

Turkey Foot Middle School

Handbook

2025-2026



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Chris Fossett, Assistant Principal
Courtney Cooper, Assistant Principal
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Welcome to Turkey Foot Middle School. We hope your years at TFMS will be enjoyable and productive. Our staff will challenge students academically as they transition from the sixth through eighth grades. TFMS will provide numerous opportunities for academic growth, social growth and personal enrichment.

This handbook contains information about curriculum, school programs, organizations, and procedures. Our goal is to work with our students and parents to create a student-centered environment that incorporates an atmosphere of mutual respect. As we work together, we will make Turkey Foot Middle School the best it can be!

School Schedule		Grading Scale
1st Period:	8:00-9:00	A: 100-90
2nd Period:	9:03-9:56	B: 89-80
3rd Period:	9:59-10:52	C: 79-70
4th Period/Lunch:	10:55-12:15	D: 69-60
RTI:	12:18-12:48	F: 59 and lower
5th Period:	12:51-1:44	
6th Period:	1:47-2:40	
		Turkey Foot operates on a quarter schedule. Approximately, every 5 weeks, a grade report will be sent home.

SCHOOLWIDE EXPECTATIONS

Turkey Foot Middle School focuses on Positive Behavioral Interventions and Supports (PBIS) to create a safe and orderly learning environment. Everyone at TFMS- administration, staff, and students- strives to meet the four School Wide Expectations:

- T:** Take Responsibility
- F:** Follow Directions
- M:** Make Safe Choices
- S:** Show Respect

Students will have the opportunity to be rewarded when they meet the PBIS expectations, as well as other classroom-level expectations, including but not limited to:

1. Be in your class on time and seated with all necessary supplies.
2. Listen and follow *all* instructions without interruptions.
3. Always treat others and their property respectfully.
4. Participate in all classroom activities and give your best effort.

As you read through this handbook, please pay special attention to our dress code, cell phone procedures, bus expectations and attendance policy. If you have questions or concerns, please contact Matt Moore, Principal, Mr. Fossett, Assistant Principal, Mrs. Cooper, Assistant Principal, or Dr. Shannon Gross, Assistant Principal. The main office number is 859-341-0216.

All disciplinary issues will be handled in a gradual manner following the Kenton County School District's Code of Expected Behavior and Conduct.

KENTON COUNTY SCHOOL DISTRICT CODE OF EXPECTED BEHAVIOR AND CONDUCT

The Kenton County School District Code of Conduct & Expected Behavior outlines expected behaviors for students and consequences for actions. Students will be responsible for adherence to this code in school, at school sponsored or related activities, on school buses, and at any extra-or co-curricular activities at, or away from school and will be subject to disciplinary action should they violate this code.

Students and Parents are responsible for its contents.

DROP-OFF/PICK-UP PROCEDURES

ARRIVING

Walkers

Students are not allowed to walk to school.

Car Riders

All vehicles are to enter the campus from Lyndale Road or the Caywood entrance and follow the drive to the front of the school. Do not enter the campus, as the main drive as that entrance is for buses only. Please pull forward as much as possible before dropping students off. Exit at the light at Caywood. Please be aware that teachers are parking and walking in the morning. Students arriving after the final bell at 8:00 will need to check in at the office and will be counted as tardy. Excessive tardies could result in disciplinary action.

The doors are open at 7:10 for car riders who will wait in the cafeteria where breakfast will be available. Students shall remain in the cafeteria until 7:40 and will be permitted to leave the cafeteria at 7:40 to report to their 1st Period. Breakfast will continue to be served until 8:00 for all students.

Buses

Buses will release students as they arrive. Bus riders will report to the gymnasium until 7:40, at which time they will be released to report to their first period class. Upon release, students will be able to grab a breakfast which will continue to be served until 8:00 for all students.

DISMISSAL

Walkers

A [“Walker Request” Form](#) must be signed by a parent/guardian in order for a student to be able to walk home. If a student violates the expectations, this privilege may be revoked.

