



**Ecker Hill Middle School**

STUDENT HANDBOOK  
2019-2020 School Year

2465 W. Kilby Rd. • Park City, Utah 84098

Phone: 645-5610 • FAX: 645-5619

School website: <http://EHMS.pcschools.us>

Online Grading Information: <http://powerschool.pcschools.us/public>

**FRONT OFFICE STAFF**

Amy Jenkins, Principal

Dr. Wendy St. James, Assistant Principal

Claustina Mahon Reynolds, Assistant Principal

Jennifer Ivers, Admin. Secretary • Mary Kelsch, Attendance/Registrar

Tracey Young, Receptionist

Cherie Thomas, I.S.S. Coordinator

Anne Alexander, School Nurse

Vanina Torreyra, Latinx Community Outreach

**COUNSELING STAFF**

Nora Buchanan & Kristen Brindza, 6<sup>th</sup> Grade Counselors

Johnna Roussos & Kristen Brindza, 7<sup>th</sup> Grade Counselors

Ashley Halper, Counseling Secretary

**School Hours**

School Hours: 8:50 a.m.- 3:40 p.m. Monday through Thursday

8:50 a.m.- 1:35p.m. Friday

Office Hours: 8:00 a.m. - 4:30 p.m.

**ECKER HILL MIDDLE SCHOOL: A to Z**

Welcome to Ecker Hill Middle School, home of the Timberwolves. It is the sincere hope of the faculty, staff, and administration that your years here will be productive, enjoyable, and some of the most rewarding in your school experience. We are here to ensure that you get the best education possible. What follows is an alphabetized list of information about school expectations.

**ADVISORY or I-Time**

Advisory or I-Time is a year-long class and often acts as a student's homeroom. The main purpose of the class is to help students build relationships on a more individual and personal basis and many school-wide and team theme activities are

done through this class. In addition, daily all-school announcements are part of advisory.

Tuesday, Wednesday, and Thursday Advisory will be used for intervention Time (I-Time). Teachers may require certain students to attend for extra help on specific items. Students may choose to go to intervention if there is room. Students who do not need intervention will participate in an extension activity/class. Students are notified each Tuesday, Wednesday, and Thursday of where they need to go. Failure to report to an assigned I-Time will warrant an after school detention.

### ALLERGIES

Many students and faculty members have allergies to foods and scented products, such as perfume, scented lotion, latex, etc. We also have several students with severe nut and food allergies. Please be sensitive to these issues. School regulations may be developed, communicated, and applied.

### ATTENDANCE

Daily school attendance is important to a student's success at the middle school. Poor attendance usually results in poor achievement. Students are expected and required by Utah State Law 53G-6-202 Compulsory education, to attend school every day that school is in session, except on those occasions when the school has been notified that the student is ill or that the student has a family emergency. Frequent absences could result in a truancy letter and an Administrative meeting. When a student is absent, we request that a parent or guardian call that morning to let us know. If you forget or are unable to call the office, the student can bring a note to the office, excusing their absence. For pre-arranged absences, please pick up the form in the front office. Students have ten school days to bring in a note excusing their absence. For extended absences and make-up work requirements please refer to Homework Policy listed in this agenda.

### BACKPACKS, BAGS & PURSES

Due to space and safety issues, backpacks, bags, and purses must be kept in students' lockers and are not allowed in classrooms, office, or common areas. Sports bags and instruments can be stored in the designated areas.

### BANNED ITEMS

The following items are disruptive, unhealthy, or unsafe and may not be brought to school:

1. Any smoking materials (vape, cigarettes, e-cigarettes, lighters, matches, pipes, etc.).
  2. Weapons of any type.
  3. Toy weapons (including those that look real).
  4. Laser pointers.
  5. Water balloons and water pistols.
  6. Fireworks.
  7. Medicine--refer to the section on Medication at School.
- Refer to [PCSD Policy Safe Schools](#) for a complete list.

