

# **Middle School Student Handbook**

## **PHILOSOPHY**

The faculty of Hilbert Middle School (HMS) believes that:

- Early adolescents need an educational program that is distinctively different from either elementary or secondary students.
- Educators, school board members, parents, and citizens generally need to become more aware of this age group and its needs.
- The school experiences of this age level help form character and personality and leave a lasting impression into adulthood.
- The physical, social, and emotional needs of middle level youth affect their academic performance and must therefore be addressed directly in the school program.

The faculty of HMS is striving to create the following conditions in our school:

- educators knowledgeable about and committed to educating the young adolescent;
- a balanced curriculum based on the needs of the young adolescent;
- varied teaching strategies;
- an exploratory program;
- comprehensive advising and counseling;
- continuous progress for students;
- evaluation procedures compatible with the needs of the young adolescent;
- cooperative planning; and
- positive school climate.

## **RIGHTS**

Each student at HMS has the following rights:

1. To learn;
2. To be treated politely;
3. To know school rules and consequences;
4. To use the school according to the rules;
5. To express opinions without disrupting the school;
6. To be free of sexual discrimination and forms of harassment; and
7. To be safe.

## **RESPONSIBILITIES**

Each student at HMS has the following responsibilities:

- 1) To be polite and respect the rights of others;
- 2) To attend school every day;
- 3) To know and follow school rules;
- 4) To respect all property and materials; and
- 5) To work as hard as possible.

## **SCHOOL POLICIES AND EXPECTATIONS**

### **Attendance – Board Policy #5200**

We believe that regular school attendance is necessary to learn as much as possible. Frequent absences hurt a child's chances of succeeding. Throughout the school year, however, a child may experience illness or have some other condition that prevents attendance at school. What follows is an explanation of the kinds of absences that are excused and unexcused.

### ***Excused Absences***

- Illness
- Death or severe illness in the immediate family
- Emergency needs or medical or dental appointments
- Religious holidays
- Court appearances
- School-sponsored activities
- Home emergencies
- Scheduled family trips (Students should bring in a note from their parents explaining the nature of the trip and its duration. Generally, teachers will not give assignments to such students in advance; all work, however, will be expected to be made up within a reasonable amount of time after the student returns.)

### ***Unexcused Absences***

Failing to meet the conditions named above will likely result in an unexcused absence. The principal may also use his discretion to determine what is excused or unexcused.

### ***Consequences for Unexcused Absences***

For unexcused absences, it is the student's responsibility to find out what he or she missed for each class. Daily work will receive an automatic zero. Tests and quizzes missed must be made up within one day of the absence. If not made up in the allotted time, then students will receive a zero. If unexcused absences becoming a recurring incident, then after school detentions will be served per the principal's discretion.



### ***Tardiness***

Students must be in their assigned classes or places when class begins. Each teacher is responsible for handling tardiness in his or her class. Unexcused tardiness to school in the morning will be handled by the administration. After a student's third unexcused tardy, parents will be contacted and the student will be assigned a detention to be served with the principal. Habitual tardiness may be referred to the Police School Liaison Officer for additional disciplinary action.



### ***Bus Rules***

The Hilbert School District provides transportation to students living within the district. Riding the bus is a privilege, not a right. Rules that apply to behavior in school also apply on the bus. The bus driver maintains order and discipline on the bus, and students are expected to follow his or her rules and directions. The School District may revoke the privilege of riding the bus if continual violations of bus rules occur.

### ***Fire Drills and Tornado Drills***

Periodically, the District holds fire drills and tornado drills, as stipulated by state law. Students must follow their teachers' instructions concerning these procedures. Instructions for drills are also posted in each room; students should become familiar with these posted instructions.

### ***Accidents and Injuries***

Students must report to a teacher or other staff member any accident or injury they suffer while attending school. The teacher or staff member will then take appropriate action to insure proper medical attention.

### ***Lunch Period***

Middle school students must eat lunch, either hot lunch or cold lunch, in school. They do not have open-campus privileges. Students are given an account number and must pay for school-provided lunches ahead of time. Lunch money should be placed in an envelope with the student's name on it and deposited before 10:00 AM in the drop box located in the middle school. Failure to deposit money by this time may result in receiving an alternative lunch. Parents may request a printout of their child's account at any time by calling the central office. In order to eat lunch, students must keep their accounts current. Forms are available in the office for families to apply for free and/or reduced lunch prices.

### ***Student Dress and Grooming – Board Policy #5511***

Middle school students should dress appropriately for school. We expect them to dress in modest fashions that do not cause a disturbance or cause other students to be distracted from why we're here. Some examples of inappropriate clothing would include (but are not limited to) short-shorts or excessively short skirts, bare midriffs, clothing worn well below the waist showing underwear, tank tops with spaghetti straps or undergarments

showing, or clothing with obscene or suggestive language, and other types of clothing that distract or cause offense. Hats and coats are also to be stored in lockers and not worn to class.

Students who do not comply with these guidelines will be asked to change their clothing or will be sent home.