- Students will report to the cafeteria to retrieve their “Walker Pass”.
- Walkers will not be dismissed from school until most buses and parent vehicles have cleared the parking lot.
- Walkers will walk only on the Innovation Way sidewalk or the sidewalk on the east side of the building (in front of the Lyndale Lot).
- Students will be able to walk home only if they live within our permitted walking boundary. The outermost boundary includes the following streets: Edgemar, Stevenson Rd., Dixie Highway, and Fraternity Rd.
- Walkers must proceed directly home without making any stops along the way.
- Walkers must obey the KCS D Code of Expected Behaviors and Conduct, all traffic rules for pedestrians, and respect all properties of the neighborhoods being passed.

Car Riders

Those picking up students will park in the Lyndale lot (Lot A) or Lot D. At 2:40, dismissal will begin for students. Students will be dismissed in waves dependent on their class locations. Students will walk to parking lots A or D to meet their awaiting parents/guardians who shall remain in or near their vehicles. Students must use the sidewalks and cross at the crosswalk. Students are not permitted to walk to any other parking lot on our campus.

Buses

At 2:40, dismissal will begin for students. Students will be dismissed in waves dependent on their class locations. Students must walk directly to and get on their assigned bus. Similar to classrooms, bus drivers have the right to assign students seats and limit items brought on the bus. No students will be transported on a bus other than his/her own without a pass that has been signed by the school official. Depending on bus route size, passes may be limited by the school or the transportation department. If there are problems on the bus, please contact The Kenton County School District Transportation Department.

GENERAL PROCEDURES

TELECOMMUNICATION DEVICES/ MESSAGES POLICY

In compliance with Kentucky Law, and as referenced in the KCSD Code of Conduct (Page 22), KCSD recognizes the growing presence of telecommunication devices in students' lives. To maintain an optimal learning environment the use of all telecommunication devices is strictly prohibited during instructional time.

Violations of this policy will result in progressive disciplinary actions, which include:

- (1st Offense): Verbal warning
- (2nd Offense): Confiscation of the device for the remainder of the class period.
- (3rd Offense): Confiscation of the device for a full instructional day and parent notification.
- (4th Offense): The students telecommunication device will be required to be turned into a centralized location upon arrival at school and may be picked up at school dismissal for 9 calendar weeks. Local schools may utilize other methods to limit access for the 9-week period.
- (5th Offense): The student will be strictly prohibited from having a telecommunication device on school grounds for one semester or 18 weeks.

At Turkey Foot Middle School, all cell phones must be turned off upon entering the school building and remain turned off until the end of the school day (2:40 pm). This includes use throughout the school building, including but not limited to the cafeteria, hallways, and bathrooms. Use of communication devices is not permitted during the school day, any assigned detention, and/or Friday School, etc. Any transmission of images, inappropriate texts, etc. is prohibited and will be disciplined accordingly. Any electronic transmission that occurs after school hours that becomes a disruption to a safe and productive learning environment is subject to school discipline.

Cell phones are not to be visible and must be put away throughout the school day (i.e. backpack). Failure to do so, shall result in a Code of Conduct violation.

All headphones (ie. Air pods, Beats, etc) are not permitted to be worn during school hours unless requested by a teacher for an academic pursuit.

Turkey Foot provides landlines throughout the building. However, students must obtain permission to use the telephone. Students who are ill must see the school nurse before calling home. Phone messages for students should only be made in extreme emergencies. If forgotten items are brought to school for students by parents, students will not be called out of class. The office will see that the student gets their items. It is a school-wide goal to reduce the number of disruptions to classroom instruction.

DRESS CODE

All workplace environments have expectations for dress. The following dress code establishes minimum expectations for student dress while attending Turkey Foot Middle School. The dress code ensures appropriate clothing that is not offensive, provocative or disruptive and that reinforces safe behaviors and a safe and orderly learning environment. In all instances not specifically addressed in the district or school codes, the principal or his designee shall have final say on questions related to proper dress. Students shall abide by the district and school codes and the implementation decisions made by the principal or their designee.

- Shorts, skirts, skorts and dresses must be appropriate wearing apparel for school sessions as long as they meet the dress code. A rule of thumb is that the student can stand straight with hands to side and fingertips not touching bare skin.
- Holes in pants and other garments will follow the same criteria as shorts. A rule of thumb is that the student can stand straight with hands to side and fingertips not touching bare skin.
- Neither the fabric, nor fit, nor fashion of the article of clothing shall allow exposure of undergarments, the midriff, or the bare back whether the student is seated, standing or moving.