### BOUNDARIES

Before school and until 8:30 am students should remain in the lunchroom/forum. During lunch, students remain in the lunchroom or on the blacktop area or lower playing field behind the school.

### BUSINESS HOURS

Office hours are Monday–Friday 8:00 a.m. to 4:30 p.m. Staff supervision is available at 8:00 a.m. as a courtesy to our parents/guardians. Classes begin at 8:50 a.m. and end at 3:40 p.m. All students, unless enrolled in special after-school programs, are to be out of the building by 4:00 p.m. Teachers may be available one-half hour before and after school for consultation or other special needs. As a courtesy to our teachers, please call ahead to make an appointment.

### CHECK-IN AND CHECK-OUT

Any student arriving late for school at any time should report directly to the front office. If the tardy should be excused, they also need a note, signed by a parent/guardian. The office staff will give the student an admit slip to get into class.

All students are expected to remain at school for the entire day. If a student must leave school for an appointment, a parent/guardian must enter the building to sign them out. No student will be released without parent or guardian permission and a photo ID is required. If a student is being checked out early, we require that you send a note to the main office in the morning prior to departure. Your student will be given a 'permit to leave class' pass. The student gives this pass to the teacher to be excused at a specific time. Your student will then meet you in the office. If you do not send a note ahead, we have to call the classroom and disrupt the class. Sometimes we are unable to locate your student because they are in a PE class, computer lab, library, etc. This causes you to be late for your appointment or event. Please be considerate and plan ahead.

### COUNSELING AND GUIDANCE

The mission of the Park City School District Comprehensive Guidance and Counseling Program is to support an educational process that empowers each student to reach the highest levels of integrity, citizenship, and success by working with students, educators, family, and community.

EHMS counselors provide many services for students, parents/guardians, and school staff. These services implement the Utah Comprehensive Guidance program, encompassing responsive services, guidance curriculum, career exploration, and support systems. The CCR Plan (College and Career Readiness Plan), navigates your student's academic pathway from grades 6-12. Students, parents/guardians, counselors and the CCA Team (College and Career Awareness) are actively involved in these parent/teacher CCR Plan conferences.

Parents/guardians are encouraged to contact their student's counselor for any reason, ranging from academic to social/emotional and developmental issues. Please contact us by email or phone to set up an appointment.

### DISCIPLINE

The teachers and staff at EHMS believe that everyone has the right to learn in a positive learning environment. Students have the right to learn and teachers have the right to teach without abusive or disruptive interruptions. Students are expected to be prepared and participate positively in each class during the school day. Any teacher and staff may redirect student behavior at any time. Office referrals will be conducted as described in the EHMS School-wide Classroom Management Plan.

#### **EHMS School-wide Classroom Management Plan:**

Students are expected to:

1. Be Ready
2. Be Respectful
3. Be Responsible

To view the 3R's Rubric [click here](#).

### **Teachers will use the “3 Strikes” Policy for infractions.**

1. Strike 1 = Verbal Warning
2. Strike 2 = Self-Reflection Sheet or Teacher Option
3. Strike 3 = In School Suspension (ISS) referral  
Student is sent to ISS by the classroom teacher or the substitute, for the remainder of the period. The ISS Supervisor will notify the student’s parents/guardians of the referral.
4. Flagrant Foul = Administrative referral  
(Flagrant Foul is defined as extreme misbehavior.)

### DRESS CODE

Ecker Hill is focused on student learning and achievement; therefore, clothing must be school-appropriate, respectful, and allow a full range of motion (sitting, bending, reaching, running, etc.) without requiring a continuous need for readjustment.

Some teachers may require students to remove hats and hoods during their classes.

Additional dress code issues that will be addressed include:

- o Gang-affiliated clothing and accessories
- o Clothes that expose the torso or entire thigh
- o Clothing with vulgar, profane, or illegal messages
- o Inadequate footwear

The administration shall be the final judge as to the appropriateness of the apparel. If it is deemed inappropriate, the student will be asked to contact their parent/guardian for a change of clothing, or the school will provide a change.

