

**ECHOLS MIDDLE SCHOOL
STUDENT INFORMATION
2019-2020**



Welcome to Echols Middle School! We hope that you all have had an enjoyable summer. We are pleased to have you as a part of our school. This student handbook is provided to help answer questions that may arise during the school year. This is to be used in conjunction with the *Student/Parent Information Guide* for 2019-2020. It is imperative that students and parents thoroughly familiarize themselves with the information contained in both of these booklets. This is an exciting year for all of us. Working together, we can make EMS a place of many fond memories during your middle school years.

Vision Statement:

Every Child, Every Chance, Every Day!

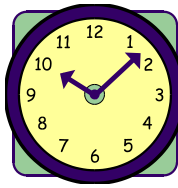
Mission Statement: Echols Middle School and our community of support are dedicated to providing a safe, positive learning environment where all students feel accepted, challenged, and compelled to achieve their highest academic and personal potential. (8/02)

Belief Statements:

1. Students learn in different ways and are provided varied instruction and assessment to meet individual needs.
2. Active parental and community involvement are essential parts of the educational process.
3. Clear goals and high expectations are cultivated for student achievement.
4. Technology, problem solving, and critical thinking skills are essential elements in learning.

Jason Stapp Laurie Copeland Jeff Cameron
Principal Assistant Principal Assistant Principal

SCHOOL DAY



The official school day is from 7:55 until 3:05. **Students should not arrive before 7:20 a.m.** Students should be in their first period by 7:55a.m., and are tardy after this time. Car riders are picked up and dropped off in front of the gym. You may use the car line or park and wait in the parking lot across from the gym. Students **must** use the crosswalk when crossing the street. All students should be picked up no later than **3:20**. Parent vehicles should not enter the bus area. All buses load and unload under the blue awnings.

Bell Schedule

7:50 – Dismiss from Gym/Cafeteria
7:55 – 8:50 – 1st Period
8:55 – 9:45 – 2nd Period
9:50 – 10:45- 3rd Period
10:50 – 12:20 – 4th Period
12:25 – 1:15 – 5th Period
1:20 – 2:10 – 6th Period
2:15 – 3:05 – 7th Period

***Locker Breaks**

Girls – After 1, 3, and 5th Periods
Boys – After 2, 4, and 6th Periods
All Students – Before and after school

PROMOTION POLICY

Students in grades 6, 7, and 8 must pass with a “60” **ALL 4 CORE** courses on the final grade + one additional course to be promoted to the next grade. Core subjects are English, Math, Science, and Social Studies.

COURSE FEES

All course fees must be paid at the time schedules are obtained.

DROPPING COURSES

A student may withdraw from an elective course during the first four (4) days of the term with the permission of the principal and if space in other elective classes is available. No schedule changes will be made after the first 4 days of each semester. **(A \$10 schedule change fee is required.)**

ATTENDANCE POLICY

Echols Middle School enforces the attendance policy as it is outlined in the Tuscaloosa County Schools *Student/Parent Information Guide* and the Early Warning Prevention Program established through the joint efforts of the Tuscaloosa County Board of Education, Juvenile Court. The attendance regulations are as follows: to be counted present in class, a student must be present more than fifty percent (50%) of the period. In accordance with State Law, a parent must explain the cause of every absence of students under his/her control or charge. Every student, upon return to school, must bring a written excuse from home within two (2) days following the absence. It must be signed by the student’s parent or guardian. At EMS, the student will bring his/her excuse to their first period teacher to receive an excused absence slip. All student absences shall be designated as either excused or unexcused. Failure to bring a note from home within two (2) days of the absence will result in an unexcused absence being recorded. After a total of ten (10) absences during the school year, medical or legal documentation must be provided in order for absences to be excused. In accordance with Alabama Law, a student shall be excused for an absence from school for any one of the following reasons:



- Student illness
- Death in the immediate family
- Inclement/dangerous weather deemed a life or health risk by the principal
- Legal quarantine/subpoena

- Emergency conditions as determined by the principal
- Prior permission of the principal and consent of the parent/guardian

***Students with 10 absences for the year will require administrative approval to attend a field trip. Also, students with multiple suspensions in that semester will not be able to attend field trips scheduled in the semester they are suspended.**

MAKE-UP WORK

It is the responsibility of the student to request and return make-up work. Students are allowed 2 days for each day of excused absence to complete and return assignments. Teachers shall not provide make-up work or examinations for students absent for unexcused reasons. If an absence is unexcused, the student cannot receive a grade for missed work.

CHECK-INS/OUTS

Check-ins/outs shall be considered an absence from the class periods missed. Students must check in/out through the school office. Students will be allowed to check in/out with a note or when a parent comes for them in person. If a student checks in or out with a note, it must contain the date, time of check in/out, parent's phone number and signature, and the reason for the check in/out. Check-ins/outs shall be considered unexcused absences from those class periods missed unless evidence is presented to the office staff/administration by the parent or legal guardian that the check-in/out was for an excused reason. You are encouraged to make medical and dental appointments before or after school hours. Be prepared to show government issues identification.

