

**EDYTHE J. HAYES  
MIDDLE SCHOOL**



**STUDENT HANDBOOK**

*Learn Daily . Laugh Often  
Lead Respectfully . Live Responsibly*

# EDYTHE J. HAYES MIDDLE SCHOOL

August 1, 2019

Dear students and families,

Hello! We are pleased to have you and your family as a member of the Panther family! We have created a handbook to make your school year much easier by providing you with information you may need throughout the school year. This handbook is only available online, but you may print and keep for reference.

Our structure is somewhat different than most middle schools in Fayette County. Our sixth and seventh grades are divided into three teams each. While some cross-teaming may occur due to placement, your child will share their core content teachers- language arts, math, science, and social studies- with approximately 120 other students. Each team has a team leader that will serve as your primary contact should issues arise.

Our eighth grade, however, follows a junior high school model. Eighth grade students are not teamed, as we view eighth grade as a transition year to high school. The eighth grade has two team leaders to assist you with conference scheduling, discipline issues, or grade issues.

You should have received a mailing from us earlier detailing what school supplies are required and information about our school dress code.

As a member of the Panther Family, you have an opportunity to participate in a truly exciting learning experience. We believe that each student is unique, that all students can achieve, and we strive to accentuate the positive approach to learning. While it is our responsibility to teach, it is the student's responsibility to learn. We are prepared and excited to work with you in order to help students achieve both academically and socially.

Welcome to Hayes

Thanks!

E.J. Hayes Panther Staff

***“The mission of Edythe J. Hayes Middle School is to engage all students in a safe and nurturing environment that fosters academic excellence and develops responsible, respectful leaders and citizens.”***

# PANTHER FACULTY AND STAFF

SIXTH GRADE	SEVENTH GRADE	EIGHTH GRADE
<p><b>Bobcats</b></p> <p>Language arts- Susan Bayes Math- Kegan Nall Science- Jessica Bohannon Social studies- Blake Bishop</p> <p><b>Cougars</b></p> <p>Language arts- McKenna Hallagan Math- Kelsey Meece Science- Dhahran Mason Social studies- Colleen Hollon</p> <p><b>Lynx</b></p> <p>Language arts- Susan Snodgrass Math- Jill Kidder Science- Willie Bartley Social studies- Ashley Randolph Language arts/Social studies- Claire McCarthy Math/science- Heather Clontz</p> <p><b>Collaboration</b></p> <p>Amanda Biddle Shea Thrash</p> <p><b>Administration</b></p> <p>Principal- Dave Hoskins Counselor- Jonna Hayden</p>	<p><b>Jaguars</b></p> <p>Language arts- Emily Bramel Math- Suzanne Hutchinson Science- Kate Topley Social studies- Abel Logan</p> <p><b>Lions</b></p> <p>Language arts- Amy Finley Math- Jonathan Donahue Science- Lana Russell Social studies- Ashley Madison</p> <p><b>Wildcats</b></p> <p>Language arts- Bonnie Litteral Math- Emily Powell Science- Morgan Sizemore Social studies- Casey White Language arts/science- Krista Carnes Math/social studies- Phil Hyde</p> <p><b>Collaboration</b></p> <p>Natasha Menifee Andrea Straub</p> <p><b>Administration</b></p> <p>Principal- Matthew Sherrard Counselor- Alice Davis</p>	<p><b>Panthers</b></p> <p>Language arts- Taylor Adams Language arts- Ro Koop Language arts- Kelly Maggard Math- Derrick Anderson Math- LeAnn Hall Math- Phil Hyde Math- Tim Poindexter Science- Tim Heaton Science- Jon Livingood Science- Alexis Morgan Social studies- David Kitchen Social studies- Steve Railey</p> <p><b>Collaboration</b></p> <p>Emily Haneline Jessica Moore</p> <p><b>Administration</b></p> <p>Principal- Tracye Nalley Counselor- Alan Ford</p>

