



Vision: Pride and Excellence in everything we do!

Mission: The mission of Paducah Middle School is to develop “Tilghman ready” students. Every member of the Tornado community will build positive relationships, set goals, and break records.

Name _____

Grade _____

Welcome to Paducah Middle School! We hope this handbook will serve as a resource to help you become aware of your privileges, opportunities, and responsibilities as a Paducah Middle School student. Becoming a middle school student means opening another phase of life experiences. We would like these experiences to be positive and successful. This happens when students, teachers and parents form a partnership to create a challenging and rewarding learning experience for you. Please join us in making your middle school years a success!

| | |
|-----------------|--|
| Geco Ross | Principal |
| Kris Durfee | Assistant Principal – 8 th grade Athletic Director |
| Wes Newsome | Assistant Principal – 7 th grade Dean of Students |
| Ginger Stewart | Admin – 6 th Grade Academic Dean |
| Art Davis | Department Dean |
| Renee McDermott | School Counselor |
| Josh May | School Counselor |
| Shay Tyler | School Social Worker |
| Robert Tyler | FRYSC Director |

Paducah Middle School
342 Lone Oak Road
Paducah, KY 42001
(270) 444-5710





Ron Clark
Academy
Partner School


Paducah Middle EF5 “Excellence” Expectations


Paducah Middle has high expectations for all of its leaders. Our students are leaders of the school and will always have excellent behavior. Our discipline policy follows the Paducah Public Schools statement of rights and responsibilities and Code of Acceptable Behavior. Every leader will also be provided a copy of this document. Our motto is “Pride and Excellence in Everything We Do!” Pursuant to our philosophy of high expectation, leaders shall adhere to the following tenants in addition to the Essential 55, ABC’s of Etiquette, 7 Habits of Highly Effective Teens and our PBIS Expectations.


EF5 “Excellence” Expectations:

 **Excellence in Etiquette**- follow all school expectations & district code of conduct, use manners when interacting with staff, student, families & guests

 **Excellentlly Dressed** - be in appropriate dress code attire each day

 **Excellentlly Spoken** - speak fluently with confidence and composure

 **Excellent Readers** - read nightly to increase vocabulary, enhance writing skills, and cultivate personal growth

 **Excellent Exposure** - participate in cultural events, field trips & service-learning opportunities

Which leads to being...

Excellentlly Prepared for High School, College, Career and Life!

***YOU MAY CHOOSE TO SPEND YOUR TIME
AT OUR SCHOOL HOWEVER YOU LIKE,
BUT YOU CAN ONLY SPEND IT ONCE.***

The Supercells

For Paducah Middle School Students

supercell

['sʊpər,sel]

NOUN

supercells (plural noun)

1. a **system producing conditions** for severe thunderstorms and **featuring** rotating winds sustained by a prolonged updraft that may result in hail or **a tornado**.

- 1 Believe in the magic at PMS.
- 2 Accept correction and advice and learn from it.
- 3 Commit to **GROWTH**.
- 4 Embrace our vision: Pride and Excellence in Everything We Do!
- 5 Follow the Essential 55.
- 6 Demonstrate the 7 Habits.
- 7 Seek to be a global citizen.
- 8 Pick up trash and show pride in keeping the school clean.
- 9 Cheer for your classmates and celebrate their success.
- 10 Avoid jealousy.
- 11 Be CURIOUS.
- 12 Develop a WORK ETHIC & Develop GRIT.
- 13 Show good character and make good choices when no one is looking.
- 14 Take advantage of the clubs, trips, lessons and opportunities at PMS.
- 15 Avoid cliques and befriend all.
- 16 Realize that the **ENERGY** you place in your environment is the energy that is returned to you.
- 17 Apologize with sincerity and mean it.
- 18 Thank every staff member regularly.
- 19 Approach guests and welcome them with a firm handshake, eye contact and passion.
- 20 Understand that every PMS student has a different experience. Just because an experience was made for the students before you, doesn't mean it will be granted to you as well. Nothing is promised.
- 21 Find solutions; don't make excuses.
- 22 Use proper etiquette at lunch: napkins on the lap, mouth closed while chewing, etc.
- 23 Love your house and represent it with pride.
- 24 Do not feel entitled.