- Narrow strapped tops, halters, crop, or tube tops are not permitted. A rule of thumb is that all should have at least a three finger width strap and covers the shoulder of the student.
- Pants must be worn at waist level. Pants must be appropriate size and may not drag on the floor.
- **Sweatshirts with hoods are permitted but hoods are not to be worn.**
- Hats and/or sunglasses or other items that may obscure a person's identity must be removed upon entering the building.
- Bandanas or other items that may represent gang colors or gang paraphernalia are prohibited.
- Jewelry intended for piercing may NOT create a safety concern or be disruptive to the educational process as determined by the Principal or their designee.
- Shoes must be worn at all times. Shoes must have solid soles. Athletic shoes, slides, and flip flops are acceptable. House shoes/ slippers are not permitted.
- Any type of shoe skates are not permitted.
- Any clothing or accessories that may cause a distraction or interruption to the educational process or is a potential safety concern is subject to review by the school administration.
- Strictly prohibited are any types of clothing or accessories that promote alcohol, drugs, gangs, weapons, tobacco, violence, sexual behavior, profanity, discrimination, through word, pictures or innuendo. Any wording or graphics on any part of the clothing must not relate to drugs or alcohol, gangs and/or violence.

While it is our goal to allow students self-expression in keeping with a safe and orderly environment, if a student is in non-compliance with the dress code, the student's parents/guardians will be contacted to bring appropriate clothing to school. The TFMS Family Resource Center keeps some garments on hand for students who wear inappropriate clothes to school. We may have a T-shirt for you to borrow so that you will not miss classroom instruction while waiting for your parents to bring you a change of clothing. We can't guarantee that you will like what we have available or that we'll have something in your size. Repeated violation of the dress code will result in more severe consequences.

In the course of the year, TFMS may determine that new fads and modes of dress are disruptive to a safe and orderly learning environment. In that case, the Principal has the right to adjust the dress code accordingly.

GRADES

Please review your child's grades carefully and contact your child's teachers if you have questions. Grades can be accessed through Infinite Campus. Mrs. Valorie Richardson or Mrs. Amanda Naber can assist you with the Parent Portal.

Students who are failing classes may lose privileges such as dances, playing sports or attending other activities (e.g., 8th grade Bridging). Students with failing grades will be offered opportunities to improve their grades. This can be during school, after-school or at home. Athletic eligibility will be determined following current school policy. Students should listen for announcements as opportunities for after school tutoring may arise.

Students have the responsibility to make up any schoolwork (homework/tests) missed due to absence. After missing class, a student must check with his/her individual classroom teachers to determine what school work has been missed and when it is to be made up. Students will have one day per day missed to complete the work after returning to school from an EXCUSED absence. Schoolwork that is made up and completed on time, will have the opportunity to receive full credit. Students will not be required to have schoolwork/assignments completed prior to their return to school after an absence. Students should check Schoology for posted assignments.

Students with failing grades, discipline issues, and/or attendance issues may be INELIGIBLE to attend extracurricular activities including, but not limited to dances, athletic events, Bridging, any other events.

ATTENDANCE PROCEDURES

It is extremely important that both the student and the parent/guardian take school attendance seriously. Good attendance is essential for academic success.

- Parents must call the school by 8 a.m., each day a student is absent.
- Students will be considered tardy after the 8:00 a.m. bell. Students with excessive tardies may face disciplinary actions.
- A maximum of ten (10) absences per year may be excused with a signed note from a parent/guardian. After the tenth (10th) excused absence (half or full day) with a parent/guardian note, any additional absences will require a doctor's note, in accordance with Policy 09.123.
- Within three (3) days of a student's return to school, a written note signed and dated by the parent/guardian or physician explaining the absence must be submitted.
- Students missing school for educational opportunities must submit an [Educational Enhancement Form](#) prior to the absence.

CAFETERIA

Thanks to the implementation of the Community Eligibility Provision (CEP), Turkey Foot Middle School offers breakfast and lunch free of charge for all students. Students are responsible for following all procedures outlined by staff in this area. Students shall exhibit respectful behavior to all cafeteria staff.