ARTS & HUMANITIES	PRACTICAL LIVING & VOCATIONAL STUDIES	INTERVENTIONS AND ENRICHMENT
Art- Steve Bennett Band- Kevin Bowling Band- April Kite Chorus- Emily Levey Drama- Marlene Daugherty-Finchio Library- Tanya Butler Orchestra- Sara Francis Orchestra- Laura Summers Public speaking- Carl Willoughby Spanish- Hope Benavides Spanish- Laura Kerns Writing- Yolanda Brack-Jones	Agriscience- Caitlyn Earlywine Business- Nick Payne Digital literacy- Ransom Holbrook Engineering- Art Hardin Inventions- Sam Arnold Medical- Patty Breeden P.E.- Amy Hawkins Practical living- Teresa Grigsby	Gifted- Ashlee VanHoose ELL- Donald Dean MSD- Morgan Logan MTSS behavior- Jason Pack MTSS math- Teresa Foster MTSS reading- Samantha Brighton OT- Emily Helton PASS- Kathy Isenhour Psychologist- Leighann Lakes Resource- Laura Smith Speech path- Mandy Wright

FRONT OFFICE	PARA EDUCATORS	CUSTODIANS
Admin assistant- Kandra Larsen Attendance- Anna Dennis Finances- Diane Bradley Registrar- Jody Asher Youth Services Center- Carla Mack	Elaine Bensburg RaMona Coleman Dawn Deaton Mike Graves Jessica Hitchcock Jason Rucker Kristi Shearer Dale Smith Paula Warren	Eliz Alija Fidan Alija Eddie Chenault Johnny Gunter Tyrone Henson

***Please check the [EJ Hayes website](#) for email addresses and phone extensions for all personnel***

# SCHOOL OPERATING PROCEDURES

- **Parent phone calls:** In order to avoid disruptions to the classroom, we do not forward calls to the classrooms during the day for students or teachers. We can, however, take messages, and have calls returned between classes. Parents should not call or text students on cell phones during the school day.
- **Absentee notes:** According to Fayette County Student Code of Conduct, students have three days to submit absentee or tardy notes, either parent or doctor. Students should submit notes the day they return to school to the attendance office. An absentee note box is placed outside the attendance clerk office door.
- **School times/REAL program:** School hours are 8:35-4:05. Due to safety and supervision, students are not allowed in the building prior to 8:35, unless accompanied by an adult. Students may also enter the building with a pass from a teacher for detention or other morning activities. Students who need supervision prior to 8:35, or after 4:05, may attend the REAL program through the Division of Parks and Recreation. There is a fee for this service, and applications are available on our website and in the front office.
- **Early checkout:** Students who need to be checked out of school early must remain in their classrooms until their parent or guardian arrives. Per state law, and in order to ensure the safety of all students, students cannot be released to an adult unless the adult has proper photo identification and is on the Early Dismissal Form.
- **Fast food deliveries:** Parents may drop off lunches, however we cannot accept deliveries for fast food orders for students.
- **Flower deliveries:** We cannot accept flower or gift delivery for students.
- **Lost and found:** Lost and found items are retained for two-week periods. After two weeks, all items will be discarded.
- **Bus passes:** Students needing bus passes must have a written note from their parent or guardian. This note must be submitted prior to lunch to the front office. Students who do not have a valid bus pass will not be allowed entry onto the requested bus.
- **Homework requests:** For students absent only one day, homework will be made available upon return the following day to the student. For students absent two or more days, we request 24-hour notice to compile the homework.
- **Electronic devices (i.e., cell phones, tablets, etc.):** Mobile device use will be allowed in the cafeteria and classrooms prior to the start of school, and during lunch. Educational use is allowed at teacher discretion. If electronic devices are confiscated by school personnel, a parent or guardian must pick it up in the front office on the first offense. Phones will be kept for five school days for a second offense, per the Fayette County Public Schools Student Code of Conduct (pg. 33, section X.). However, we recommend students keep electronic devices in their lockers during the school day. We will not be responsible for lost or stolen electronic devices.
- **E-mail distribution lists:** All parents and guardians are encouraged to keep their email contact up to date in Infinite Campus. Log on to the Parent/Student Portal at the top of our home page at [www.ejhayes.fcps.net](http://www.ejhayes.fcps.net) to access.

# SCHOOL WIDE DISCIPLINE PLAN

The EJ Hayes Middle School faculty and staff believe in a positive and proactive approach to behavior management. We have developed several venues to recognize positive student interactions and behaviors.

## **eBucks**



eBucks are to be used as positive reinforcement for good behavior school wide. Teachers are asked to enhance their interactions with students by finding three positive behaviors for each negative behavior exhibited by the student.

The student will be given eBucks in the Employability Operating System (eOS) by a staff member when they have been “caught being good.” Teachers who distribute eBucks must click the cash in eOS. Students accumulate the eBucks and may cash them in at the school store.