- 25 Always be professional and neat in appearance at every PMS event.
- 26 Take pride in looking your best! Always keep well-groomed; keep nails clean and trimmed, use deodorant, brush and floss teeth, shower daily.
- 27 Ask for help.
- 28 Speak the truth. At PMS lies are abhorred. The truth is rewarded and with it comes reduced punishment as well as respect.
- 29 Walk with purpose. "People who walk slow have nowhere to go."
- 30 Represent the PMS ideals of respect and discipline everywhere, on the court, in the mall, on the bus, and throughout your life.
- 31 Honor your character outside of school when using social media. Realize that nothing is ever really gone once it has been posted.
- 32 Avoid having a girlfriend or boyfriend in middle school. We expect you to be focused on your education, not romance.
- 33 Be a **FRIEND** to get a friend.
- 34 Maintain the school's environment by never leaving crumbs or clothes on the floor.
- 35 Do not whine or complain.
- 36 Show **GRATITUDE** for the things you have been given by not leaving them on the floor, in classrooms, etc. Take care of your belongings.
- 37 Stand together against bullies. Never tolerate it at our school, and let it be known, loud and clear, when you are unhappy with treatment that you witness.
- 38 Don't make noise when you take the stairs. Studies show that intelligent people make less noise as they walk. Glide like a gazelle; don't stomp like a wildebeest.
- 39 Don't ask for or expect a reward for hard work. The reward is that you are being educated.
- 40 Show appreciation and thank your teachers for great lessons at the end of the class period.
- 41 Seek to know your teachers and staff members better. You are responsible for developing the student-teacher bond as well.
- 42 Uplift others and seek to make the world a better place. EMBRACE SERVICE.
- 43 Mentor your underclassmen and realize your responsibility to keep the magic alive.
- 44 Realize it's not all about you.

Excellent instruction is less about
what a teacher does and more
about what students can do and
know as a result of the lesson.

— Tony Wagner —

SAFETY AND SECURITY

VISITORS

- All visitors must have approval by the building administrative team to visit any classroom.
- All visitors must sign in with the attendance clerk and receive a visitor's pass.

BACKPACKS

Backpacks, gym bags, shoe bags, purses, fanny packs, shoulder bags, etc. are stored in lockers during instructional times. Exceptions can be made for medical reasons by school administration.

LOCKERS & INVESTIGATIONS

Students should use their assigned locker, keep it closed, and always locked. Student safety is of the utmost concern at Paducah Middle School, so students and lockers may be searched to maintain the ongoing educational process, maintain order, and/or protect the school community. Paducah Middle School staff will take every measure possible to keep students and staff safe. All students will be given due process during an investigation. Students are expected to participate honestly and truthfully in an investigation.

EMERGENCY EVACUATION

In the event we need to evacuate the building, information will be communicated through our student information systems and messaging applications. Our school will follow the district communication plan and staff will follow the emergency operations procedures developed in conjunction with local emergency management authorities to ensure the safety of our students and staff. Unification efforts will be communicated at the time of the evacuation.

RELEASE OF INFORMATION

Paducah Public Schools cannot release student information until the public notice lists the categories of information to be released. Public notice is given each year prior to the start of school. Such information may include:

1. Student directory information (name, address, age, grade, phone number)
2. News media interviews, photographs, videotapes, or Internet material that identify students.
3. Publication of students' work in articles, books, or professional journals.

*Parents or guardians must notify the school principal in writing if any of the information listed above may **NOT** be released.*

MEDICATIONS AND ILLNESS

The office staff is not allowed to dispense any oral medications to students. If a student feels sick, he/she must secure a pass from a teacher and report to the office. If the school nurse deems it necessary for a student to go home, the parents will be contacted by the nurse.

WALKERS AND BIKE RIDERS

Students are allowed and encouraged to ride bicycles or walk to school. Walkers should use the cross walk at the corner of Clark Street and Lone Oak Road and should enter through the front doors. Bike riders may lock their bikes on the bike rack in the rear of the school and enter through the gym or cafeteria doors.

CAR RIDERS

Parents who wish to drop off and pick up their students are expected to use the car loop in the front of the school. Traffic will flow counterclockwise with cars entering from the entrance closest to Hannan Plaza and exiting closest to Davis Drugs. School staff will be outside in the mornings and afternoons to help direct traffic.

TORNADO TIME

A safety measure developed for students that do not ride the bus and arrive to school earlier than our determined opening time. The library door opens at 6:00 a.m. Tornado time ends at 6:55 a.m. Families may register online through the school's website. The price of the program is \$20 for the first student and \$10 for each additional student. Students will receive early breakfast, individualized tutoring, and additional instruction.

CURRICULUM AND INSTRUCTION

HONOR ROLL

- Principal's List Honor Roll – All A's
- Academic Honor Roll – All A's and B's
- House points are distributed to students that make either honor roll every nine weeks.