### ELECTRONIC DEVICES

It is recommended that electronic devices not be brought to school. EHMS is not responsible for any theft, damage, or loss of electronic devices. The following guidelines apply to such devices:

1. Cell phones must be kept in lockers and turned off during school hours, 8:50 am to 3:40 pm, **including lunch**. If a student uses a cell phone during school hours it will be confiscated and stored in the front office. First offense, students can retrieve their phone at the end of the day, second offense, parent/guardian pick up.
2. Electronic devices may be used, with teacher approval, for educational objectives. Inappropriate use or content will be subject to disciplinary action.

### EMERGENCY RESPONSE

In the event there is a school-wide emergency, parents/guardians should tune in to local media (KPCW 91.9 FM or KSL 1160 AM). In the event of a real emergency, preparation is important to survival: all students are expected to take emergency drills very seriously. Additional information can be found on the Park City School District website: <http://www.pcschools.us>

### GRADING AND REPORTING

EHMS core and elective courses have four grading periods (quarters) each year. College and Career Awareness (CCA) courses have three grading periods (trimesters) each year.

PowerSchool will reflect proficiency within the standards of each respective course. Canvas will reflect practice and day to day class activities related to the standards. Report cards are available electronically through PowerSchool at end of each quarter.

A copy of students’ confidential ID and password is available in the front office. Students’ progress may be checked online at: <https://powerschool.pcschools.us/public>

More information about Standards Based Learning is available on the EHMS website under the S.B.L. (Standards Based Learning) tab.

### GUM

In order to maintain the cleanliness of our school, gum chewing is discouraged.

### HALL CONDUCT AND HALL PASSES

In order to ensure safety and order, students are expected to be courteous to others. The following are not allowed: locker slamming; public displays of affection, running, hitting, forming groups to block the hall, pushing, playing rough, and sliding down the banisters. Teachers and other adults will enforce these expectations and refer violators to the office for Administrative action. Students will not be allowed in the halls during class time without a legitimate hall pass signed by a teacher.

### HOMEWORK (PCSD Policy 9070)

The Park City School District Board of Education believes that homework is important to each student’s academic performance. It is our belief that students need ongoing support in developing academic skills, study habits, self-discipline, and time management. When faculty, students and parents/guardians work together, homework becomes a valuable, engaging, and relevant part of the student’s instructional program. Homework provides useful information about what students are doing in school.

General Guidelines:

1. Homework should not comprise more than 30% of a student’s grade.
2. Homework should be coordinated on the grade level, including consultation with elective teachers, to ensure that the total time expectation is reasonable.

Faculty Guidelines for Homework Responsibilities:

1. Focus classroom time on instructional content and not on the completion of homework.
2. Explain homework clearly, provide appropriate guidelines, discuss time management skills, state due dates, and explain if the assignment is a group or an individual task.
3. Post daily homework assignments.
4. Provide feedback, discussion, and interaction concerning all homework material.
5. Communicate to parents/guardians, in a timely manner, chronic problems with completion of homework assignments.

6. Provide assignments that support Child Study Team, recommendations and/or IEP's (individualized education plans.)
7. Provide students with information about appropriate homework strategies that support a student's unique learning style.
8. Use homework to support, guide, or modify instruction when appropriate.
9. Never assign homework for punishment.
10. At the high school and middle school level, include a classroom homework statement as part of every teacher's disclosure statement. This should include the percentage of the grade that homework will represent, how homework will be used in class, what large projects will be assigned, and the purpose of homework. A statement on late assignments will be included. Homework expectations and due dates during long school breaks should be clearly defined so that students may have the option of completing homework, if they choose, in advance.

**Family/Guardian Guidelines for Homework Responsibilities:**

1. Support the district homework policy, individual school expectations, and teacher requirements.
2. Establish a study area (appropriate home environment) that will support the completion of homework, and set time to do homework.
3. Consistently discuss daily homework assignments.
4. Establish fair, consistent, and realistic academic expectations.
5. Talk with student about what learning is occurring and about what homework is to be done, and about what support is needed.
6. Help student organize his/her homework and develop time management skills.
7. Attend parent-teacher conferences.
8. Answer any questions, help clarify instructions, and check for completion.