## **Good News Post Cards**



Good News Postcards will be used to send home information regarding specific student behavior. Students who mastered a difficult concept, students who have shown behavioral improvement, or students who went above and beyond should receive one. These are only examples, and teachers should send home a Good News Postcard at any time they deem one necessary. Students who receive a Good News Postcard will be allowed entry into one athletic event free, or receive an item free from the school store.

## **GPA Reward Days**

The GPA Day reward is a method to recognize students for demonstrating excellence in academics. GPA Days occur the day following each 9-week report card distribution (ex. If report cards go home on a Thursday, GPA Day will occur on Friday). The guidance office will be responsible for submitting school-wide GPAs to the Student Foundations Committee and this committee will be responsible for organizing and distributing the rewards.

Rewards will be tiered based on student GPA. The Tiers will be as follows:

- Students with a GPA of 4.0
- Students with a GPA of 3.5-3.9
- Students with a GPA of 3.0-3.4

# EMPLOYABILITY OPERATING SYSTEM

All teams will utilize the Employability Operation System (eOS). A tiered approach will be used for students who do not meet school behavioral expectations on a weekly basis.

The MTSS Behavior teacher will review each student's percentages on meeting expectations at the end of the day on Friday. The MTSS Behavior teacher will report to team leaders the students who did not meet behavior expectations for the week, and team leaders will assign the appropriate consequence using the tiered system outlined below.

**Students have 4-5 expectation violations within a one-week period (Monday-Friday) will be given one of the following consequences:**

- 30-minute detention
- Lunch detention

**Students have 6-8 expectation violations within a one-week period (Monday-Friday) will be given one of the following consequences:**

- One-hour detention
- All day team isolation

**Students have more than 8 expectation violations within a one-week period (Monday-Friday) will be given one of the following consequences:**

- 1 ½ hour detention
- All day team isolation with another grade level
- *Parent/teacher/administrator conference will be held*

During short weeks, these numbers will be adjusted.

Notification to parents will be made via phone, email, paper copy of notice given to the student, or a paper copy mailed home. Students who miss detention will be referred to the grade level administrator for further action.

Teams will regularly discuss student behavior progress and meet to determine appropriate interventions on the team level with the MTSS Behavior teacher, guidance counselor, YSC coordinator, and administrator.

At each mid-term and end-of-term (4.5 weeks), administration and counselors will review students' cumulative percentages on the eOS. Student whose cumulative percentage is below 98% for the 4.5 week period or receive three or more detentions during this time frame will be flagged for further intervention.

Once flagged, the grade level team will meet to determine interventions for the student. During a management meeting conducted by administration, the team and administration will determine the next possible steps for intervention, which can include, but is not limited to, the following:

- Behavior intervention plan or behavior contract
- Placement change, including the MTSS Behavior Tier 2 class
- Use of outside resources or agencies

Students who are placed on an intervention plan will be assigned a staff point-of-contact, who will regularly report to progress to the team. Any plan developed for the student will be shared with all adults who interact with the student on a daily basis. An intervention plan may supersede the eOS for a particular student.

# DEFINITION OF eOS EXPECTATIONS

## **Maintaining orderly behavior**

### *Ways to violate this expectation*

- o Student's behavior disrupts the flow of classroom instruction/assessment.
- o Student's behavior disrupts classroom activity/assessment.
- o Student's behavior requires intervention of an adult regardless of location. *If teacher addresses this more than once in a class period, the teacher should call the MTSS Behavior teacher.*

## **Demonstrating respect to adults and peers**

### *Ways to violate this expectation*

- o Student uses an inappropriate response to adult request.
- o Student makes a comment or statement that is insulting to adult or peer.
- o Student does not respond to adult direction or instruction to perform an action.
- o Student takes or damages minor property, such as pencils or paper, that is not their own. *Property damage of electronic devices, clothing, or school materials should be written as an office referral.*

## **Reporting prepared to location on time**

### *Ways to violate this expectation*

- o Student is not in assigned area in the classroom when the tardy bell rings, or if on an alternate schedule, at the designated time.
- o Student does not return to designated area after being given an ePass or hall pass in the allotted amount of time.
- o Student does not report to class with required materials, including homework.

## **Staying on task during work times**

### *Ways to violate this expectation*

- o Student is not performing task, activity, assignment, or assessment as directed by adult, but is not disrupting the flow of instruction or activity.
- o This includes, but not limited to, sleeping in class, or engaged in conversation with another student that is not pertaining to class.