INFINITE CAMPUS

Parents may access student grades and information through the parent portal. Troy Brock, Director of Pupil Personnel, oversees student records, attendance, enrollment, health requirements, food services, health services, home hospital instructional services, and mental health services. You can contact the department at troy.brock@paducah.kyschools.us or by phone 270-444-5600 ext. 1010.

REPORT CARDS AND PROGRESS REPORTS

Students will receive a grade in all courses. Report cards are issued each nine weeks of school with progress reports being available at the middle of each respective grading period.

RETENTION

Students who receive two or more “F” grades on their final average in their core classes at the end of the year are considered for retention. Instead of the “waiting for failure” assessment model we will identify students at risk of failing and making efforts to intervene through our MTSS framework. The Multi-Tiered System of Supports (MTSS) is a framework that helps educators provide academic and behavioral strategies for students with various needs. MTSS grew out of the integration of two other intervention-based frameworks: Response to Intervention (RtI) and PBIS.

As part of the Individuals with Disabilities Education Act (IDEA) update by Congress in 2004, the Response to Intervention model of assessment originally sought to identify students who would benefit from more intensive supports. From these beginnings as a tool to help improve educational outcomes for students in special education, MTSS has grown to encompass all students at every level.

CLASSES/CURRICULUM

Paducah Middle offers a wide range of curriculum in core and elective classes. Your guidance counselor will help you select the right classes.

- **CORE:** Math, Science, Language Arts, Social Studies, and Gifted & Talented Classes (GTC)-provided through collaboration
- **ENCORE (Elective):** Technology, Music, Art, Physical Education, Digital Literacy, Band (all grades), Orchestra (all grades), Choir (all grades), Content lab, Yearbook, Health, Multimedia, Project Lead the Way, Journalism
- **HIGH SCHOOL:** Students may earn high school credit in the following areas: Health/Physical Education, Digital Literacy, Art, Algebra 1, Geometry, Career Exploration (makerspace) and NJROTC.

ACADEMIC HONESTY

All student work should be the work of that student to ensure the highest sense of personal honor and integrity. In the event of academic dishonesty, student will be assigned a behavioral consequence and reassess.

MAKE-UP AND LATE WORK

Students MUST complete assignments in a timely manner. It is imperative that students comply with the due dates of assignments set by the teacher. Students who miss are responsible for completing assignments that were missed and will have the same amount of time as the days missed to make up the assignment. STUDENTS WILL NOT HAVE THE ENTIRE GRADING PERIOD TO COMPLETE ASSIGNMENTS.

INDIVIDUAL LEARNING PLAN (ILP)

Students across Kentucky are required to complete an Individual Learning Plan (ILP) beginning in the 6th Grade. This Learning Plan is designed to help students bring together their academic achievements, extracurricular experiences, and career and education exploration activities. This enables the student, parents or guardians, teachers, and counselors to work together to develop a course of study that meets the student's needs and goals. At Paducah Middle School, we use Tassel pathways to facilitate planning and discussion about students' future and interests.

TEXTBOOKS

Textbooks are the property of Paducah Public Schools. If the books are marred, defaced, or show excessive wear and tear a damage fee will be assessed. If a textbook is lost it will be necessary to pay for the book before another book can be issued. If the book is found the money will be refunded.

SCHOOL ISSUED DEVICE

Violations of the Acceptable Use Policy include, but are not limited to, the following:

1. Violating State and Federal legal requirements addressing student and employee rights to privacy, including unauthorized disclosure, use and dissemination of personal information.
2. Any unauthorized access/usage of District technology equipment or services.
3. Transmitting or displaying offensive messages or pictures, including those that involve:
 - a. Profanity or obscenity; or
 - b. Harassing or intimidating communications.
4. Damaging computer systems, computer networks, or school/District websites.
5. Altering District computer systems, networks, or school/District technology services without the express permission of the school and District technology staff.
6. Violating copyright laws, including illegal copying of commercial software and/or other protected material.
7. Using another user's password, "hacking" or gaining unauthorized access to computers or computer systems, or attempting to gain such unauthorized access.
8. Trespassing in another user's folder, work, or files or emails.
9. Intentionally wasting limited resources, including downloading of freeware or shareware programs.
10. Using the network for commercial purposes, financial gain or any illegal activity.
11. Using technology resources to bully, threaten or attack a staff member, student or any person or to access and/or set up unauthorized blogs and online journals, including, but not limited to MySpace.com, Facebook.com or Xanga.com.
12. Usage of District email for non-educational purposes.
13. Using third party email accounts (i.e. Hotmail, Yahoo, Gmail, etc.)