**Student Guidelines for Homework Responsibilities:**

1. Check Canvas for homework assignments each class period..
2. Understand and have the materials related to the homework assignment before leaving class.
3. Complete and turn in homework assignments on time.
4. Get advice from adults or peers when difficulties are encountered with homework.
5. Share information with parents/guardians about what has been learned.
6. Use any appropriate resources as study aids.
7. Learn to use time wisely.
8. Develop responsibility.
9. Prepare for tests.
10. Use appropriate homework strategies.

**Homework for Extended Absences:**

Classroom experiences are critical to student learning. When a student is absent, the classroom lesson cannot be duplicated, therefore the student is missing an important part of learning. Teachers may or may not provide alternative work, but that work may not be the same as if the student were present. If a

student is absent for an extended period of time, the student or parent/guardian may hire a tutor at their discretion and at their own expense, to assist the student in completing missed work. Teachers will decide whether it is more appropriate to provide work before, during, or after an extended absence. Students are also expected to check Canvas for missed work and information.

**Guidelines for Homework for Extended Absences:**

1. The parent/guardian will notify the school at least two weeks before a student's extended absence when it is feasible to do so.
2. The student will take each teacher a 'Request for a Pre-Approved Extended Absence' form at least two weeks before an extended absence.
3. Assignments, or a note stating that homework will be provided after the absence, will be given by each of the student's teachers. The expectation will be that the extended absence homework will be completed within at least the same number of days as the student is absent plus one extra day. For example, if a student is absent for five days, six days will be allowed for completing homework. An individual teacher and student may agree to a shorter timeline.

**ILLNESS DURING THE SCHOOL DAY**

Students feeling sick or injured during the school day need to notify their teacher and report immediately to the front office for Nurse's assistance.

If parent/guardian cannot be reached and the illness is not an emergency, students will be sent back to class. For information regarding missed work, see the Homework Policy (part of this agenda).

**LIBRARY/MEDIA CENTER**

The Media Center is open Monday-Friday at 8:30 am - end of school day. Students may use the library individually, with scheduled classes, or in small groups with permission from their teacher or with a library pass. Students may use the library after school. The library media center is to be used for reading, checking out books, studying, research, and media production. Some Media Center reminders:

1. Two books may be checked out at a time.
2. Books and tapes may be checked out for a two-week period and may be renewed twice.
3. Overdue fines of five cents per day will be charged for overdue items.
4. Students may not use the library at lunch.

**Homework Club** is also available from 3:45-4:55 pm, Monday-Thursday in the Media Center. Extended hours will also be offered and posted outside the library. Our library is equipped with books, magazines, newspapers, video and audio tapes, CDs, internet access, word processing, and multimedia capabilities. Complimentary snacks will be provided.

**LOCKERS**

An assigned combination locker will be provided for students use. All books and personal items are to be kept in the locker.

Passing periods are only five minutes. Time management and planning are important. Some locker guidelines:

1. Students may only use assigned lockers. Locker combinations are to be kept confidential. **Do not share your combination; you will not be issued a new combo or locker.**
2. Lockers should be carefully shut and locked.
3. Lockers must be kept clean at all times. Writing on the outside or inside of lockers is prohibited, as is the use of stickers or tape.
4. Lockers must be kept in good condition. Abuse of school lockers will result in revocation of locker use.
5. Do not leave valuable personal property in lockers. Valuables should be left at home.
6. Items too large for student locker may not be stored in the office, classrooms or hallways. A storage cage is available in the forum for students to use at their own risk.
7. Due to space and safety issues, backpacks, and purses must be kept in students' lockers and are not allowed in classrooms or common areas.
8. Decorations must be paper only. No tape, stickers, or balloons.

#### LOST AND FOUND

Check the front office and lunchroom lost and found areas for missing items. Owners must accurately identify lost items in order to reclaim them. Items left over thirty days will be donated to charity.

