

MIDDLE SCHOOL HANDBOOK

2018-2019 School Year



Hinkletown Mennonite School
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ALL IN for Jesus

And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through him. – Colossians 3:17

***This handbook contains the philosophy,
guidelines and procedures of the HMS Middle School.***

Students should keep this signed handbook in their binders.

Please have this handbook cover signed by August 30, 2018.

**I have read and discussed this Middle School Handbook
with my son/daughter.**

Parent signature

Date

Student signature

Date

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MIDDLE SCHOOL PHILOSOPHY FOR HMS

Middle school students are at a developmental stage that requires increased social interaction with their peers. Academic studies and extra curricular activities are structured to provide interaction with each other in an inviting, safe and supportive environment. We provide a Christian framework within which middle school students can explore and develop their personal faith.

CORE VALUES FOR HMS MIDDLE SCHOOL

1. Each student will be provided the adult support needed to be a successful learner, including taking responsibility for their own learning.
2. Students will be guided towards becoming responsible members of the community by an emphasis on service learning.
3. Students will be held to high standards of excellence that includes active, purposeful learning and encouragement to be reflective in all content areas.
4. Students will develop leadership and decision-making skills, with venues provided for students' voices to be heard.
5. Students will be provided opportunities to develop their personal relationship with God and to nurture their journey to mature faith in all content areas and extra curricular activities.
6. Students will be encouraged to develop positive peer relationships so that they appreciate and value themselves and others as persons created in God's image.

Approved 05/09/11

Section 1: ACADEMICS

MIDDLE SCHOOL FACULTY & ADMINISTRATION

Principal/Administrator

Dawn Landes

Assistant Principal

Deb Abbey

Middle School Coordinator

Jeremy Horning

Core Teachers

Brian Denlinger: Social Studies 6 and 8

Elisabeth Fry: Math 8

Melody Hartman: Algebra

Jessica Hoover: Math 6 and 7, Language Arts 6

Jeremy Horning: Language Arts 7 and 8, Bible 8

Michael Lichty: Science

Bethany Reiff: Social Studies 7, Art, FCS

Specials Teachers

Janelle Zook Cunalata: MS Choir, Chamber Choir, Band, String Ensemble, Music Electives

Angelica Prins: Spanish

Lori Quirk: Library Media Center (LMC), Computer

Justin Weaver: PE, Health, Athletic Director

Learning Support

Elisabeth Fry: Learning Support Teacher

Jean Baliles: Learning Support Aide

ACADEMIC COURSES

Courses for students in the middle school grades (6-8):

Required Courses:

Bible

Language Arts

Math

Science

Social Studies

Health – Grades 6 and 7

Art

MS Choir

PE

FCS – Grades 7 and 8

Spanish

Library/Computer

Electives:

Academic Extension

Jr. Band

Sr. Band

Jr. Strings

Sr. Strings

Worship Team

Chamber Choir

Music Electives

Chapel Planning Committee

Clubs

Service

Morning Announcements

Newspaper

Yearbook

ACADEMIC EXTENSION FOR MIDDLE SCHOOL

HMS offers an Academic Extension Program designed to

- provide additional academic challenge in the areas of students' strengths
- develop social skills
- provide opportunity for like-minded students to meet together
- develop higher level thinking skills
- retain and develop an inquisitiveness in daily life

Students wishing to enroll will be evaluated for inclusion in the program.

The program will include both group activities and time to explore individual projects at length. Because students have strengths in different academic areas, the emphasis of the program would change each trimester. Examples of emphases for each marking period are:

- Science and Math/Technology
- Social Studies/History
- Writing/Literature/Arts

Students, along with their parents, have the option of choosing how much they would like to participate. They may choose to participate only in the sessions which emphasize their strengths, or they may choose to explore additional areas in which their abilities are either unknown or undeveloped.

CLUBS

Clubs offer students a variety of academic offerings. Students are encouraged to choose a variety of club choices to give them experience in new subject areas. Clubs are offered once a week during a block period at various times throughout the year. A Study Skills Club will meet for students who have a current missing assignment, a current grade below 73%, an unpaid library fine, or two homework Flex Alerts in the previous week.

GRADING AND HOMEWORK

Grading Scale

93-100	A	Superior
85-92	B	Above average
73-84	C	Average
65-72	D	Below average
0-64	F	Failure

Some classes such as art are activity based, in which case the teacher will assign certain points for a project in order to come up with a percentage.

Types of Homework

1. Practice - Practice assignments reinforce newly acquired skills. For example, students who have just learned a new method of solving a math problem will be given sample problems to complete on their own. Another example of practice homework is studying spelling words and their definitions to increase fluency of commonly used words.
2. Preparation - this type of homework assignment helps students get ready for activities that will occur later in the classroom. Examples of this type of homework include studying for an upcoming test, reading a chapter of literature prior to the class discussion on the book, and researching on a given topic before the lesson is presented in class.
3. Extension - These assignments require longer-term research. Research papers and science fair projects would fall in this category.

Time Management Skills and Time for Homework

The middle school teaching team collaborates to manage homework assignments. In general homework should not exceed 90 minutes per evening. If you find that your child is regularly spending more than 90 minutes on homework, please contact one of the middle school teachers.

We strive to help students in areas such as using Flex time (see Section 2: Flex) and class time effectively, reviewing study skills as needed, and planning long-term assignments to avoid procrastination. It is possible for us to also adjust homework assignments; however, our primary goal is to help students learn to manage their time well and develop organizational skills that support effective learning and planning.

Late Homework Policy

For all assignments:

1. If the missing assignment is not completed in Flex the day the assignment was due, the teacher may request that the student miss lunch recess(es) until the assignment is completed.
2. The homework assignment grade stands at 0 until the homework is turned in.
3. Flex Alerts will be given as described in the handbook.
4. For regular day-to-day assignments, grade point deductions are at the individual teacher's discretion.