Students may not bring school issued devices into the cafeteria during lunch.

Additional rules and regulations may be found in District handbooks and/or other documents. Violations of these rules and regulations may result in loss of access/usage as well as other disciplinary or legal action.

CLASSROOM MANAGEMENT AND CONDUCT

TARDY TO CLASS

Students will be considered tardy if they are not in the classroom when the bell rings. If a student arrives to class more than 10 minutes after the tardy bell without a valid pass, it is considered skipping class. The following are consequences for the number of tardies accumulated.

10 Tardies – 3 days lunch detention

15 Tardies – 5 days lunch detention

20 or more tardies – Additional consequences up to and including the institution of a behavior plan by our MTSS team.

Tardies will begin to accumulate from the start of school through first semester. Student totals will be reset effective January 1st through the end of the school year. Students who are tardy to school will need to sign in with the attendance clerk and receive an unexcused tardy. Students that are tardy to class will be marked by the teacher.

CELL PHONES AND PERSONAL ELECTRONIC DEVICES

Students may not use cell phones, Apple watches, Fitbits, or any other personal electronic devices during instructional and transitional time. Teachers and staff reserve the right to take and secure cell phones and other personal electronic devices at their discretion. The school will not be responsible for damaged, lost or stolen devices brought onto school property, nor will the school search for lost or stolen cell phones.

Students may use their phones during lunch in the cafeteria but are not allowed to record video or take pictures. Failure to abide by this policy will result in a cellphone offense. Use of phone during lunch in the cafeteria is a privilege that may be removed at any time.

Students in ISD or the S.A.F.E.T.Y. Academy must submit personal electronic devices to the instructor upon arrival to the classroom.

These are the following consequences for when a student violates the cell phone policy.

1st Offense: Warning - Phone taken; student must retrieve from office.

2nd Offense: Minor infraction and Lunch Detention. Phone taken; student must retrieve from office.

3rd Offense: Major and 1 day of In-School Detention (ISD). Phone taken; student must retrieve from office.

4th Offense: Major and 1 day of In-School Detention (ISD). Phone taken; parent must retrieve from office.

Parent MUST retrieve phone in the front office by 3 p.m. before clerical staff disperse.

NOTE: After the fourth occurrence, a student will forfeit their right to possess a cell phone during instructional time. A parent may request a waiver for a student to have their cell phone. The phone is turned into the front office and retrieved after school. If the student continues to be in violation of the cell phone policy, administration may issue additional consequences.

SOCIAL MEDIA

Social networking has become the “get to know your friends” means of communication for the majority of teen students today. Because of the anonymity of this global resource, areas of concern reach a higher level of danger. As students share their life through this open to the world means of communication the chances of problems escalate. Not only is there a freedom of expression but it seems it is a new avenue to push acceptance or non-acceptance to a realm that is inconceivable with extreme consequences. Below are resources to help educate and prepare students in this ever-evolving area of communication.

Cyber bullying involves the use of information and technology such as e-mail, instant messaging, the publishing of defamatory personal web sites, and online personal polling web sites that are used to support conscious, willful, deliberate, repeated, and hostile behavior by one or more people with the intent to harm others. On-line harassment or threatening is **Cyber bullying** and it is on the rise and will not be tolerated. Paducah Middle School will cooperate with local law enforcement to enforce in compliance with HB 538, KRS Chapter 508, and HB 91.

RESTROOMS

Students have one restroom pass per day to use at their discretion. Students have three minutes of transition time between classes and during lunch to use the restroom otherwise. Staff will make medical accommodations when necessary. The maximum occupancy of each restroom at Paducah Middle School is three students.

DRESS CODE POLICY

The unified dress code policy of Paducah Middle School and Paducah Tilghman is designed to create a safe, non-distracting learning environment that will allow the students some flexibility in expressing themselves. Students whose appearance does not conform to the dress code policy will be asked to change clothing to meet this code.

If a staff member suspects that a student is in violation of the code, the student will be sent to Tornado STAR/Family Resource to change and then return to class. Students WILL NOT BE ALLOWED to phone their parents for a change of clothing. The decision of the school administrator shall be final. The PM and PT dress code policy includes, but is not limited to the following:

- Keep your head clear: No hoods on head, hats, picks, combs, curlers, cat ears, head wraps/doo rags, sunglasses, tiaras, wave caps, nor bandanas. Head coverings will be confiscated and returned to the student at the end of the school day. (Exceptions given for religious or medical reasons)
- The Rule of Thumb: With arms held at one’s side, no flesh nor undergarments should be visible at any time between the thumb and the armpit. This includes but is not limited to..
 - Holes in pants that reveal flesh or undergarments.
 - Undergarments shown when “sagging”
 - Cleavage
 - Midriff
- Pajama attire is not permitted – this includes pajamas pants, slippers, house shoes, etc.
- Blankets are not permitted.
- Tank-tops must completely cover undergarments and must not reveal flesh at armpit level or below.
- Decals, slogans, pictures, or sayings that are rude, vulgar and obscene, advertise alcohol or alcoholic beverages or promote illegal drugs or are overtly racially or sexually suggestive/offensive or reference illegal or immoral behavior are not allowed.

