

# **PHILLIPSBURG MIDDLE SCHOOL**



## **STUDENT INFORMATION HANDBOOK**

**2011-2012**

### Student Make-up Work

Teachers are responsible for seeing that students complete all make-up work for any absence. Students are to pick up a make-up slip after missing school for any reason, and are responsible for, and are required to, complete all missed work on time. After their work is complete, students are responsible to acquire all signatures on the make-up slip for classes missed and return the make-up slip to the office.

Students receive two days to complete make-up work following one day of absence plus one additional day for each additional day of absence. Students with a past due make-up slip will attend make-up slip study hall until 3:45 p.m. daily until their work is completed and the make-up slip turned into the office.

If a student does not attend make-up slip study hall, then all overdue make-up work will be recorded a a "0" unless excused by the office. Bus students will have 1 day leeway to make transportation arrangements, if needed. Fridays are excluded. Students will be exempted from all extra curricular activities, traveling with the teams, and practice until after 3:45 while their name appears on this list.

Teachers need to sign up for at least one week of make-up slip study hall starting the second week of the school year.

### Academic Letter

Each student in grades 7 and 8 will be eligible to receive an academic letter based upon the following criteria: in the Middle School, a student must maintain at least a 3.5 grade point average for each of the four quarters in a school year. (This criteria is exactly what is required at the Middle School to be on the Blue an Gold Honor Roll.)

### Attendance

Regular attendance is essential for maintaining growth in the educational process. Students can make up the paper work missed when absent, but will miss the discussions and other classroom learning activities which are equally important.

All P.M.S. Students are required, by Kansas Law, to be regular in attendance. Attendance is a parent/student responsibility. The average attendance rate at Phillipsburg Middle School is about 96%. Parents will be contacted when absentees are adversely affecting a student's academic progress. An absence is defined as missing two or more class periods in one school day. The building principal, in consultation with the Superintendent, may require medical or other supportive evidence of absences.

We expect our students to be in school each day unless excused for:

1. illness
2. medical treatment
3. family crisis/events
4. school activities
5. Or absences expressly requested by the parent/guardian with prior arrangements made with the principal

All other absences will be considered unexcused and a student is TRAUNT when they have accumulated unexcused absences for three (3) consecutive days or five (5) days in one semester. The school principal is required to report truancy to the Social Rehabilitation Service 9S.R.S.) or to the Phillips County District Court for non-compliance with the Kansas Compulsory School Attendance Law.

### Phone Calls

For the safety and welfare of our students, we request parents to call the school at 543-5114 at 7:45 a.m. to report student absences for the day. We will call parents at home or work to confirm the absence if we do not receive a phone call.

## MIDDLE SCHOOL STAFF

Kent Otte	Principal
Rod Robinson	Activity Director
Michela Hiesterman	Counselor
Sharell Hilbrink	Secretary
Pam Crist	Library Aide/Assistant Secretary
Roxie DeWitt	Librarian
Jacque Abell	5 <sup>th</sup> , 6 <sup>th</sup> & 8 <sup>th</sup> Phys Ed., 5 <sup>th</sup> , 6 <sup>th</sup> , 8 <sup>th</sup> Health
Bill Schick	5 <sup>th</sup> – 8 <sup>th</sup> Instrumental Music
Aaron Beckman	7 <sup>th</sup> & 8 <sup>th</sup> Science, 7 <sup>th</sup> Technology
Stephanie Dusin	7 <sup>th</sup> & 8 <sup>th</sup> Math
Tiffany VanDerVeen	7 <sup>th</sup> & 8 <sup>th</sup> Reading
Tracie Ford	5 <sup>th</sup> & 6 <sup>th</sup> Special Education
Elaine Jacobs	5 <sup>th</sup> & 6 <sup>th</sup> Science
Caley Robinson	5 <sup>th</sup> & 6 <sup>th</sup> Reading
Alyssa Stites	5 <sup>th</sup> & 6 <sup>th</sup> Math
Tina Johnson	7 <sup>th</sup> & 8 <sup>th</sup> Social Studies
Ranelle Hugunin	5 <sup>th</sup> & 6 <sup>th</sup> Language Arts
MaryEllen Link	7 <sup>th</sup> & 8 <sup>th</sup> English
Melanie Molzahan	5 <sup>th</sup> – 8 <sup>th</sup> Computers, 8 <sup>th</sup> Technology
Annette Kennedy	5 <sup>th</sup> – 8 <sup>th</sup> Vocal Music
Julie Peterson-Shea	7 <sup>th</sup> & 8 <sup>th</sup> Art
Megan Hart	8 <sup>th</sup> Spanish
Jim Smith	7 <sup>th</sup> Health/Physical Education
Mitzi Weinman	5 <sup>th</sup> & 6 <sup>th</sup> Social Studies
Nicole Glynn	7 <sup>th</sup> & 8 <sup>th</sup> Special Education
Tina Blew	Speech Pathologist/Hearing Impaired
Julie Rowland	School Psychologist
Sue Rossi	Occupational Therapist
Arlene Williams	Gifted Education
Cindy Burton	Food Service Director
Jackie Sidman	Cook
Amanda Collins	Cook
Shelly Johnson	Cook
Paulette Marez	Para
Patti Williams	Para
Eddie Lively	Para
Janet Bouchey	Para
Murial Iman	Accompanist
Loren Edwards	Custodian
Tom Fabin	Custodian
Joyce Morgan	School Nurse