#### MEALS

The cafeteria is the only place students are allowed to eat. School breakfast and lunch may be purchased by the week or month. Payments can be made online at <https://paypams.com/>. Applications for free/reduced meals are available in the main office and at the district office. Applications must be resubmitted every year. Each student is assigned a computerized student number to purchase meals. This number is to be used by that student only. Students may use their meal number only once per meal. Students may not give another student his/her personal number. **Students may not 'charge' meals.** Breakfast is served from 8:30am to 8:45am.

Breakfast = \$1.35/day  
Breakfast = \$6.75/week\*  
Breakfast = \$27.00/month\*  
Lunch = \$2.25/day  
Lunch = \$11.25/week\*  
Lunch = \$45.00/month\*

\*Totals depending on days in school

Reminder: Parents/guardians can access their student's meal account balance via <https://paypams.com/>.

#### MEDICATION AT SCHOOL

According to district and state guidelines, ALL medicines that are to be administered at school must follow these guidelines:

1. The school must be provided with a "Medication Permission Form" signed by the student's legal guardian **and** health care provider. This is applicable to prescriptions. For non-prescription medication only a

parent/guardian signature is required. All over-the-counter medications must be provided by the parent/guardian.

2. All medications must be in the original container.
3. Medicines that require administration in a form other than orally, topically or by way of inhaler may not be administered at school.
4. All medications (see #6) for student use must be given to the office by a parent or legal guardian.
5. All medication (see #6) will be kept in a locked space away from student work areas.
6. Epi-pens, inhalers, and diabetic supplies may be carried by students if the student's personal health care plan, approved by the school nurse, so dictates.

#### MESSAGES DURING SCHOOL

Please be aware that office personnel are unable to deliver student messages during the school day. After school arrangements and transportation issues should be taken care of before your student arrives at EHMS. If parents/guardians attempt to contact a student via the student's cell phone during the school day, please remember that cell phones **must** be left in a student's locker.

#### PROHIBITED CONDUCT

As described in PCSD Student Conduct Handbook, the following conduct is prohibited on school grounds, in school facilities, at school related activities, and in school funded transportation, or when it threatens or does harm to the school, school property, another student, a district employee, a person associated with a district school or such person's property, or poses an immediate and direct impact on the discipline or safety of the schools, regardless of where or when the conduct occurs:

- Loitering, trespassing, gambling, extortion, arson, theft, use or display gang signs, and aggravated assault.
- Aggravated assault, arson and extortion.
- Profane, obscene, indecent, abusive, immoral or seriously offensive language and gestures;
- Indecent propositions or exhibitions;
- Wearing, possession, or display of clothing, apparel, bandanas, headwear or jewelry bearing insignia, initials, names symbols or any other emblem or writing which is gang related or represents gang affiliation;
- Any acts or statements which disrupt the educational process of another student by making verbal threats or acts of physical force against another (includes harassment or hazing);
- Defacing through graffiti or other's actions any part of a school building, grounds or property;
- Participation in gang-related activity;
- Any conduct or statements which disrupt the orderly educational processes including verbal threats, physical or verbal intimidation or use of physical force of one student against another;
- Frequent or flagrant willful disobedience, defiance of proper authority or disruptive behavior;
- Willful destruction, injury or defacing of school property;
- Behavior, or threatening behavior, which poses an immediate and significant threat to the welfare, safety or morals of other students or school personnel or to the

- operation of the school. This includes harassment, discrimination, hazing, intimidation, and threats;
- The possession of a drug or controlled substance; acting or being under the influence of a drug or controlled substance, or of an alcoholic beverage; the sale, or distribution, of any tobacco product;
  - Possession (regardless of intent) of a weapon. This includes, explosives, flammable materials, any firearm, knife, martial arts instrument, destructive devices, chains, or any replica or facsimile of the above. Students participation in this type of conduct shall be referred to appropriate law enforcement;
  - The sale, or distribution of a drug or controlled substance; an imitation controlled substance; drug paraphernalia; or any alcoholic beverage;
  - Commission of an act involving the use of force, or the threatened use of force which substantially interferes with the educational process in the school, for another student or for an educator.