LATE CHECK-INS

Bus students reporting to school after 8 a.m. must check in through the office. Students arriving by private vehicle or walking are tardy after 8:00 a.m. Students may go directly to 1st period until 8:00 a.m., and they will be marked tardy. Students arriving after 8:00 am must check-in at the office. Only an **excused** check-in prevents a tardy in this situation.



OFFICE TELEPHONE

Students are allowed to use the office phone to call their parents/guardians. Students must have a pass from their class teacher. Personal cell phones may not be used to make calls during the school day.

LOCKERS

Lockers are the property of Echols Middle School. We will not allow students to share lockers. Students will be held responsible for all items in their lockers. Lockers may be inspected at any time. Only girls will be allowed to go to lockers after 1st, 3rd, and 5th.. Only boys will go to lockers after 2nd, 4th, and 6th. All students are allowed to go before and after school.

AFTER-HOURS SUPERVISION

If students attend after-school events, students should have a planned time for someone to pick them up. There is no phone outside of the school building for student use after activities.

ITEMS PROHIBITED ON CAMPUS

Any item that may interfere with school operation or the safety of others is prohibited on the grounds of Echols Middle School. Specific items prohibited on school campuses are listed in the *Student/Parent Information Guide 2019-2020 School Year*. The school is not responsible for lost or stolen items.

VISITORS

All school visitors are required to report to the office to sign in And show a government issued identification. Students enrolled at Echols cannot bring student visitors to school during normal school hours.

PARENT-TEACHER CONFERENCES



Teachers and parents are encouraged to communicate with one another. If parents would like to arrange conferences

with the teachers of their children, call the office for information concerning the planning period for teachers. You can speak with teachers in person or over the telephone during this time, as well as before or after school. Teachers are also accessible through e-mail. Emails are available on our school website. Remember to check INOW for grades. Student PIN numbers can be obtained from the school office.



MEDICATION

For **ANY** type of medication to be administered during the school day, a parent must bring the medication to the school nurse and present a **MEDICATION RELEASE** form (completed by a doctor). The school does not dispense any form of medication such as aspirin or other over-the-counter medication without the proper paperwork. First aid will be limited to the application of ice, Band-Aids, etc.

CAFETERIA



Beginning August 8th, breakfast will be served. The cost is \$1.25 per meal. Lunches are \$2.65 per meal. Extra items such as juice, ice cream, etc., will be sold a la carte. Students must keep the cafeteria clean and orderly. The directions of the lunchroom manager, workers and teachers must be respected and followed at all times. Parents can deposit money in lunch accounts through paypams.com.

INSURANCE



School accident insurance is available for purchase on a voluntary basis. This is a limited insurance policy. Please read the insurance application carefully. The Board of Education may require a student in certain curricular or extra-curricular areas to participate in the school accident insurance program

or file with the school principal a statement from the student's parent or guardian that the student is protected adequately against accidents that may occur while participating in activities.

ATHLETIC REQUIREMENTS



All athletics require that students have physical examinations prior to their participation in activities. A copy of the student's birth certificate must also be presented. Proof of insurance must be provided or you must purchase school insurance.

Physical examinations are given for a nominal fee at DCH Sports Medicine in Northport.

Dates for this will be announced at school. Students entering grade 8 must, for the last two terms of attendance and summer school, if applicable, have a passing grade in five (5) subjects with a composite numerical average of 70. Students promoted to the seventh grade for the first time are eligible.

EXTRA-CURRICULAR ACTIVITIES

These include sports, academic competitive teams, and clubs. There are many opportunities for students to be involved in positive activities.

DISCIPLINE

It is the responsibility of the administration and faculty at Echols Middle School to provide a safe and friendly school for all students and personnel. The administration is committed to student achievement, and will have little tolerance for students who disrupt the educational process and infringe on the rights of others. All students and parents are encouraged to read the Tuscaloosa County Student/Parent Information Guide. All responses to student misbehavior will be in keeping with Tuscaloosa County Board of Education policies and procedures. The consequences associated with student misbehavior will vary depending on the severity and frequency of the behavior.

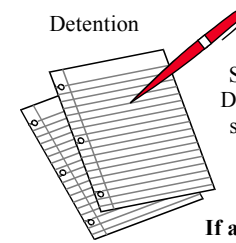
DRESS CODE

At Echols Middle School, teachers and administrators enforce the following guidelines:

1. Shorts, dresses, skirts, and holes showing skin must be BELOW fingertips.
2. Leggings or any other bottoms that cling close to the skin must be worn with a top, dress, or skirt that is below fingertips.
3. Acceptable shorts must be visible when worn with long shirts.
4. Straps on female tanks must be 3 adult fingers wide and ALL undergarments should not be visible with any top.
5. No pajamas or house shoes.
6. Words/pictures must meet board policy.
7. All pants must be worn at the waist.
8. Males must wear a t-shirt under any sleeveless jersey.
9. Hats, toboggans, bandanas and all other head coverings should not be worn inside the building.