## **LIST OF SUPPLEMENTAL ASSIGNMENTS**

Jacque Abell	Assistant Volleyball
Keith Sides	Head Football
Andy Kenney	Head Wrestling, Assistant Football
Mitzi Weinman	T.A. Coordinator, Student Council
Melanie Molzahn	Yearbook
Arlene Williams	Scholar's Bowl
Bill Schick	Instrumental Music
Annette Kennedy	Vocal Music
Sky Davis	Pep Club/Cheerleading
Ryneck Sharp	Pep Club/Cheerleading
Rachel Miller	Assistant Track
David Hindman	Assistant Football
Nicole Glynn	Head Girls Basketball
Aaron Beckman	Assistant Wrestling, Assistant Track
Kara Hilburn	Assistant Volleyball, Head Track,
Edie Lively	Assistant Girls Basketball
Kim Pakkebieer	Head Girls Volleyball
Logan Robinson	Head Boys Basketball,
Patrick Means	Assistant Boys Basketball

## **STUDENT BEHAVIOR**

The primary purpose of school is to provide a place and a process for students to gain knowledge. We expect our students to work to the limit of their individual abilities to reach their maximum learning potentials. Any student behavior that results in a negative influence on other students in their learning process or in the teacher's ability to teach shall be considered inappropriate and changes in that behavior will have to occur.

**DRESS CODE** – Neatness and decency are emphasized as guidelines for the dress code. The principal shall make the final determination regarding the appropriateness of a student's appearance. Students who are inappropriately dressed will be required to change their clothing.

The board-approved dress code for school days and school activities is as follows:

- Appearance must be neat and clean
- Hair must be clean and well-groomed
- Facial hair must be trimmed and maintained
- Clothing must not be unreasonably soiled or badly worn
- Decency and good taste are required.
- Wearing apparel that is excessively short, tight, low-cut or revealing may not be worn. Midriff must be covered and undergarments should be covered.
- No hats, caps, or head coverings during the school day.
- Clothing that suggests illegal, immoral, vulgar, or uncomplimentary language or advertises drug, alcohol, or tobacco is prohibited at activities during the school day.
- Shoes or sandals that attach securely to the feet are required.
- Clothing that is loose or dangling is not permitted around machinery.

Any student involved in an extra curricular activity in which the student represents the district, shall dress in accordance with the sponsor's requirements, subject to approval by the administration.

**ARRIVAL-DEPARTURE TIME** – Students may not enter the building until 7:55 a.m. unless you have an appointment with a teacher or to eat breakfast from 7:45 – 8:05, so your arrival at school should be at 7:55 or slightly before. Exceptions are made during very severe weather to be in the entrance areas, but you are not to be in the main hallways or at your lockers or in the locker room before then. School dismisses at 3:08 and students are to leave the building and school grounds unless you are involved in after school activities or you have an appointment with a teacher.

**EARLY DISMISSAL/LEAVING SCHOOL** – When you arrive at school, **stay at school**. If you must leave for any reason, you must report to and check out with the office. Parents need to call or send a note requesting your early dismissal and this should be taken care of at 7:55 a.m. with the office secretary.