### ***School Resources***

***Student Services:*** Middle school students may take advantage of guidance services. Student Services is located in the high school. Students need a pass from a middle school teacher to see the School Counselor during class time. The Counselor can offer advice on personal problems and academic scheduling.

***Library:*** Because the middle school and high school are located in the same building, middle school students use the same library and media center as the high school. Middle school students may use the library during class time or other times when teachers permit.

***Police Liaison Officer:*** The middle school and high school also share a Calumet County school liaison officer.

### ***Middle School Hours***

The middle school opens up to students at 7:45 a.m. and closes at 4:00 p.m. Classes run from 8:00 to 3:09. Students who need extra help or attention may get the approval of a teacher to come in before 7:45 or stay after 3:09. Students should not be on school grounds prior to 7:45, as there is no staff supervision up to this point.

### ***Illegal Substances – Board Policies #5512 and 5530***

Smoking of any tobacco products, including e-cigarettes, or drinking alcoholic beverages or using any other controlled substance is prohibited in the school, on school grounds, and at all school-sponsored activities, including those outside of school. Any student found to be using or possessing any of the above faces possible legal and/or school disciplinary action, including suspension or expulsion.

### ***Cheating***

1. We encourage all students to do their own work. We learn more by doing our own work and making and fixing our own mistakes. In the middle school, cheating includes not only getting answers in an unethical way, but also knowingly giving answers to others when we know we shouldn't. Plagiarism is also a form of cheating. Copying, using, or passing off the ideas or writings of another as one's own is plagiarism.

The penalties for cheating can be severe. A description follows:

1. First offense: 2 hour detention after school and a letter to parents; receive a zero on the assignment.
2. Second offense: 4 hour detention after school and a letter to parents; receive a zero on the assignment.
3. Third offense: In school suspension, an F for the quarter, a letter to parents, and a zero for the assignment.
4. Fourth offense: A possible in-school or out-of-school suspension, a failing mark for the semester, and a letter to parents.

Also note that cheating offenses are cumulative. If you're caught in the 5<sup>th</sup> grade that offense(s) carries over to the 8<sup>th</sup> grade. It's not erased.

### ***Student Hazing, Anti-Harassment, and Bullying – Board Policies #5516, 5517, and 5517.01***

All students have a right to be educated in an environment free of sexual harassment. Our policies apply to conduct both in school and at school-sponsored activities. For a more detailed definition of what constitutes hazing, bullying or harassment, see board policies #5116, 5517 or 5517.01. A person who believes that he or she has been sexually harassed may file a complaint with a teacher, principal, or guidance counselor. Violations of this code may result in detention, suspension, expulsion, and/or referral to the police liaison officer.

### ***Promotion Policy – Board Policy #5410***

#### *Eighth Grade Promotion Standards*

Eighth grade students must satisfy the following standards to be promoted to the ninth grade:

1. The student must demonstrate academic performance at the D- or higher level in all four of the core academic areas: language arts, math, science, and social studies. In addition, an average of D- or higher must be met in the elective/exploratory areas for the entire academic year.
2. The student must score basic or above in all areas of the Wisconsin Forward Exam: language arts/reading, math, science, and social studies.

If the student satisfies both standards above, then he or she is promoted to the ninth grade. If the student does not satisfy one or both of the standards, then he or she is referred to the 8<sup>th</sup> Grade Faculty Promotion Committee. Parents of these students will be notified so that they can participate in the meeting.

## ***Grading***

All middle school teachers use the following grading scale (based on percentage):

A = 93-100	C = 73-76
A- = 90-92	C- = 70-72
B+= 87-89	D+= 67-69
B = 83-86	D = 63-66
B- = 80-82	D- = 60-62
C+= 77-79	F = 59 and below

When absent, a student is given adequate time to make up any missing assignments or missed quizzes and tests. Students, however, should realize that all work must be made up in a timely manner. If absent for a day, for example, then one day extra to make up work should be adequate. It is also the student's responsibility to see each teacher to find out what he or she must make up.

For unexcused absences, daily work will receive an automatic zero. Tests and quizzes missed must be made up within one day of the absence. If not made up in the allotted time, then students will receive a zero. (See also the section on "Unexcused Absences" above.)

## ***Honor Roll***

Hilbert Middle School recognizes 7<sup>th</sup> and 8<sup>th</sup> grade students of outstanding academic performance through its honor roll. Students can make the honor roll according to the following criteria:

- ❑ Superior Honors--Grade Point 3.75-4.0
- ❑ High Honors--Grade Point 3.48-3.749
- ❑ Honors--Grade Point 3.2-3.479

The *Brillion News* publishes the Hilbert Middle School Honor Roll at the end of each semester.

## ***President's Education Award***

The President's Award for Educational Excellence recognizes 8th graders for their academic success in the classroom throughout their middle school years and is presented to eligible students during the 8th Grade Promotion Ceremony. To qualify for this award students must have attended Hilbert Middle School all four years, must have at least a 3.5 cumulative GPA in the core courses of Math, English, Science & Social Studies, and have tested at the 85th percentile or above on the Forward Exam ELA or mathematics test.

