any confusion.

### **EXTRACURRICULAR ACTIVITIES**

SPMS offers a variety of activities, organizations, and clubs in which our students can be involved. A sampling of activities include: academic team, KYA, archery, traveling squad basketball, cheerleading, football, and volleyball teams, plus numerous Youth Service Center activities throughout the year. Students may participate in some high school level athletics based on KHSAA and district eligibility requirements including Special Olympics, cross-country, soccer, track and field, and wrestling.

Activity buses are available according to a district schedule. These buses are for middle and high school students participating in extracurricular activities only. Students are dropped off at designated points throughout the district and not at individual homes. These buses leave the middle school at 5:15. **Students who are not picked up at the middle school will be placed on an activity bus.**

### **MEDIA CENTER**

The Media Center at SPMS operates on a flexible schedule. Students are encouraged to visit the Media Center before school and during their language arts classes. They may also visit the library any time during the day with teacher permission. With over 16,000 titles, the SPMS Media Center is well-equipped with something for every reader. Computers are available for student or classroom research. Accelerated Reader books are regularly updated and clearly marked for student check out. All books/materials in the media center may be checked out for a two-week period with renewal privileges. Overdue notices are regularly sent to students with missing books. Students are responsible for replacing or paying for any lost books.

### **GUIDANCE PROGRAM**

SPMS counselors are available to work with students and parents. The office hours are from 8:30 a.m. until 3:15 p.m. They may be reached by telephone at 270-422-7530.

### **SCHOOL CLOSING**

When weather conditions dictate school closing, information can be found on WMMG Brandenburg radio (93.5 FM) and all Louisville radio and television stations. Information should be available at approximately 6:00 a.m.

### **YOUTH SERVICES CENTER**

The Youth Services Center was developed to help remove non academic barriers to learning so that all students can be successful in school. The SPMS Youth Service Center offers a variety of services and programs including: career and college exploration & development, mentoring programs, transition programs between schools, referrals to health and social services, substance abuse education &



counseling, and referrals to family crisis and mental health counseling services. The center also provides a variety of after-school enrichment and recreational programs open to all students. Students should listen to school announcements, review school newsletters and check the SPMS webpage as to how and when to sign up for these programs.

### **REQUIREMENTS FOR ENROLLMENT in the MEADE COUNTY SCHOOL DISTRICT**

- Proof of legal custody
- Proof of residency
- 6<sup>th</sup> grade physical examination on Kentucky form
- Birth certificate
- Up-to-date Kentucky Immunization Certificate
- Copy of Social Security Card

### **SCHOOL CALENDAR**

First Day for Students	August 25
School Pictures	TBA
Holiday-Labor Day	September 7
Professional Development	October 2
Fall Break	October 5-9
School Dismissed-Professional Development	November 2
School Dismisses-Election Day	November 3
School Dismissed (Thanksgiving)	November 25-27
Winter Break	December 18-January 1
School Dismissed-Professional Development	January 4
School Resumes	January 5
Holiday (Martin Luther King Day)	January 18
Spring Break	April 2-April 9
School Dismissed	April 30
Last Day for Students (Tentative)	May 26
Closing Day for Teachers	May 27
*Dates may be reinstated for make-up days if needed	