**PERFECT ATTENDANCE**—Certificates will be awarded to students who have been absent less than one full day (Five two hour absences equal one day)

**TARDIES**—Punctuality is an important value. Students who are tardy disrupt the educational process of the entire class, this is a serious concern and cannot be allowed. Students are responsible for arriving at school on time and to each class on time. You are responsible to each of your teachers for arriving on time. Students who are consistently tardy may be referred to the principal for disciplinary action.

**BOY/GIRL FRIENDS**—Having a close friend is a nice event for you. We expect you to refrain from physical contacts of handholding, hugging, etc. at school. Public displays of affection are not appropriate in our school environment.

### **General Classroom Rules:**

1. Students are to take their seats upon entering the room.
2. All books, materials and homework for each class should be in your possession when entering the classroom.
3. Cheating is not an appropriate habit or value and will not be allowed.
4. Each teacher will establish rules on talking, pencil sharpening, etc., and you will need to adjust to each class and teacher.
5. Students are not allowed to leave the classroom until they are dismissed by the teacher and not the bell.
6. We expect respect of others property and of our building.
7. No use of inappropriate language and put-downs.
8. Teachers will use behavior plan sheets for inappropriate behaviors.

### **DISCIPLINE POLICY**

**Discipline** is a process of causing a change of a learned behavior. Students will have an opportunity to change their behavior, which will eliminate any problems they are causing. Consequences will become more severe for students who refuse to fix the problem.

All students are primarily responsible to the teachers and supervisors for their behaviors inside and outside of their classrooms. Students who refuse to change behaviors or respond to the discipline program of teachers will be referred to the principal for appropriate consequences.

Students who are responsible school citizens are rarely affected by any discipline policy. Students who consistently violate the provisions of the Citizenship Code or normal rules of conduct will be subject to one or more of the following consequences:

- Loss of Privileges
- Loss of Free Time
- In-School Suspension
- After or Before School Suspension
- Out of School Suspension
- Expulsion

Infractions which will almost always be referred to the principal are:

- Being disrespectful to any school employee
- Insubordination-refusing to follow directions
- Use or possession of drugs, alcohol or tobacco
- Vandalism
- Theft (stealing or possession of other's property without permission)
- Fighting or hazing
- Continuous class disruptions
- Obscene/vulgar language
- Refusing to cooperate with substitute teachers

**Prohibited Behaviors**—To maintain a positive learning environment at P.M.S. it is necessary to prohibit behaviors which cause:

1. disruptions in the hallways and classrooms
2. a safety concern
3. any damage to the school or school property

Behaviors which are prohibited are:

1. running in hallways
2. pushing or having hands on other people
3. fighting, scuffling or hazing
4. profanity
5. setting on or putting feet on furniture
6. yelling or being excessively loud
7. any verbal or physical abuse of other students, teachers, substitute teachers, or school employees
8. sexual harassment
9. teasing, name calling, or threatening other students

It is impossible to list every potential problem/disruption and every possible consequence. Infractions not specifically mentioned in this handbook will be considered and dealt with on an individual basis.

**DETENTION**—Teacher's may keep students in after school or during recess as necessary for disciplinary reasons or to complete schoolwork. **It is the responsibility of the student to notify their parents** when they have to stay after school. Twenty -four hour notification will be provided as needed.

**TELEPHONE**—An office telephone is available for emergency use only with permission from school staff. It is not to be used for organizing social events with friends.

**HONOR ROLL**—The honor roll is for recognition of its student's academic performance. The honor roll includes 7<sup>th</sup> and 8<sup>th</sup> grade students only. The honor roll will be published in the local newspapers after grades are released each nine-weeks. There are three categories on the honor roll. They are

<i>Panther All A's</i>	4.0
<i>Blue &amp; Gold</i>	3.5-3.99
<i>Honorable Mention</i>	3.0-3.49

**RESTROOM USE**—Students are expected to use the restrooms on your three minute passing time between classes, before and after school and during lunch break. Emergencies will arise and will be approved by classroom teachers until you abuse the number of requests.

**HALL PASSES**—When a student is out of a classroom for any reason, they must have a pass in their possession from their teacher.

Students may ride bikes to and from school. Bikes are to be parked in the bike racks when you arrive at school. The bike rack is off limits for all students until school is dismissed. You are not to touch any bike except your own.

**SOCIAL EVENTS (PARTIES)**—The following guidelines will be followed at P.M.S.:

1. Only P.M.S. students from the designated grade levels may attend the activity.
2. Students will stay inside the building for the duration of the activity and will not leave without permission
3. Student who must leave before the end of the activity must have a parent come in the building to get you or you must have a verified phone call for permission to leave early.