For major projects and assignments (anything requiring one week or more until completion) points will be deducted from the grade for projects that are turned in late.

Incompletes ("I") on Report Cards

- Students who do not complete major course work (tests, projects, quizzes or other work that contributes to a significant percentage of their grade) at the time of report card writing due to illness or a significant educational reason, will receive an "I" or incomplete on their report card for that subject in that marking period.
- The student, parents and teacher will arrange a timely plan to make up the course work.
- Any work that is not completed by the end of the arranged time period will then receive a "0" and a grade will be assigned including the "0" for the incomplete work.

PROGRESS REPORTS

In the middle school, mid-term progress reports are issued midway through the first trimester for all students and midway through the second and third trimester to any student earning 72% or lower in any class. Progress reports may also be sent home to commend students who are doing exceptionally well in a class.

PARENT - TEACHER CONFERENCES

Academic and social growth in school is enhanced by open communication between faculty and parents. For this reason, parents are expected to attend a scheduled conference in the fall. Fall conferences are held mid-trimester (October) in the 1st trimester in order for teachers to meet parents and to insure students are off to a good start at the beginning of school. The spring conferences are optional. Teachers and parents may request a conference at the end of the 1st trimester or at any time if a special concern arises with a student.

Both faculty and parents are encouraged to initiate conversations as needed throughout the year. Initial contact by phone or email to schedule appointments would be appreciated.

TEXTBOOK POLICY

At HMS students have the privilege of using various textbooks and trade books during the course of the year. Students will be assigned to a particular book or textbook and will be held responsible for returning that book, in good condition, at the end of the year or at the end of a particular course for which it is being used.

Should the book be lost or damaged, a replacement fee will be charged.

If you fail to bring your book to class you will be issued a Flex Alert. Textbooks or trade books found in the school and not in your possession will be placed in the lost and found area in the Middle School Hallway.

Coming to class prepared is the first step in a successful learning experience. Help create a productive environment at HMS by taking good care of assigned books.

TECHNOLOGY USE POLICY

Computers and other technology devices (such as iPads, Apple TVs) are for educational purposes and are to be treated with care. Students must always have permission from a teacher before using any of these devices. **Technology devices are to be used for school related assignments only.**

The HMS technology team creates and manages Google accounts for grades K-12 to allow use of our devices for computer instruction and class use. **These accounts are to be used for school related purposes only.** The email accounts are restricted so that students can only send and receive email from HMS teachers.

Each student will be required to sign the Acceptable Use Policy (AUP) in order to access the internet and any technology device. If a student violates the AUP, computer privileges will be taken away. A copy of this policy can be found in the appendix of this handbook.

Please follow these guidelines when using school devices:

1. No food or drink may be consumed near the devices.
2. You must have permission from a teacher to print a document. Be sure you have proofread your paper for errors before you print it.
3. If you wish to print in color, you must have permission from a teacher to change the default printer. Students are responsible for any fees from printing in color if stipulated by the teacher. (Fee is .25 per page)
4. If a device is not operating correctly, report to a teacher as soon as possible. Do not attempt to fix the problem yourself!

MIDDLE SCHOOL LIBRARY MEDIA CENTER GUIDELINES

Welcome to the HMS Library/Media Center (LMC)! It is our hope that you will spend many hours this year exploring the shelves for informational and recreational materials. The following are guidelines for using this facility.

First of all, please respect the need for quietness in the LMC area. We ask that you speak softly and walk gently when in the LMC. When you are the person trying to concentrate in the LMC, you will appreciate not being distracted by noise.

You must carry a teacher signed hall pass when you are in the Library/Media Center at any time other than your regular classroom visit.

BORROWING BOOKS

Each student must find their own time to visit the library as there is no scheduled “library” class in middle school. Remember to bring your library card or memorize your patron number to check out a book. Books will be signed out in your name for fourteen days. You may sign out any number of books based on your willingness to return them, on time, for others to use. **To conserve paper you will receive overdue and fine notices ONLY on Tuesday and Friday. Do not wait for a notice to take care of overdues and fines. Your receipt is your guide. Keep it in your binder and refer to it as needed.**

OVERDUE BOOK FINES

If you have a fine, you will not be allowed to sign out other books until the fine is paid. It is up to you to keep track of your overdue and fine status and return or renew books as needed. ***This includes books for school projects!*** Fines stop as soon as the book is returned and a fine notice is then generated for \$.10 per book per day.

PLEASE, if you feel you have lost the book, tell the librarian as soon as possible so your fine can be stopped. You will be asked to pay for the lost book, plus any fine that has accumulated up to \$3.00.

To pay your fine, bring the book and/or the notice with your money attached (taped) and place it on the circulation desk or give it to the librarian on duty.

BORROWING REFERENCE MATERIALS

Reference materials are to be signed out on a daily basis unless special permission is given. You may take the reference material to your classroom but it must be returned the next school day.

RETURNING BOOKS

Books that are being returned should be placed on the circulation desk. Books returned after the buses leave will be checked in the following day.

RENEWING BOOKS

Books may be renewed whenever the librarian or a library aide is in the LMC. Someone will always be available to help you before school and during Flex. In addition students can log in to their own account and renew their books.

BORROWING MAGAZINES

Magazines, other than the current issue, may be put in a black folder and taken to your room on a sign-out basis for two weeks. The sign-out book is in the magazine area. You must return the magazines to the circulation desk.

LOST OR DAMAGED MATERIALS

A replacement fee will be charged for any item signed out from the LMC that is lost or damaged. The fee includes the replacement of the book plus processing fees. Replacement fees for each book are listed on the online catalog and on the receipt. New and/or hardback books will be a higher price. Please do not attempt to replace the book yourself, as the librarian needs to choose the type of book and binding that is best suited for the library’s needs. The money will be returned if the item is found and returned.