## **Following classroom specific rules**

### *Ways to violate this expectation*

- o Student breaks a rule specific to a particular classroom, such as possession or use of candy, food, drink, gum, or backpacks. Classroom rule is posted and reviewed with students through CHAMPS.

# HOW TO ACCESS THE eOS

Parents and students can access the Employability Operating System (eOS). Follow the direction below on your phone, tablet, or computer.

## How students access the eOS system

- Click on the following link or type the following web address into a search engine  
<https://eos.fcps.net>
- Login using your Fayette County school email and password.
- You can now use the eOS system!
- You will be able to track your Employability, Panther eCash (Focus Taps), and ePasses (hall passes).

## How parents access the eOS system

- Click on the following link or type the following web address into a search engine  
<https://eos.fcps.net>
- Parents have to register first (the link is at the bottom left of the login page).
- Parents must use the email that is registered in Infinite Campus in order to follow a student.
- Once the form is filled out and you click register, you will be sent a conformation email.
- This email expires in one hour so it is extremely important that you check and respond to the conformation email. Otherwise you will have to repeat the process.
- You can now use the eOS system!
- You can monitor your students Employability, Panther eCash (Focus Taps), and ePasses (hall passes).

## Using the eOS system on mobile devices for students and parents

- There is no App in the App Store or Market Place, however, you can add the site to your home screen on both platforms and it will act just like an app!

# STUDENT EXPECTATIONS FOR DETENTION

1. Students must arrive on time at 4:05 PM.
2. Students must come to detention prepared with a writing utensil and paper.
3. Students must use the restroom prior to arriving at detention.
4. Students will not ask to leave detention once detention begins.
5. Students will remain at a zero voice level for the duration of their detention.
6. Students must complete the detention assignment(s) first. After satisfactory completion of the detention assignment(s), students will then be allowed to complete homework.
7. Students will work continuously for the duration of their detention time.
8. Students will secure all electronic devices under their table during detention.
9. Students will not be allowed to have food, gum, candy, or drinks during detention.
10. Students who refuse to work, who fail to remain at a voice level zero, or are disruptive during detention will be reassigned for the following week.

# DRESS CODE

Modified on July 17, 2019

## Allowable Dress & Grooming

- Students must wear clothing including both a shirt with pants or skirt, or the equivalent, and shoes.
- Shirts and dresses must have fabric in the front, back, and on the sides.
- Clothing must cover undergarments.
- Fabric covering all private parts must not be see-through.
- Specialized courses may require specialized attire, such as sports uniforms or safety gear.

## Non-Allowable Dress & Grooming

- Clothing may not depict, advertise or advocate the use of alcohol, tobacco, marijuana or other controlled substances.
- Clothing may not depict pornography, nudity or sexual acts.
- Clothing may not use or depict hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation or any other protected groups.
- Clothing must not threaten the health or safety of any other student or staff.
- Pajamas and house shoes are not allowed.
- Hats are not allowed. Hoodies may be worn as a sweatshirt, but the hood may not be pulled up.
- If the student's attire or grooming threatens the health or safety of any other person, then discipline for dress or grooming violations should be consistent with discipline policies for similar violations.

**Administration reserves the right to determine appropriateness of student and staff clothing.**

# SCHOOL POLICIES

Our School Based Decision Making Council develops and adopts all school policies. For a comprehensive list of all school policies please log onto the following area of our website:

- [www.fcps.net/sbdm-sites](http://www.fcps.net/sbdm-sites)

Please note the [Student Assignment Policy](#), which outlines placement criteria for our accelerated courses.

[Click here](#) for a copy of the Fayette County Student Code of Conduct.

# TUTORING SERVICES

Our school offers weekly tutoring sessions for all content areas. A certified teacher is available in room 515 every Thursday from 4:15-5:15 PM for each content area. Tutoring dates are always on Wednesdays, on the dates listed below.

## FIRST SEMESTER DATES

August 22, 2019  
August 29, 2019

September 5  
September 12  
September 19  
September 26

October 10  
October 17  
October 24  
October 31

November 7  
November 14  
November 21

December 5  
December 12

## SECOND SEMESTER DATES

January 9  
January 16  
January 23  
January 30

February 6  
February 13  
February 20  
February 27

March 5  
March 12  
March 19

April 9  
April 16  
April 23  
April 30