Families can continue to pay for additional items online by [creating a free MySchoolBucks account](#). With MySchoolBucks, parents and guardians will be able to view cafeteria purchases, check student's balance, receive low balance alerts and pay for food items from anywhere! Please remember that students are always welcome to add money to their lunch accounts with no associated fees by bringing cash to school.

[The Household Income Form](#) needs to be filled out to receive other benefits. One form per family needs to be completed.

TAKING MEDICATION

Students are not to have any medication in their possession, including over-the-counter medication or medication prescribed for them. If it is necessary for a student to take any medication on a regular basis during school hours, an ["Administration of Medication" form](#) must be filled out and signed by the doctor and the parent. This form is to be filled out even if a student must take medication on an as needed basis, including Tums, Aspirin or Ibuprofen, Midol or other over-the-counter medications. These forms are available in the office. All medications must be kept in the nurse's office. Students who are found to have non-prescription or prescription medications on their person will be considered to be in possession of drugs and may face disciplinary action as outlined in the KCSD Code of Expected Behaviors and Conduct.

SCHOOL PROPERTY, BOOKS, CHROMEBOOKS/PERSONAL DEVICES

Any student who intentionally damages, defaces or destroys school property or the property of others will face disciplinary action and retribution of repair costs.

Students are loaned books and Chromebooks for instruction. If the items are misused or lost, students are responsible for replacing them. For the 2025-2026 school year, students are not permitted to bring their own computer devices.

Students must sign an [Acceptable Use Policy](#) agreement prior to being loaned a School Chromebook.

LOST ITEMS

The school and the district accept no responsibility for the use, breakage, theft, or loss of personal items, including communication devices. We will not investigate the loss or theft of these items. These items may also be confiscated, searched, and held for parent pickup.

VISITORS

All visitors must enter the building through the school's main office entrance. Non-essential visitors will be limited on school property to reduce congestion in common areas.

If a student forgets an item (i.e. lunch money, lunch) that requires the parent/guardian to drop it off, the parent/guardian will be able to do so. The parent/guardian will need to press the buzzer outside of school and notify the staff member that they are dropping off an item for a student. The staff member will unlock the first set of doors leading to the lobby and the parent can leave the item there. Please make sure the item has the student's name clearly marked on it. A staff member will deliver the item to the student.

It is mandatory to report to the office with a state-issued picture ID, sign in, and secure a visitor's pass. Parents who wish to meet with their child's teacher(s) must schedule an appointment with the teacher. For safety reasons, we ask that parents do not stop by the school without a scheduled appointment. Instead, parents can call the school at (859) 341-0216 to discuss concerns

BUS EXPECTATIONS

The privilege of riding a school bus will depend upon students obeying the following rules and procedures in accordance with the Kenton County School District and under 702 KAR 5:030 Section 19-20, as well as parents or guardians adhering to expected behavior while interacting with District Transportation staff, including, but not limited to KRS 511.020, KRS 508.078, KRS 508.025, KRS 519.020, and KRS 525.070. These behavioral expectations apply to students, drivers, parents/guardians, and others, whether going to and from home, at the bus stop, on the buses, on our school grounds or in our school buildings.

- Bus behaviors are expected to reflect school-wide expectations. Misbehavior on the bus may result in bus suspension or expulsion.
- A bus driver may initiate the removal of a student from the bus at the time of an incident if the situation places the student or others at risk of physical harm or otherwise makes it unsafe for the driver to continue transporting students.
- The principal is authorized to suspend immediately, as a disciplinary measure, bus riding privileges for any student who is reported to him/her by the bus driver.
- Bus drivers have the right to assign students to seats and limit items brought on the bus.

ADDITIONAL STUDENT EXPECTATIONS

- Students are expected to follow all school rules.
- No buying, selling, betting or trading of items or money is permitted on school property.
- Students are permitted to bring water but will need to bring it in a non-breakable, clear container. We do have a filtered water system so that students may refill their own water bottles. Drinks that are brought as part of a school lunch will need to be consumed during lunch.
- All schools in the Kenton County School District are tobacco free. This includes the use of tobacco products, and any vapor devices. Students will face disciplinary action if found to be in the possession of tobacco products or vape devices.
- ALL offenses involving drugs, alcohol or weapons will follow the guidelines in the Kenton County Code of Expected Behaviors and Conduct.