Section 2: DAILY SCHOOL PROCEDURES

BINDER HOUSEKEEPING

On the first day of school each student should have her/his own binder:

- Name clearly written on the outside of the binder
- Should include separate dividers with pockets labeled and ready for each subject and one or two extra dividers for general school announcements and other papers.
- Dividers must have labels for the following subjects:

- | | |
|-------------------|--|
| 1. Language Arts | 6. PE/Health |
| 2. Social Studies | 7. Music |
| 3. Math | 8. Spanish |
| 4. Bible | 9. Library/Computer |
| 5. Science | 10. FCS (7 th and 8 th Grades) |

Binders will be checked twice each trimester in homeroom. Binders must be kept organized at all times. Binder checks will not be announced. Items checked are the following:

- a) Pens and pencils in place
- b) Library card and hall pass in place
- c) All assignments written in the planner (planners will be distributed on the first day)
- d) Student papers must be filed in appropriate sections of the binder.

If the four items are in place, a student's binder passes inspection. If a student's binder does not pass inspection, she/he will receive a Flex Alert until the binder passes inspection.

Planners:

- Planners are provided for students at the start of the school year. The planner is to be placed in the front of the binder.
- Assignments are to be written in the planner as soon as the teacher gives the assignment.
- Assignments must be filled in the planner in order to pass binder inspection.

Schedules:

A class schedule will be given to each student at the start of school. The schedule is to be placed in a protective sleeve and should be placed as the first item in the front of the binder.

A student can choose to highlight his/her particular grade activities on the schedule. Additional copies of the schedule may be requested to post in the student's locker or to have a schedule at home.

CHAPEL

Chapels are held twice monthly on Thursday morning during 1st Period. Special chapel services may be held at other times during the school year. Chapels are planned jointly by the middle school team, administrator and the student chapel planning committee. Parents and students with ideas for chapels should contact the middle school coordinator. Parents are welcome to attend.

FLEX

Purpose

HMS Middle School provides Flex time in the schedule four times per week. During this time, students are assigned to a Flex room.

The purpose of Flex is to have teachers available to work with students each day, giving general assistance and help in their specialty areas. Flex is NOT simply a study hall, although some students may choose to use it as such. Flex can be used to meet the needs of students who are gifted, have satisfactory skills, or who struggle in a subject area. It allows teachers and students to work together and make choices about how to use their time to develop their unique God-given gifts. It is our goal to have students learn to ask for help and understand that asking for help is a normal part of life.

Flex is also a time when music electives or leadership development opportunities are available to students. Music electives are offered during Flex times. Other middle school activities such as Student Council, Chapel Planning, Morning Announcements or Newspaper often meet during the noon hour of Flex and lunch (see Section 4, Extra Curricular Activities).

Examples of Flex use are:

- Students receive one-to-one or small group help from a teacher.
- Use time to do homework or review for a test.
- Work on small group projects
- Do research in the library
- Meet with morning announcements, middle school newspaper, or yearbook teams
- Participate in band, strings, or worship team
- Read a book for class or pleasure
- Complete make-up work, retests or incomplete homework from Flex Alerts
- Go beyond assigned class work, extend a project based on interest or do independent studies

How to Move in Flex

- Report to your assigned Flex classroom at the beginning of the period with any homework material needed.
- Students may use their hall pass to go to another location during Flex. If you need to work with another teacher during Flex, have that teacher sign your hall pass granting permission for you to visit their classroom during Flex. Also have your Flex teacher sign the pass before leaving the Flex room. **The hall pass request must be obtained before reporting to Flex.**
- Students must ask their Flex teacher to sign their hall pass to go to the LMC or to leave the classroom for any other reason.

Flex Time Behavior

- Students must work quietly (subdued talking is allowed for group work).
- Students must work independently unless the teacher stipulates an assignment can be completed with other students.
- Students must come to Flex with work they plan to do or a book to read when work is finished.

HOMEROOMS

The students in middle school are separated into three multi-age groups that meet for ten minutes at the beginning of the day and for five minutes at the end of the day. The purposes of this time together are:

- Roll taking
- Announcements
- Morning devotions and prayer time
- Interaction with students of other grade levels
- Receive backpack mail and dismiss for buses in afternoon homeroom

Homerooms include the following:

Mrs. Hoover – Room 200

Mr. Horning – Room 202

Miss Reiff – Room 206

MENTORING PROGRAM

Purpose:

To foster relationships between students and teacher advocate on a deeper level than is possible in the classroom setting. To provide spiritual, emotional, and social guidance to students in need. To provide a forum to discuss and process school, church or world news items.

Meetings

Students will meet in groups designated by boys and girls in each homeroom. An assigned mentor will introduce the mentoring program and give students opportunity to share hopes and fears for the upcoming school year. Mentor groups will meet 6 - 8 times a quarter as a group during Wednesday morning chapel/mentor times. Topics or themes will be decided by the middle school teachers based on the theme for the year. Mentor groups may also choose to participate in extra curricular events.

One-on-One Mentoring

Students may request additional one-on-one sessions any time during the school year. Advance notice is appreciated but not necessary. A student may approach a mentor directly to request a one-on-one session. If a student wishes to meet with a different mentor for one-on-one sessions, they should check with the middle school coordinator before doing so.

Confidentiality

Information shared with a mentor by a student will be held in **strictest confidence** unless the mentor feels it would be in the best interest of the student to notify parents or the proper authorities.

LOCKER HOUSEKEEPING

Locker Assignments

- One locker will be assigned for each student. Special permission needs to be granted by the middle school coordinator to acquire additional locker space.
- Locker doors may be decorated but may only be attached with magnets. All pictures, stickers, etc. must be removed at the end of the year.
- Students are not permitted to post political party slogans or any material that presents a negative or inappropriate message.

Locker Checks

Lockers will be checked twice each trimester. A pass/fail slip will be placed in the locker. If a student's locker does not pass inspection, she/he will receive a Flex Alert until the locker passes inspection.