*Additional dress code policies are in the TCSS Parent-Student Information Guide.

DETENTION



Detention is held on Wednesdays from 3:05 P.M. until 5:00 P.M. Students will not be admitted to Detention late. Additionally, students will not be allowed to leave Detention early. Parents are responsible for picking up students on time.

If a student misses a scheduled detention, he/she will be suspended on a day scheduled by Mr. Stapp or Mrs. Copeland.

TARDY PROCEDURES

Secondary Schools

4th Tardy – After School Detention
6th Tardy – After School Detention
8th Tardy – After School Detention
10th Tardy – Out of School Suspension
Every 2nd Tardy after 10 – 1 day out of school suspension.

SCHOOL CONSEQUENCES

Each classroom teacher will provide the students and parents with written notice of specifics regarding his/her classroom. The consequences for failing to abide by the classroom rules are included in the written notice. After steps in the classroom discipline plans have been exhausted, then a student will be sent to the office. Major, intermediate, and some minor offenses are automatic discipline referrals to the office. Office consequences include, but are not limited to the following: Counselor referrals, Student/Parent Conferences, Detention, discipline packets, work detail, ISI (In-School Intervention), and OSS (Out-of-School Suspension).

The tables contain a partial list of offenses and possible office actions carried out by the administration. The number of referrals and severity of the offense will also impact the action taken. Once a student has reached the 10th office referral, the next referral will likely result in a suspension (OSS) from school.

	1 st Office Visit	2 nd Office Visit	3 rd Office Visit	4 th + Office Visit
Tardiness	Detention	Detention	Detention	ISI
Failure to follow P.E. rules	Detention	Detention	ISI	OSS
Gum	Detention	Detention	ISI	OSS
Excessive distraction of others/class disruption	Parent Contact	Detention	ISI	OSS
Use of profane language	Detention	ISI	OSS	OSS
Nonconformity to dress code	Call parent For clothes	Call parent Detention	Call parent ISI	Call parent OSS
Inappropriate public display of affection	Student/Parent Conference	Detention	ISI	OSS
Unauthorized absence from class	Detention	ISI	OSS	OSS
Repeated refusal to complete class assignments & failure to bring required instructional materials to class	Parent Contact	Detention	ISI	OSS
Defiance of Board employee's authority	Detention	ISI	OSS	OSS
Use of cell phones, iPods and/other telecommunications devices without permission	Detention and item released to parent	ISI-item released to parent	OSS -item released to parent	OSS-item released to parent
Cheating	Parent Conference and Detention	ISI	OSS	OSS
Threat, harassment, or intimidation of a student	TCSS Policy	TCSS Policy	TCSS Policy	TCSS Policy
Theft	OSS	OSS & Police Report	OSS & Police Report	OSS

	1 st Office Visit	2 nd Office Visit	3 rd Office Visit	4 th + Office Visit
Possession, control, or use of tobacco products, matches, or lighters	OSS 2 days	OSS 3 days	OSS 4 days	OSS Add. 1 day
Vandalism	OSS (pay restitution)	OSS (pay restitution)	OSS (pay restitution)	OSS (pay restitution)
Offensive touching	OSS	OSS	OSS	OSS
Leaving school w/out permission	OSS	OSS	OSS	OSS
Computer misuse/abuse	OSS	OSS	OSS	OSS
Fighting	OSS 3 days	OSS 5 days	OSS 10 days	OSS
*** ANY CLASS III VIOLATION MENTIONED IN THE STUDENT/PARENT INFORMATION GUIDE WILL RESULT IN AN AUTOMATIC 10-DAY SUSPENSION PENDING A PRE-EXPULSION HEARING!!!				
**** ADMINISTRATIVE RESPONSES MAY ALSO INCLUDE BUT ARE NOT LIMITED TO: PARENT CONTACT OR CONFERENCE, ISOLATION, CORPORAL PUNISHMENT, WORK DETAIL, ISI, LEGAL ACTION, OR ASSIGNMENT TO ALTERNATIVE SCHOOL				



CHARACTER EDUCATION

We want to promote good character and positive choices. Our character education theme is explained in the acronym CLAWS.

Attached are expectations for our students in all areas of our campus. Please review these with your child.

At Echols Middle School, we are...

Compassionate We genuinely care for ourselves, each other, and our school.

Leaders We are motivated by high expectations and we inspire others to do their best.

Accountable We are responsible for our conduct in words and actions.

Wise We grow by discovering new things and learning from our mistakes.

Self-Reliant We work toward becoming productive citizens and our best selves.

This is the Wildcat Way!