### ***Student of the Month***

Each month, the middle school teachers select a student of the month for the 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grades. Character, leadership, academic standing, and participation in co-curricular activities are the criteria for selection.

### ***Late Work***

Students must hand in daily homework on time. An incomplete means a student does not have the work done or has not turned it in. Teachers will designate assignments that may be turned in late and still receive partial credit or a reduction in points depending on how many days the assignment is late. When homework is not completed, students will fill out a pink slip for each missing/late assignment. When a student accumulates three pink slips, the student must serve a detention to be served with the principal (grades 6 through 8 only; 5<sup>th</sup> grade starting with the 2<sup>nd</sup> Semester). A letter will be sent from the principal's office detailing the procedures (grades 5 through 8). A student who receives three letters (nine pink slips) per quarter will not be allowed to attend the end of the quarter incentive trip. The student will be expected to be at school on the day of the incentive trip to work on missed homework as determined by the middle school team.

### ***Miscellaneous Information***

- ❑ ***Lockers:*** Students are furnished a middle school locker with a combination lock to keep their belongings and school materials in. Separate lockers for physical education classes are located in the high school locker rooms. Students must provide their own locks for their phy. ed. lockers. Keep your lockers locked, and stay out of others. Lockers are the property of the district and are loaned to students. The administration reserves the right to open and inspect any and all lockers.
- ❑ ***Personal Communication Devices:*** Students will be able to use electronic devices when teachers deem it necessary to assist in the learning process at school. Students will be given notice of when communication devices can be used. When students are not using their communication devices, they should be in their lockers. If a student is abusing the responsibility that comes with using an electronic device in school, the device will be taken away and given to the principal. At that time, the principal will schedule a meeting with the parent and student to discuss the nature of the situation that occurred.
- ❑ ***Bicycles:*** Students may ride their bikes to school but must park them in bike racks or keep them out of the walkway entrance to school.
- ❑ ***Language:*** Students are expected to use appropriate language in school. That means no lewd, profane, abusive, or vulgar language. Swearing, cursing, and other kinds of inappropriate language will result in the loss of school privileges.
- ❑ ***General Behavior:*** No bullying, hitting, pushing, kicking, spitting, public display of affection or other forms of inappropriate behavior will be tolerated whether in the hallway or classroom. If inappropriate behavior occurs, a student will be given

a SCT write-up. Depending on the severity of the behavior, the student may be referred to the principal for additional consequences, which may include suspension or expulsion from school (Board Policy #5610 – Suspension and Expulsion).

- ❑ ***Quarterly Incentive Activities:*** At the end of each quarter, the middle school students will be provided the opportunity to participate in a quarterly incentive activity. Typically, there is a small fee that is involved depending on the nature of the activity. The Middle School Staff has high expectations for all students and therefore, these are activities that reward students for academic success and good behavior. The following will result in a student not being able to participate in the quarterly incentive activity: an “F” in a class, a suspension from school, 3 yellow slips for behavior in the quarter of the incentive activity, and/or 9 pink slips for late or missing work in the quarter of the incentive activity.
  
- ❑ ***Food Service, Nutrition and Wellness:*** The school food service and wellness policies state, in sum, that the school district will encourage students to eat healthful food and reduce student access to foods that are of low nutritional value. See Board Policies #8500, 8510, and 8431 for further details.

***Core Middle School Teachers:***

Elizabeth Brunner, [brunnere@hilbertk12.org](mailto:brunnere@hilbertk12.org)

Dan Carew, [carewd@hilbertk12.org](mailto:carewd@hilbertk12.org)

Brandon Krueger, [kruegerb@hilbertk12.org](mailto:kruegerb@hilbertk12.org)

Heather Mohr, [mohrh@hilbertk12.org](mailto:mohrh@hilbertk12.org)

Erik Stumo, [stumoe@hilbertk12.org](mailto:stumoe@hilbertk12.org)

Tammy Valleskey, [valleskeyt@hilbertk12.org](mailto:valleskeyt@hilbertk12.org)

Benjamin Krueger [kruegerbe@hilbertk12.org](mailto:kruegerbe@hilbertk12.org)

Principal, Mr. Nathan Wesener, [wesenern@hilbertk12.org](mailto:wesenern@hilbertk12.org)

District Administrator, Mr. Anthony Sweere, [sweetet@hilbertk12.org](mailto:sweetet@hilbertk12.org)

School Counselor, Abbie Pospychala, [pospychalaa@hilbertk12.org](mailto:pospychalaa@hilbertk12.org)

School Secretary, Jody Kalkofen, [kalkofenj@hilbertk12.org](mailto:kalkofenj@hilbertk12.org)

School Phone Number (920) 853-3558

School Fax Number (920) 853-7030

District Web Site [www.hilbertk12.org](http://www.hilbertk12.org)

Rev. 5/25/2020