The inspector will look for the following things:

- Books are to be neatly organized in a vertical position on the shelf inside the locker.
- No trash or loose papers will be tolerated.
- Clothing and backpack should be hanging on the hooks.

SCHOOL SUPPLIES

Students are expected to contribute the following school supplies:

1. A three-ring notebook binder with student's name on the outside cover
2. Ten subject dividers for their binder with the title of each subject they are taking written on the tabs of the dividers.
3. Loose-leaf, wide-ruled notebook paper. (not college ruled)
4. All-purpose folder to use for homework papers
5. Two or three number 2 pencils and erasers
6. Pens
7. Highlighter(s)
8. Calculator – TI 34 or similar model
9. Headphones or ear buds for use with computers (label with the student's name)
10. Graph Paper
11. Two boxes of tissue to give to the homeroom teacher on the first day of school.

LUNCH-TIME PROCEDURES

- Prayer will be said as a class at the end of the last period before lunchtime.
- Middle school students will eat in the Middle School Café, which is the area outside the kitchen.
- Middle school students will be allowed to spend 15 minutes of their lunch time in gym recess. There will be a schedule posted for students to determine if they have this opportunity in the first or second 15 minutes of their lunch period.
- If any students do not want to be in the gym during their designated gym recess time, they must stay within the middle school lobby between the gym door and the connecting corridor.
- Students in the café should stay at their tables until they have recess time.
- Students are allowed to go outside during lunchtime **only if the supervising teacher gives permission to do so**. The supervising teacher may deny permission to go outside due to inclement weather or very cold temperatures.
- A student may not leave his/her place of eating until dismissed by the supervising teacher. Students will be assigned cleanup duty and at the end of the lunch period the assigned students should wash the tables and chairs and sweep the floor.
- Consequences for poor lunch time or gym recess behavior will be determined lunch supervisors and middle school teachers. A silent lunch period in the HMS office is a possible consequence.

GYM RECESS GUIDELINES

- No food or drink in the gym, except for the supervising teacher or parent.
- No hitting, touching, or grabbing the basketball nets! To do so will result in sitting out for two minutes.
- Balls should not hit the ceiling. Whoever threw or kicked the ball sits out two minutes.
- Treat others with respect both verbally and physically.
- Do not target other students by kicking or throwing balls at them.
- All balls or equipment must be put away in the barrels located in the storage closet at the end of the lunch period.
- Consequences for poor gym recess behavior will be determined lunch supervisors and middle school teachers. A silent lunch period in the HMS office is a possible consequence.

Section 3: Extra Curricular Activities

FIELD TRIPS

Each class has one major field trip each year that is part of the curriculum. Teachers are allowed to plan other field trips that are related to middle school curriculum. Parents may be asked to contribute to the cost of the field trip.

EIGHTH GRADE ACTIVITIES

Spruce Lake Retreat

Eighth Grade students will attend Spruce Lake Outdoor School for an outdoor educational experience that also emphasizes team-building activities. At least one parent of each gender will accompany the class and teacher(s).

Eighth grade vs faculty competition

If the eighth grade class chooses to have a faculty versus eighth grade class game at the end of the year, the class is responsible for planning the event. Responsibilities are as follows:

- Inquire with teachers for a date that suits the majority of faculty
- Make sure that nothing is scheduled on the school calendar
- Reserve the gym in the office
- Inform the teachers about the selected date, time, and other pertinent information

Eighth grade graduation

Eighth grade graduation is a special time for students and teachers. All teachers are required to attend this event to show appreciation of each individual student's accomplishment. Each eighth grader gives a graduation speech highlighting memories and reflections on their Christian education experience at HMS. While our graduation may not be as formal as upper level graduations, we do try to make the evening memorable. There are several expectations we hold for students.

Girls must wear dresses that meet the dress code for HMS. (ie. no strapless dress or spaghetti straps - unless there is a cover-up that is worn at all times, and must meet dress code length) Boys must wear dress pants, shirt & tie - suit coat is optional

Students help plan the speaker and music for their graduation; both must be approved by the middle school coordinator or a designated teacher. The music and speaker are expected to reflect the values of HMS and be worshipful in nature.

Eighth grade lock-in

A tradition at HMS is for the 8th grade class to have a lock-in immediately following graduation. This event must be student initiated and all plans approved by the middle school coordinator or designated teachers. Students will be confined to the school building or grounds if outside activities are planned unless an organized activity is planned for another location. The event is chaperoned by teachers and parents and the following requirements must be met.

Prior to the lock-in:

- Two teachers and at least two parents must agree to be chaperones, one for each shift. Shifts run from 9 PM – 2 AM and 2 AM – 7 AM.
- Planned activities, including movies, music, video games, and games must be approved by the supervising teacher and/or middle school coordinator.
- Students must provide the refreshments.
- Students must send information home with each 8th grader and gain parental permission.

At the lock-in:

- The gym must be cleared before the lock-in begins (tables & chairs put away - stage taken down and floor swept). Please work together as a class until this is completed. Some parents stick around to help, but do not count on them or teachers to do all the work.
- During the lock-in, everyone must behave in a manner that is appropriate. Anyone leaving the building without permission or conducting themselves in a manner that does not meet school regulations may be required to go home.
- The students are responsible for cleaning all areas they were in before leaving the school because the remaining grades do have school the next day. Students should also make sure all personal items are taken home as well.
- Students must arrange with their parents to be picked up at school by 7:00 am the next morning.

ATHLETIC PROGRAM PHILOSOPHY & ELIGIBILITY

Middle school students need a variety of experiences to help them discover and develop their emerging interests, talents and aptitudes. A sports program tailored to the needs of the middle school student can effectively help meet academic, social, emotional, physical and spiritual needs.