School Expectations are written and enforced with the safety of our students and staff in mind.

Please comply with our expectations.

EXTRACURRICULAR ACTIVITIES

ATHLETICS

All students can participate in sports such as archery, basketball, cheerleading, cross country, football, girls' volleyball, and track (subject to yearly changes). To join, all required paperwork—including a KHSAA physical and proof of insurance—must be submitted and approved by the athletic director each school year.

Seventh and eighth graders at Turkey Foot also have access to additional sports programs through Dixie Heights High School, including swimming and diving, tennis, golf, cross country, track, soccer, baseball, softball, bass fishing, unified bowling, and unified track and field.

ATHLETIC ELIGIBILITY REQUIREMENTS

To participate in competitive activities, a student athlete must be passing at least five of six subjects and maintain a passing grade in all classes for the year. Virtual students are required to be in the green and blue progress levels, with passing grades in five out of six courses. This policy also applies to students participating on athletic teams at the high school level. Grades will be monitored weekly once competition begins. Detailed guidelines are provided in the athletic packet distributed to all student athletes.

CLUBS AND ACTIVITIES

Feeling connected to school boosts student success. At TFMS, Encore classes and after-school clubs support this connection. For the latest club list, visit the TFMS website under Activities. Students interested in a new club should contact the activities coordinator—new clubs can start with enough interest.

Examples of clubs include Jazz Band, Drama Club, Student Council, Quick Recall, Future Problem Solving, Yearbook, Academic Team, NJHS, Chess Club, and more. Students should watch announcements and check the electronic newsletter for updates. Please ensure your contact information, including email, is current.

ACADEMICS/RECOGNITION

Students identified as gifted have access to Prep/Prep+, Spanish 1, and other specialized classroom opportunities. Throughout the year, students are recognized on the Straight A Honor Roll and the A/B Honor Roll. At the end of each school year, award programs are held for each grade level, and students receive written invitations to attend and be honored for achievements in academics, citizenship, attendance, and more. Only students with Straight A's or those selected by their teachers will be recognized at the end-of-year Honors Event.

NATIONAL JUNIOR HONOR SOCIETY (NJHS)

The Turkey Foot Middle School chapter of the National Junior Honor Society recognizes students who reflect outstanding accomplishments in the areas of scholarship, leadership, service, citizenship, and character. Selection to NJHS is a privilege bestowed upon students by the faculty. Members are selected in the fourth quarter of their seventh grade year. For more information, please go to the TFMS webpage.

PARENT INVOLVEMENT

INDIANS CLUB

There are always opportunities for parents to volunteer at the school. However, you must complete a [Volunteer Background Check form](#) before volunteering at school. Please visit the [Volunteer page](#) on the KCSD website for more information.

All parents, staff members and community members interested in the welfare of Turkey Foot students are encouraged to join and become an active member of the parent organization. The purpose of the organization is to assist in providing financial support and manpower for programs and activities that promote student achievement and that provide the necessary materials to make this possible. Each year this parent organization commits a great deal of money to support our programs. Parent volunteers are needed to assist with programs and projects, to serve as officers, to serve on the SBDM committee, to volunteer time for dances, field trips, etc. and to offer clerical support to teachers when needed.

COMMUNICATION

We need your help! It is imperative that parents/ guardians stay in contact with the offices of Kenton County Schools in regards to student-guardian information, address, and emergency contact information. There should be no time that school personnel cannot get in contact with parents/ guardians. If your phone number, address, or contact information changes during the school year, it is the responsibility of the parents/ guardians to notify the office of any changes. All student records are confidential and can only be released through proper authorization.

STAY CONNECTED

Newsletter/ All Calls

Please make sure your email addresses and phone numbers are updated in Infinite Campus.

Please email Valorie Richardson (valorie.richardson@kenton.kyschools.us) to update your contact information.

X:

- Turkey Foot Middle School--- @FootMiddle
- Indians Club--- @TFIndiansClub
- Matt Moore--- @mattmooreky
- Chris Fossett--- @C_Fossett
- Courtney Cooper--- @MrsCourtCooper
- Dr. Shannon Gross--- @DrGrossKCSDMS
- TFMS Counselors--- @TFMS_Counselors

Facebook: Turkey Foot Middle School Indians