- Leggings, yoga pants, biker shorts, or tights must be worn with a skirt, dress, or shirt/tunic that covers the groin area and rear.
- School administration reserves the right to make dress code decisions/limit specific items at their professional discretion.

Failing to adhere to the dress code will incur a minor behavior infraction and follow school rules regarding minor/major infractions.

HARASSMENT AND BULLYING

Students in violation of committing any of the following felony offenses under KRS Chapter 508 will be reported to any employee of the school district. This person will identify the offense(s) to the building principal, who will then cause a report to be made with the local law enforcement, Kentucky State Police or County Attorney. Bullying is defined as an ongoing and deliberate misuse of power in relationships through repeated verbal, physical, and/or social behavior that intends to cause physical, social, and/or psychological harm. The violations are as follows:

- Assault in the 1st-3rd degrees
- 3 or more assaults in the 4th degree
- Wanton endangerment in the 1st and second degree
- Terroristic threatening in the 1st or 2nd degree
- Criminal abuse in the 1st and 2nd degree
- Stalking in the 1st degree

These offences can occur in the following areas:

- While on school premises
- While on school transportation
- At a school sponsored event

HARASSMENT AND DISCRIMINATION

All students attending PMS have the right to freedom from harassment and discrimination. Federal, state, and local anti-discrimination laws and acts govern PMS. Paducah Public Schools have adopted policies providing equal educational opportunities regardless of age, color, disability, national origin, race, sex, political opinion or affiliation, and/or religion. Examples of conduct and/or actions prohibited under this policy include, but are not limited to:

- Name calling, stories, jokes, written materials/pictures, that are lewd, vulgar, profane or objects that are offensive to one's gender, race, color, national origin, religion, or disability.
- Unwanted touching, sexual advances, request for sexual favors, and spreading sexual rumors.
- Being subjected to unwelcomed sexual remarks.

FIGHTING

Fighting in school or on school property is prohibited. Students involved in fighting or any form of aggressive behavior, will be sent to an administrator's office where they will be detained until the problem is resolved and until the appropriate disciplinary consequences are assigned. NOTE: An initial fight could result in an automatic 15-day placement in ISD (In-School Detention) and 1 day suspension home and assault charges may be initiated. A second fight may result in 3-day suspension home, 20 days alternative placement at Choices Alternative Center and assault charges may be initiated compounded with an out of control of school charge. If a student is involved in a third fight, consequences will be determined by the administrators to include possible expulsion hearing before the Paducah Public School Board of Education.

PROHIBITED ITEMS

There are several prohibited items at Paducah Middle School including but not limited to: chewing gum, electronic smoking devices, mace, pepper spray, and fireworks. Any student found in possession or use of these items will be subject to disciplinary action up to and including expulsion.

BEHAVIOR INTERVENTIONS

The minimum standard for behavior is outlined in the district Code of Acceptable Behavior. Paducah Middle School is committed to providing an environment for all students to experience educational and social emotional success. As a result of our continued mission to create "Tilghman Ready" students, we are committed to supporting our students by providing multiple opportunities for growth through continued support of positive behaviors. We are committed to providing four positive behavior interactions for every single negative behavior interaction. We define student behaviors under two categories: minor infractions, managed in the classroom by the teacher and major infractions, managed in the office by the administrators.

BUS DISCIPLINE PROCEDURES

Students are expected to always demonstrate appropriate behavior while riding the bus. Failure to abide by the transportation rules and regulations will result in the following consequences:

1st Bus Referral: Conference with the principal and parent

2nd Bus Referral: Bus Suspension for 1 day

3rd Bus Referral: Bus Suspension for 5 days

4th Bus Referral: Bus Suspension for 10 days

5th Bus Referral: At the discretion of administration up to and including a suspension for the remainder of the year.

Administration reserves the right to determine additional consequences or severity of consequences based on the infraction.

LOST, STOLEN AND FOUND ITEMS

Students are responsible for their personal items at Paducah Middle School. A lost and found is in the cafeteria.