An effective middle school sports program will:

- Encourage Christ-like attitudes through both winning and losing
- Stress the team over the individual
- Provide an opportunity for cross grade interaction
- Include the learning of skills, fundamentals, rules and respect for authority
- Be an inclusive program, striving to provide playing time for all interested

To meet the goals of the above philosophy:

- Team members at games will participate during games by playing, watching, or meeting as a team. The amount of playing time each athlete receives is up to the discretion of the coach.
- Good sportsmanship, Christ-like behavior, and academic achievement are all requisites for team membership.
- A student playing a sport or involved in other extra curricular activities, must maintain an average of 73% or higher in all subjects. Any student falling below 73% percent is not eligible to participate in practices, travel with the team or play in the games until his/her average rises to a 73% or higher.
- Any student who has accumulated a significant number of Flex Alerts may lose privileges to participate in practice or games until an improvement plan is put in place with the middle school coordinator and/or athletic director.
- Any student who has received a third Respect Plan and has not completed their one hour after school service duty will not be eligible to play in games or practice until they have completed their service.
- Depending on the offense, a student receiving a first or second Respect Plan may also be withheld from participating in sports activities for a stipulated amount of time, at the discretion of teachers and/or coaches.
- Coaches should be notified prior to a practice if the student cannot attend. If the practice is unexcused (doctor appointments, emergencies, sickness are excused) the coach may enforce other consequences.
- Students shall be in school by 11:45 am on the day of the game in order to play, unless prior arrangements were made with the office.
- Dress appropriately for sporting events – clothing must follow HMS dress code
- Students participating in a sport will be asked to complete a health form at least once a year.

Depending on the information in the health form, the athletic director may request a doctor's examination before the student can participate.

- A fee will be charged for each sport to help cover the cost of expenses. HMS sports seasons are as follows:
- (September- October) Soccer-boys; Volleyball-girls
- (December- February) Basketball – boys and girls
- (March-May) Volleyball-boys; Soccer-girls

MIDDLE SCHOOL PLAY

Students in the middle school grades may choose to audition for the middle school play, which is performed at the end of February. Auditions are held in December, with practices beginning in January and running from two to five afternoons per week through February. Students are expected to be able to keep up with their regular academic work in addition to memorizing lines and attending practices. In addition to performing in the play, students may also choose to get involved with the drama through being on the stage crew or tech crew.

Dinner Theater Event

All middle school students are expected to participate in the middle school dinner theater event. Those who are not in the play will act as servers for the meal. Money from the dinner theater goes toward the middle school program.

MIDDLE SCHOOL NEWSPAPER

The middle school newspaper team meets during the school day (times to be determined by students and supervising teacher) to plan and publish a newspaper for middle school students. Students who are on this team must be able to complete their regular schoolwork in addition to their work for the newspaper.

MORNING ANNOUNCEMENTS

Middle school students may choose to participate on a morning announcement team. The team meets during the school day (times to be determined by students and supervising teacher) to plan the announcements that are given on Monday mornings over the intercom system.

YEARBOOK

Students in grades seven and eight may join the yearbook committee. This group meets regularly from September until deadline for submission in March. An online yearbook design program is used to produce the yearbook. Students must be able to use a digital camera and should be organized to follow deadlines to participate on this committee. They must also be able to keep up with regular academic work.

MUSIC OPPORTUNITIES

Attendance at the Christmas and Fine Arts Night program is required for all middle school students. *These programs are considered the cumulative exam for second and third trimesters. If attendance is not possible, alternative assignments will be given at the discretion of the music director.*

Choir:

This is a required class for all middle school students. The repertoire will consist of two or three part treble or mixed voice arrangements and some four-part mixed voice selections, depending on the make-up of the choir. It is an introduction to following a choir score and conductor. Students will also learn to sight-sing 4 part hymns. Choir meets once a week for the first semester as part of a graded class.

Chamber Choir:

Acceptance into Chamber Choir will not only depend on singing ability but also on creating a balanced ensemble. Each student in middle school will be auditioned and invited to participate in the Chamber Choir in December. A pattern of disruptive behavior may mean dismissal from ensemble. Students must maintain grades of 73% or higher and maintain a low number of Flex Alerts to stay in the ensemble. If they cannot maintain their grades and assignments, they will be asked to leave the ensemble for the remainder of the year.

Occasionally, Chamber Choir will miss a day of school for special events or festivals. Students will be responsible to make up any assignments or class work for missed school days.

Membership requires a commitment to participate in all rehearsals, planned events, and the Fine Arts program at HMS.

Band and String Ensembles:

All students have the opportunity to be a part of the junior or senior band and junior or senior string ensembles once they have mastered the basics of their instruments and achieved a certain level. Private lessons are required for students in junior band and junior string ensemble. Private lessons are offered at HMS or students may choose to take private lessons outside of school. Those who take lessons at HMS during the school day are required to be in the band or string ensemble once the level of achievement is reached.

The ensembles will perform at the Christmas and Fine Arts programs. Participation in other festivals or special performances may occur.

Instrumental Lessons:

During the school year private and group instrumental lessons are offered once a week for a fee separate from tuition. Students may purchase or rent their instrument of choice through Menchey Music Service or another reputable music retailer. Lessons are given during the school day with the understanding that students are responsible for any class work missed due to their lessons. Students are encouraged to continue taking lessons over the summer.

Worship Team:

Students may join the middle school worship team as a singer, guitarist, pianist, drummer, or instrumentalist. The worship team is responsible for leading their peers at chapel and may have opportunity to share at one of the school-wide programs.

STUDENT COUNCIL

The purpose of student council is to organize activities to encourage school spirit, community service, and spiritual growth within the school. Student Council also develops student leadership abilities.

Any student wanting to participate on Student Council must:

- Have written permission from their parent(s)
- Present their qualifications to the student body.
- The presentation should explain and describe why the student would be an asset to Student Council for the upcoming school year.
- It should also indicate the amount of dedication (effort and time) the student is willing to put forth.