**ATHLETIC EVENTS P.M.S./P.H.S.**—Middle School student's attendance at school events is contingent on following these rules, regulations and expectations:

1. We do not wear hats inside school buildings at P.M.S. activities
2. We expect our students to stand and be orderly when the National Anthem is sung or played
3. We expect you to be good citizens and refrain from pushing, shoving, running and throwing things
4. We expect you to sit in the assigned or designated areas
5. We expect you to stay at the activity and not leave the area or building until it is time to go home
6. We expect you to demonstrate good sportsmanship and to support the Phillipsburg teams without booing or ridiculing opposing players or officials
7. We expect you to represent P.M.S. well and to demonstrate pride in our schools, community and in yourself

Please take care of yourself and do a good job so you will not lose your privilege of attending school activities and events.

**EIGHTH PROMOTION DRESS**—Appropriate dress for promotion is:

- Girls - Knee to mid-calf dress or outfits appropriate for church wear
- Boys - Slacks with dress shirt, tie and dress shoes

**ROTARY STUDENT**—The Phillipsburg Rotary Club recognizes an outstanding student at the High School and Middle School at a noon luncheon each month. The selection will be made by the 8<sup>th</sup> grade faculty.

**CAFETERIA GUIDELINES:**

1. Pop type drinks and fast food type meals are not allowed as sack lunches
2. Students who eat breakfast are to report directly to the cafeteria without going to your lockers and after eating may join your friends outside or in the hallway
3. Students are expected to be courteous, polite and use appropriate eating manners
4. "Classroom" level voices are appropriate in visiting
5. Students are responsible to the lunchroom supervisors for appropriate behaviors

**STUDENT COUNCIL**—The purpose of Student Council is to give experience in student government, in peer representation, in interrelating through an organizational process with the school principal and in organizing student activities to as many students as possible.

Membership in the council include a President and Vice-President elected for the year by the student body from the 8<sup>th</sup> grade class and a grade level representative from each first hour class for 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup>. Representatives are elected for a one semester term.

<b>GRADING SCALE --</b>	<b>90-100</b>	<b>A</b>
	<b>80-89</b>	<b>B</b>
	<b>70-79</b>	<b>C</b>
	<b>60-69</b>	<b>D</b>
	<b>59-Below</b>	<b>F</b>

# PHILLIPSBURG MIDDLE SCHOOL

## STUDENT SUPPLY NEEDS

### FIFTH GRADE

2 large boxes Kleenex	2 – 70 page spiral notebooks
3 ring notebook (trapper)	#2 led pencils – NO eversharps
Scissors	large eraser
1 box colored pencils 24 count	1 box crayola markers 8 count
1 pocket folder for Health	notebook paper
2 glue sticks	highlighter
4 – 2 pocket folders with prongs	2 inch 3 ring notebook for Math only
Assorted 3x3 & 2x2 post-it notes	Bottle Elmer's glue

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### SIXTH GRADE

2 large boxes Kleenex	1 12" ruler
trapper with pocket folders	1 box colored pencils
3 ring notebook, wide line paper	1 box crayola markers
#2 lead pencils - NO eversharps	glue stick
1 large eraser	2 inch 3 ring notebook for Math only
highlighter	1 pocket folder for Health
4 – 2 pocket folder with prongs	Bottle Elmer's glue
Assorted 3x3 & 2x2 post-it notes	

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### SEVENTH AND EIGHTH GRADE

2 large boxes Kleenex	6 spiral notebooks
3 ring notebook	1 12" ruler
3 ring notebook dividers	large eraser
#2 lead pencils - 2 boxes	1 box colored pencils
ballpoint pens	pocket folder with prongs
Scientific Calculator (REQUIRED)	2 pocket folder for Science
2 – 2 pocket folders for Health	blue ballpoint pen for Math
2 large glue sticks	High Quality 100 pg. notebook (or 2 high quality small ones) for Science
1 1" 3 Ring Binder for Social Studies	

### SEVENTH AND EIGHTH GRADE PE

Plain white t-shirt	shorts or sweats
Socks	tennis shoes
Towel	

### SEVENTH AND EIGHTH GRADE ART

White cotton t-shirt, handkerchief or pillowcase  
Markers – 24 count crayola super tip  
#2B pencils  
Art gum eraser