TIERED INTERVENTIONS

KYMTSS: KENTUCKY MULTITIERED SYSTEM OF SUPPORTS

Paducah Middle School integrates a system for response to intervention (RTI) through a more comprehensive multi-tiered system of supports (MTSS). Kentucky's Multi-Tiered System of Supports (KyMTSS) is defined as a multi-level prevention system to support student achievement and social-emotional behavioral competencies through an integration of differentiated core instruction, assessment, and intervention. An intentional commitment to equity is embedded into all components of an effective MTSS and is essential to improve academic, behavioral, and social-emotional outcomes for all students.

TIER 1 –AVAILABLE TO ALL STUDENTS

These are available to all students and include our House System, Leader in Me, PBIS, Core Classes, and other previously mentioned behavioral, social emotional, and educational supports.

- **HOUSE SYSTEM** - Paducah Middle is a partner school with The Ron Clark Academy House System. It is a dynamic, exciting, and proven way to create a positive climate and culture for students and staff. Using RCA's methods will help our school confidently implement processes that build character, relationships, and school spirit. The System features four houses — our learning and leadership communities for students. Each house has unique properties such as its own color, symbols, nation of heritage, history, and more. Over time, each house also starts to take on its own values and personality driven by the culture of the students and staff within it. The House System is supported by the point system — both work together to create a fun and healthy competitive spirit amongst the houses. Points are collected throughout the year by each student, counting toward their overall house's score, to help determine the champion at the end of the year. Points are also used by individual students as currency to purchase rewards for good behavior. Student points are tracked in the PBIS Rewards app.
- **POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS (PBIS)** - Students have the option to spend earned House Points through teacher stores or the school store. Students will want to download the PBIS Rewards app to their personal device as well as bookmark the webpage on their school issued device. Additionally, students will receive badges with their Name and PBIS Rewards app code – they should always keep these badges on their person. Teachers will offer additional points to students that have their badges!
- **LEADER IN ME** - Leader in Me seeks to integrate The 7 Habits of High Effective People into day to day routines that teaches young people how to grow and become leaders in their community. Every student at Paducah Middle School has the opportunity to take a Leadership class that revolves around the 7+1 Habits.
- **SERVICE LEARNING** - Service-learning is a teaching and learning methodology which fosters civic responsibility and applies classroom learning through meaningful service to the community. We believe civic engagement fosters pride and belonging and therefore use service learning in ISD, ASD, The George Wilson S.A.F.E.T.Y. Academy, as well as extra-curricular activities.

TIER 2 – NEEDED BY SOME STUDENTS

Tier 2 supports are needed by some students, but not all. These include Response to Intervention (RTI) classes and the following behavioral interventions.

- **LUNCH DETENTION** - To affect change in behavior, lunch detention may be assigned as an intervention. Lunch detentions in the gym are assigned by the administrative team. Lunch detentions in the classroom are at the discretion of the teachers. Administrative lunch detentions take place in the gymnasium. Students are expected to report directly to the gym when their lunch mod begins. They are expected to follow all instructions and policies of the lunch detention facilitator.
- **ACADEMICS+** - Academics+ is assigned by classroom teachers as a means of academic and behavioral intervention. If Academics+ is assigned, the teacher will confirm with the parent the date and time. After confirmation with the parent, if the student does not serve, the student will receive a major referral.
- **IN SCHOOL DETENTION (ISD)** - In School Detention is highly structured and focuses on academics. Students who are assigned ISD are responsible for completing regularly assigned work for the school day, as well as homework. While assigned to ISD, students may not attend or participate in any extra-curricular activities. Unsuccessful days in ISD may result in additional days or more severe interventions.
- **CHECK-IN AND CHECK-OUT** - Students may be required to check-in with a trusted adult a few times per week to discuss difficulties in school to find the consistent criteria necessary for success.
- **SATURDAY SCHOOL** - After multiple unsuccessful tier 1 and 2 interventions (parent contact, lunch detention, in school detention, academics+), students may be assigned a required Saturday School.

TIER 3 – NEEDED BY FEW STUDENTS

Tier 3 supports are needed by very few students and are an important part of helping students get back on track.