Typically, two sixth graders, three seventh graders, and three eighth graders are selected by classmates through a voting process. The middle school teachers will also provide input into the voting process and approve members before the voting results are final.

Qualifications of Members

- Willingness to learn
- Leadership and creativity
- Honesty and a sense of responsibility
- Dedication

Meetings and Activities

Student Council will typically meet once per week, during a designated Flex time or over lunchtime. Some after-school meetings and activities will be a requirement for Student Council members.

Section 4: DISCIPLINE AND BEHAVIOR

SCHOOLWIDE EXPECTATIONS

Be Safe - Be Respectful - Be Responsible

Promoting Academic Success & Healthy Community Relations

Students are given clear instruction on the expectations outlined below that allow our school community to function effectively. These expectations are put in place so that all students can feel safe, experience success, and learn at their own level. Consequences are put in place so that students will be held responsible and receive support and guidance when these expectations are not met. Consequences are not meant to be punitive or punishing, but rather to help the students make better choices and experience success in the future. In the HMS community students are expected to:

1. **Be Safe**

- a. Follow safety instructions from teachers and other staff at all times
- b. Avoid running, pushing, tripping or horseplay in classrooms or hallways
- c. Be cooperative and self-disciplined
- d. Always seek permission from teacher or monitor when leaving a classroom, Flex room, cafe, etc.

2. **Be Respectful**

- a. Show respect to teachers and all adult monitors at all times
- b. Respect personal property and “Circle of Grace” for everyone
- c. Use a quiet voice in hallways and remain silent in “No Talking” zones
- d. Respect school property in all areas
- e. Treat others as brothers and sisters in the Lord in both actions and speech
- f. Allow younger students to pass first in hallway, gym, etc.

3. **Be Responsible**

- a. Be prepared and in class on time: Have all required materials, completed homework, and use bathroom and water fountain during break
- b. Maintain clean and organized locker and binder
- c. Complete homework and projects on time and be prepared for tests and quizzes
- d. Take responsibility for actions (both intentional or accidental) and how they affect others
- e. Follow guidelines for technology use as outlined on the Acceptable Use Policy

Rewards and Consequences

Flex Alerts: Teachers use Flex Alerts to identify areas of student need in behavior and academics. Students will be given Flex Alerts when expectations are not met in any of the above areas and can be given by any teacher or staff responsible for monitoring students. Types of Flex Alerts include:

- | | |
|--------------------------|--|
| - Unsafe Behavior | - Irresponsible – Failed Binder/Locker Check |
| - Disrespectful Behavior | - Irresponsible – Unprepared for Class |
| | - Irresponsible – Failed Test |
| | - Irresponsible – Missing Homework |

The name “Flex Alert” is used because accumulating Flex Alerts will affect a student’s Flex time. Flex Alerts will be tallied at the end of each week, and students who have received multiple Flex alerts will be assigned to Flex Levels as outlined in the Weekly Flex Levels chart.

Weekly Flex Levels

Above Level: Students who receive 2 or less Flex Alerts for a trimester stay “above level” and will receive an honor pass and a homework pass for use in the next trimester.

On Level: Students with 2 or less Flex Alerts for the week will attend their regular Flex room.

Flex Level 1: 3 or more total Flex Alerts

Students with 3 or more Flex Alerts for the week will be placed in Silent Flex on the following Monday. Students in Silent Flex may not talk, work on group projects, use computers, or leave the room without written teacher permission.

Flex Level 2: 5 or more total Flex Alerts

Students with 5 or more Flex Alerts for the week will be placed in Silent Flex on Monday and Tuesday. Students in Silent Flex may not talk, work on group projects, use computers or leave the room without written teacher permission.

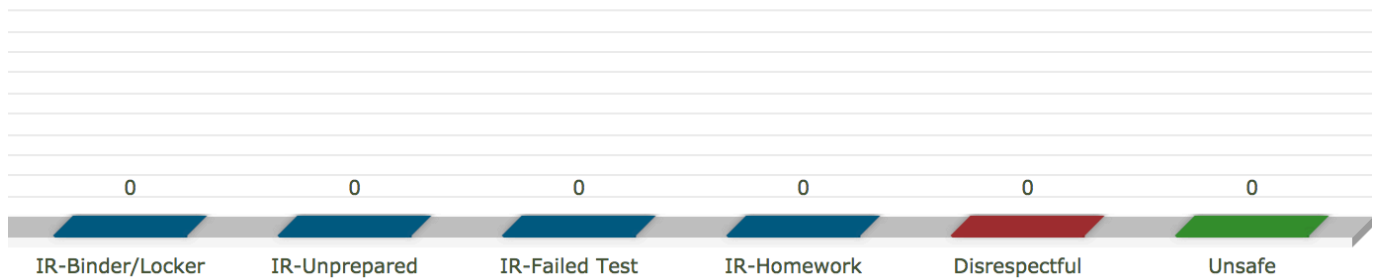
Flex Level 3: 7 or more total Flex Alerts or 3 or more of one type

Students with 7 or more Flex Alerts will be placed in Silent Flex on Monday and Tuesday and miss the club period on Thursday afternoon.

Communication about Flex Alerts

- Students will be notified verbally or in writing by a teacher when a Flex Alert is assigned.
- Students or parents may check with the Middle School Coordinator to see Flex Alert reports at any time throughout the school year.
- Parents will be notified when a pattern of Flex Alerts assigned becomes evident.
- Flex Alert reports for each student will be sent out with mid-term reports in the first trimester and with report cards at the conclusion of each marking period. They will look similar to this:

Behavior Point Totals



Behavior Reflection Tools

Think About It Form (See Appendix): The Think About It Form is a tool to encourage a student to reflect on a situation after having acted without thinking through the consequences of their actions. This form is given by a teacher when an incident is minor and it is obvious to the teacher that the student acted impulsively and without malice. The student will meet with the teacher or middle school coordinator to review the completed form. The form is then filed with the middle school coordinator. If the student accrues multiple Think About It Forms for similar circumstances, a Respect Plan may be issued.