### SCHOOL ISSUED LAPTOPS

All students at EHMS are offered a district-owned laptop for use during the school year. Convenient technical support is available to students for their district-assigned devices. Laptop users and guardians must sign, and agree to, the **Laptop User Policy**. Please refer to this document or contact EHMS for more specific information, as the following guidelines are not exhaustive.

Important Points to Remember:

1. Students bring their laptop to school each day fully charged. Limited charging opportunities are available in classrooms.
2. Laptops must always be with the student or locked into a secure area such as a locker.
3. Keep the laptop in a padded case or sleeve at ALL times when not in use. If a student's laptop case is damaged or lost, It is the student's responsibility to provide a case or sleeve that provides adequate protection. Please note that some protective cases are designed to only provide protection from cosmetic damage, these are not adequate. Remember, messenger bags, backpacks and briefcases are not permitted beyond the lockers. Please ensure that laptop sleeves do not violate this rule.
4. It is the student's responsibility to maintain backups of personal data.
5. Take care to protect the laptop from domestic and environmental concerns such as food, liquid, weather, pets, children, and non-authorized users.
6. All technical issues and/or damage to the laptop must be reported to the building ETS immediately.
7. Do not attempt to modify the laptop's hardware or software in any way.
8. Writing on laptop is not permitted. Keep laptops free from stickers, marking, and residue producing items.
9. Loss, theft, and damage will result in a deductible payment by the student. Please see **the Laptop User Agreement** for more information.

10. Each case of loss, theft, damage, or misconduct will be reviewed individually. Instances of extreme misuse, blatant disregard for rules/guidelines, or gross negligence may result in the student being responsible for the full replacement cost of the device.

### SNOW DAYS

On days when there is high wind and heavy snowfall, families should tune in KPCW, 91.9 FM, or KSL, 1160 AM, in order to determine if school has been canceled.

### STUDENT TELEPHONE

Students may use the office student telephone before and after school. This phone is for emergency purposes only. Students and their parents/guardians are highly encouraged to make after school arrangements before the school day begins. As always, if a student is ill you will be contacted for pick-up.

### TARDIES

Students are expected to arrive to class on time. If a student is late to school, he/she must report to the front office. A note from a parent/guardian is required to excuse a tardy. Tardiness disrupts the learning process and interferes with the opportunity for students to learn. We will address excessive tardies with the student and parent/guardian and will result in an after-school detention.

### TIMBERWOLVES ACADEMIC SUPPORT (TAS)

TAS is available Monday – Thursday from 3:45-4:55pm. Certified teachers provide assistance. Computer access and math assistance are available to attendees. Transportation is available for those who normally ride the bus.

### TECHNOLOGY USE

1. Computing and the use of other technological devices at EHMS is a privilege.
2. Digital misconduct of any type will be taken seriously and reviewed individually. Consequences may include, but are not limited to, loss of computing privileges and after school detention for a specified time period.
3. It is the student's responsibility to quickly memorize (and keep secure) usernames and passwords required to access electronic educational resources.

### TRANSPORTATION INFORMATION

The Park City School District will provide free bus transportation for 7th grade students who live more than two miles from EHMS; 6th graders living more than one and one-half miles are eligible. Families should contact the Transportation Department, 645-5660, to determine if space is available for fee riders.

Students must ride their assigned bus; there are no exceptions. Students are expected to follow the same rules on the bus as they do at school. Violation of bus rules may result in a loss of bus privileges. If you have questions concerning transportation issues, call 645-5660.

## VISITORS

Parents/guardians are always welcome at EHMS. As a courtesy to our staff, we ask visitors to call or email to schedule an appointment when needing to visit with a teacher. In the interest of safety, we require ALL visitors to sign in at the front office and wear a visitor badge while in the building. Students are not permitted to bring peer-age visitors to school.