- **GEORGE WILSON S.A.F.E.T.Y. ACADEMY** - The George Wilson S.A.F.E.T.Y. Academy is a highly structured, long-term placement which focuses on the academic and social-emotional needs of students. While the general education classroom is the preferred destination for all students, the S.A.F.E.T.Y. academy provides additional supports to those that need them. Frequent visits from our student affairs team (FRYSC, School Social Worker, Guidance Counselors, School Resource Officer, School Administration, Mountain Comprehensive, Four Rivers Behavioral Health, Tornado Watch Volunteers, and others) provide an integrated team approach to service and support these students. Consecutive unsuccessful days in The George Wilson S.A.F.E.T.Y. Academy may result in more severe interventions.
- **OUT OF SCHOOL SUSPENSION** - Out of school suspensions may be assigned for serious infractions of the Paducah Public Schools code of acceptable behavior. Parents will be notified of the suspension and will be required to pick up their student. Students may not attend or participate in extra-curricular activities while suspended. Students placed on home suspension will be expected to make up missed class work or tests for the duration of the suspension. Assignment of suspensions will be in compliance with Kentucky Revised Statute (KRS) 158.150 and will comply with due process procedures.
- **ALTERNATE PLACEMENT** - Choices Educational Center provides individualized education for our middle school students who are not thriving or experiencing success in a traditional setting. Choices provides alternative programs to meet the needs of each student based on innovative paths, digital learning, and other alternative means. The goal is to provide rich and challenging learning environments that promote high levels of student engagement, achievement, and success. Students who are placed at Choices will not be allowed to attend or participate in any extracurricular activities. Additionally, when returning to PMS from Choices, students will transition to ISD for a specified time.

STUDENT AFFAIRS

GUIDANCE SERVICES

The counselors at Paducah Middle are available to work with students, parents, and teachers to help students develop educationally, socially, and emotionally. The guidance program at Paducah Middle School works with all students. Information on study habits, course selection, conflict resolution and academic difficulties, are some of the services available through the guidance program. Conferences can be scheduled with the counselors by appointment. All information given to the counselors will be kept confidential. However, mandatory reporting laws include but are not limited to social workers, teachers, principals, other school personnel, physicians, nurses, other health-care workers, counselors, therapists, and other mental health professionals, childcare providers, medical examiners or coroners, and/or law enforcement officers. Mandatory Reporting Kentucky law requires mandatory reporting of child abuse, neglect, and dependency (KRS 620) and the abuse, neglect, or financial exploitation of adults who have a physical or mental disability and are unable to protect themselves; this might include an elderly person (KRS 209).

TORNADO STAR FRYSC (Student Teacher Adult Resource-Family Resource & Youth Service Center)

The objective of the Family Resource & Youth Services Center is to help ensure that Paducah Middle School students have the necessary tools and skills needed to be successful. The goal of the program is to ensure students excel academically, are employable, and are mentally and physically healthy. The Center provides a comprehensive set of services to students in their school setting. The Center is in Room 114.

EXTENDED SCHOOL SERVICES (ESS)

Extended School Services are provided for students who need additional tutoring and enrichment.

EXTRA-CURRICULAR ACTIVITIES

| | | |
|------------------------------|------------------------|------------------------|
| Academic Team | FCA | STLP |
| Choir | Special Cup | Jazz Band |
| Governor's Cup | Teen Ambassadors | Whirlwinds |
| Speech & Debate | Beta Club | Kentucky History Day |
| Art Club | Future Problem Solvers | Lego Robotics |
| Chess Club | Step Team | And much, much more... |
| Governor's Minority Scholars | Yearbook Staff | |
| Heads of House | BCRS | |

DANCES

Only current Paducah Middle School students in good standing may attend these activities. During dances, all students must remain on school grounds. Dances are considered an extra-curricular activity.

ATHLETICS

| | | |
|----------------|------------|------------|
| Baseball | Football | Tennis** |
| Basketball | Golf** | Track |
| Cheerleading | Soccer | Volleyball |
| Cross County** | Softball | Wrestling |
| E-Sports | Swimming** | |

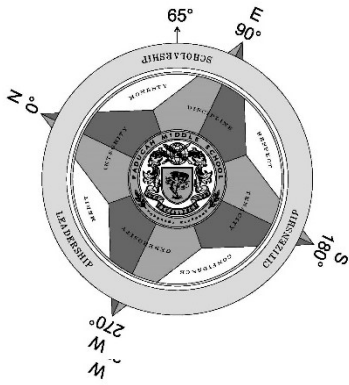
***These sports are offered to PM students, but take place at Paducah Tilghman High School under the supervision of PTHS coaching staff.*

ELIGIBILITY FOR EXTRA CURRICULAR ACTIVITY PARTICIPATION

- In accordance with School Board Policy 09.301, students are required to maintain a cumulative 2.00 grade point average. Also, student athletes must be passing 5 of 7 classes to maintain eligibility to compete. Grades will be checked every week. Ineligible athletes are required to participate in athletic tutoring and practices while working to improve their grade markings for eligibility.