Respect Plan (See Appendix): A Respect Plan may be issued to students who have participated in clearly inappropriate behavior or have shown a pattern of inappropriate behavior. A teacher may issue a warning before giving a Respect Plan or simply move directly to issuing the plan because of the nature of the misbehavior. The following steps will be taken by teachers and students:

Step 1: If a rule is broken, a teacher will communicate to the student that their behavior warrants a Respect Plan and will set up a time to meet with the student(s) as soon as possible, preferably the day of the incident. The teacher may elect to have a second party, such as the middle school coordinator or another teacher meet with the student.

The student must report to the teacher at the scheduled time to complete the Respect Plan. The teacher will have a discussion with the student about the incident using the questions on the form and having the student write a verbal response. The teacher may also request that all involved meet to resolve the situation.

A copy of the Respect Plan is sent home for a parent/guardian to sign. The signed copy must be returned to the supervising teacher the following school day. If it is forgotten, the same consequences for missing assignments will be applied until it is returned. A copy of the Behavior Plan will be filed in the student's cumulative file in the office.

Step 2: If a student chooses to break the same rule or a different rule, he/she will be expected to complete a new Respect Plan as described in Step 1. Alternatively, the student may be asked to participate in a Restorative Circle* with all those involved in the conflict in order to more clearly understand how his/her behavior is affecting those in the community. A copy of the Respect Plan or Restorative Contract will be sent home with the student to be signed by parents and returned to the Middle School Coordinator. The parent/guardian will also receive a phone call from the Middle School Coordinator or the involved teacher(s) to explain what action is being taken.

Step 3: If a student earns a third Respect Plan, the student will be required to complete a one-hour, after-school, HMS community service project, supervised by a parent or faculty/staff member. The parent/guardian will be contacted by the MS Coordinator to arrange a time for the service project. In addition, the Administrator will be sent a copy of the student's accumulated Respect Plans so that he/she is aware of the situation. Additionally, the student will be referred to their mentoring teacher for additional guidance.

Step 4: If a student receives an additional Respect Plan, a parent/guardian will be notified and requested to attend a conference with the Administrator, the Middle School Coordinator and a representative teacher. This group will meet together to devise a plan of action to help the student improve his/her behavior.

Notes:

- Steps may be skipped depending on the seriousness of the infraction.
- The purposes of Restorative Circles are 1) to help students learn how to engage conflict respectfully and appropriately, 2) to ask students to acknowledge and respond to the ways their behavior impacts other students, their teachers and their parents, and 3) to give teachers and students a chance to model honest and respectful communication that opens the door for restoration of relationships and accountability. (see Discipline Policy below.)
- If all steps have been taken and the misbehavior continues, a second conference will be called that includes all concerned parties. At this point, a student might be suspended or expelled from school as a last resort in dealing with the misbehavior.

"No discipline seems pleasant at the time, but painful. Later on, however, it produces a harvest of peace and righteousness for those who have been trained by it." Hebrews 12:11

RESTORATIVE JUSTICE

Restorative Philosophy

Student behavior has an impact on the learning environment as it affects interpersonal relationships as well as academic success. We believe that in order for students to make a positive contribution to society and work toward world peace, their behavior must be exemplary, thoughtful and self-motivated.

In middle school we try to help students realize how their choices impact the community around them. We strive to use a combination of rewards, consequences, and reflective means to help students learn and practice appropriate behavior. In the end, we want our approach to discipline to be restorative, focusing on ways we can resolve conflict and restore relationships within the community.

As a faculty, we will endeavor to be consistent and positive as we encourage students to behave as reflective, caring and responsible servants for Christ.

Restorative Circles

One of the ways we live out and teach community is through Restorative Circles. When trust is broken or conflict arises (for example, when someone does something that is hurtful to others) it is an opportunity to stop, reflect and attempt to make amends. We take Christ's call to the work of reconciliation seriously and want our students to learn what that can look like interpersonally.

Restorative Circles are a non-punitive tool that can be used when a student is willing to own his/her own behavior and how it has impacted others in the community. The circles always include the offender(s) and the victim(s) in an incident along with a teacher and administrator. Additionally, offender(s) are encouraged to invite others who may have been impacted indirectly, such as parents or other students. Participation is voluntary and formative as it takes a level of courage and vulnerability. But it is a hands-on learning process that is highly effective in redirecting and preventing further offensive behavior in a constructive way.

Before an offender is invited to consider a restorative circle, the school administrator and/or counselor spends time with him/her to process what happened, who was involved and what might be helpful to restore relationships and peace. When the he/she is ready, the student makes a list of people to invite to the circle and the counselor and/or administrator helps set up a time and place for the circle conversation to happen. The time from incident to circle conversation could take a few hours to a few days depending on how many people are involved and how quickly the student can process the potential conversation emotionally, spiritually and socially. It is a chance for the student to grow personally and for the community to practice grace-filled conversation and forgiveness.

*“Train up a [student] in the way he should go, and when he is old he will not depart from it.”
Proverbs 22:6*

BATHROOM AND HALLWAY GUIDELINES

Students should try to keep bathrooms and hallways as neat as possible. Belongings left in these areas may be taken to the lost and found.

Students should walk and talk quietly when passing from room to room between classes in the middle school hallway, connector hallway and the gym hallway. **All remaining areas are “No Talking Zones.”**

Students may use the stairway to the front lobby ONLY for parent pickup or when going to the office. All other times when moving to a class in the lower level, students must use the rear stairway to the connecting corridor.

When moving between classes or at dismissal time, middle school students must stop and wait on the steps if elementary students are on their way to a specials classroom or the buses.

During classes, not more than one student should be dismissed to the bathrooms at one time.