- Students are required to have a current sports physical examination by a doctor prior to trying out, practicing, or participating in any sport. A sports physical should be on file in the office at Paducah Middle School and is good for one calendar year. It is the student's responsibility to request the sports physical form from the Paducah Middle School office.
- All students are REQUIRED to have proof of insurance. School insurance is available to all students for a small fee at the beginning of the school year. You will be advised regarding the cost at the time of purchase. If school insurance is not purchased, the student must show proof of sufficient coverage through their insurance with a copy kept on file. Medical cards will be accepted as proof of insurance. A copy of the medical card must be kept on file in the office. The parent/guardian is to notify the school if the card becomes invalid for any reason.
- Students must be present at least ½ of the school day on the day of the contest. Students who are assigned to In-School Detention on the day of a game may not participate.
- Students must comply with rules established by the adult coach or sponsor for that activity.
- Students who are assigned to CHOICES, at any point in the season, are ineligible to participate in activities.
- Students are responsible for their own transportation to and from meetings/practices.
- Students are responsible for any missed assignments due to activities/performances.
- Students are responsible for any equipment used during the activity.
- See SBDM Policy 8.1

NOTICE: While every effort is made to provide accurate and current information, the PM administration reserves the right to change, without notice, statements in the Student Handbook concerning rules, policies, curricula, courses, and other matters. The school's rules, policies, and other matters stated in this edition of the Student Handbook supersede all prior rules, policies, procedures, terms, conditions, guidelines, and services. If a conflict exists between school policies and regulations and a teacher or sponsor generated document, the school policies, rules, guidelines, regulations, terms, and conditions shall govern. Paducah Middle reserves the right to change the rules, governing activities, granting of grades, and any other regulations, rule, terms, conditions, policies, or guidelines that may affect students under the proper provisions of the Board of Education and KRS statute. Such changes take effect whenever Paducah Middle administration, Site-based decision-making council (SBDM), or district personnel deem necessary. Grievances and concerns may be addressed using the formal policies and procedures established by Paducah Middle SBDM and Paducah Public Schools Board of Education policy.



Paducah Middle School 65° Rule

Paducah Tilghman High School is located 65° NE of Paducah Middle School, the next stop on our journey to success. We are committed to the success of all students and hold our students to a level of accountability that refuses to accept failure. Students, parents, teachers, and invested stakeholders will work together to intervene and obtain a passing score of 65% on all assignments without exception.

ALL teachers should record two (2) grades or more EACH week. Grades should be entered into IC on a regular basis. Teachers should not wait until the end of the nine weeks to enter grades and students should not wait until the end of the nine weeks to turn assignments in.





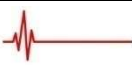
The grading scale for Paducah Middle School is as follows:

| | | | | | |
|----|--------|----|-------|---|-------|
| A+ | 98-100 | B- | 80-82 | D | 65-66 |
| A | 94-97 | C+ | 77-79 | F | 64-0 |
| A- | 90-93 | C | 73-76 | | |
| B+ | 87-89 | C- | 70-72 | | |
| B | 83-86 | D+ | 67-69 | | |

***65° Rule:** At PM we strive to be Tilghman-Ready and failure is not an option. As a result, students will be encouraged to strive for greater than a 64% (F) achievement score on any formative or summative assignment recorded in Infinite Campus grade book.

Note: Assignments not submitted for grading will be considered as missing resulting in a zero. These zeros are placeholders and will be replaced with a score commensurate to their achievement on the assignment. This policy is an effort to remedy the effects of a zero by disallowing zeros as permanent fixtures in the gradebook.

Academic Intervention System

| | | |
|--------------------------------------|---|--|
| Step 1: INITIAL PHONE CONSULTATION |  | Contact made with parents and families to discuss concerns and need for improvement. |
| Step 2: AMBULATORY CARE |  | Lunch and Learn assignment |
| Step 3: EMERGENCY ROOM |  | In School Removal with Guidance Department Consultation and Mandatory ESS |
| Step 4: CONSULTATION WITH SPECIALIST |  | SWOT team meeting and Mandatory ESS |
| Step 5: INTENSIVE CARE |  | Administrative conference |

BE PROACTIVE

BEGIN WITH THE END IN MIND

PUT FIRST THINGS FIRST

~~think~~ Win-Win

SEEK FIRST TO UNDERSTAND

THEN TO BE UNDERSTOOD

SYNERGIZE

SHARPEN THE SAW