DRESS CODE

HMS has a dress code that has been agreed upon by the school community. The HMS Board of Trustees approved the following dress code policy:

“Dress and personal appearance is a personal matter. It reflects our attitudes toward ourselves, other people and God. We respect the ability and authority of Christian parents to make decisions with respect to dress. We believe that all clothing should be clean, respectful and of modest length and design.”

Below are the specific procedures we use each day at HMS to ensure that dress is appropriate.

- Students are expected to comply with the dress policy during the school day as well as while participating in public programs or activities associated with the school, including sports practices and games.
- Students are asked to be discreet and considerate of the many different groups represented in our school community.
- Loose fitting pants (including jeans or slacks) are appropriate to wear at HMS. Shorts and skirts that are no more than two inches above the knee may also be worn. Leggings may be worn with a top/dress that reaches two inches above the knee or longer.
- Halter tops, spaghetti straps, tank tops, and muscle shirts are not allowed. No midriffs maybe exposed and necklines must be modest in nature.
- Messages on clothing must be in keeping with HMS’s goals of promoting Anabaptist beliefs, respect for all people, and positive attitudes.
- If a particular piece of clothing does not meet the above standards, a teacher or staff member may provide sweat pants or shirts supplied by the school for that school day.
- One warning will be given if the standards are not followed.
- Parents will be called or notified of any inappropriate attire. Parents may also be asked to drop off appropriate clothing or to pick up a student for a second offense during any given school year.

BOY/GIRL RELATIONSHIPS

While we believe it is important for boys and girls to learn to interact socially, we discourage exclusive relationships between a boy and a girl in middle school. The following guidelines are to be followed at any school related activity.

1. Students are to always show respect to everyone. Courtesy is the rule in all relationships. Be friendly and exhibit love to fellow students and visitors.
2. Physical touch or close physical contact between boys and girls will not be tolerated at school related activities, on or off campus, or on the buses. (ie: holding hands, kissing, hugging, sitting close together)
3. Students are to stay with their class in designated areas. (ie: at lunchtime, remain in your classroom, in the middle school hallway, or in the gym)
4. No note writing or note passing is allowed during school hours.

Violations of the above may warrant a Respect Plan.

ELECTRONIC DEVICES AND CELL PHONE POLICY

1. Students at HMS may bring a cell phone with them to school if deemed necessary by the parent(s). If a student chooses to bring a cell phone, it is to be kept in his/her locker and must be turned off. If students need to use the phone, they may do so after school hours or with the permission of a teacher. Cell phones may not be brought into classrooms. Any cell phone found outside of a locker or turned on during the school day will be confiscated and kept in the office for a parent to pick up.
2. We realize some students have long bus rides. Parents may decide if their student may bring an electronic device to play music or games for personal use on the bus ride to and from school. Headphones must be used whenever possible and games, cartridges, or personal music players are not to be loaned to other students.
3. Once students arrive at school, the devices must be placed into the student's backpack and locker and remain there during the school day. If a student takes the device out during an after-school activity, parents must understand that teachers and staff cannot take responsibility for its use and the content being accessed.
4. HMS does not approve of electronic media that promotes violence. HMS staff members reserve the right to approve any electronic media's use on the HMS campus or on our buses.

ENERGY & SPORTS DRINKS

Due to some of the short-term and long-term effects of energy drinks that provide the body with boosts of caffeine, extra vitamins, minerals or other additives, HMS does not permit students to drink energy drinks on the school campus or school-related events. Energy drinks with boosted caffeine have been linked to increased heart rates and blood pressure, as well as to other physical side effects. Sports drinks, such as Gatorade, are also strongly discouraged as a beverage for consumption at lunch or during the school day. We do allow students to use sports drinks for extra curricular sports events but still strongly recommend drinking water rather than the sports drinks.

HEALTHY SNACKS

Students are allowed to have healthy snacks during the school day at designated times noted by the Middle School teachers. At HMS we encourage parents and students to choose snacks such as fruits, vegetables or proteins. We discourage snacks with high sugar content. While candy may be allowed for special events, it is not allowed for mid-day snacks.

REQUIRED DAYS OF ATTENDANCE

There are specific school events that are required attendance for middle school students. Please mark these on your home calendars. Students who do not attend these events may be asked to do extra homework or a specific subject grade may be affected.

Required events include: (see school calendar for specific dates)

Christmas Program – held first Friday in December

Middle School Dinner Theater – held in February

Academic Fair – held in April

Fine Arts Night – held in May

Graduation – grades 7 & 8

Students who sing in Chamber Choir may have additional days of required attendance for special performances.

HUNTING POLICY

- The school needs to be notified in advance of a hunting trip. Trip request forms are available on the Parent Page of the school website.
- Students will not be penalized for taking one day off to go hunting as long as one or both parents accompany them for at least two-thirds of their time at a hunting site.
- Students will need to get their assignments in advance and have them completed when they return.
- Going hunting "unannounced" results in an unexcused absence and forfeiture of credit for all work done in school during the time absent.

WEAPONS

Weapons are not allowed on the HMS campus, buses, or at school-sponsored activities. This includes but is not be limited to: loaded or unloaded firearms (including any pellet guns, BB guns or even look-alike firearms), knives (including kitchen knives or pocket knives), any type of cutting instrument or tool, clubs, slingshot, straight razor, explosives, firecrackers, noxious or irritating gases, poison, or any other tool, instrument, implement or chemical capable of inflicting serious bodily injury. Students carrying weapons on campus can be suspended or expelled on the first offense based on the Administrator's judgment and established disciplinary guidelines.

Appendix

RESPECT PLAN

Name _____ Date RP was given: _____

Teacher initiating Respect Plan _____ Date of conference _____

- Review the Discipline Policy in your middle school handbook.
- Answer the following questions in a thoughtful, thorough manner. Use additional paper if you need more space.
- Hold a discussion with the teacher (and other individuals invited to the conferencing time).
- Meet for a follow-up conference if necessary

Definition of respect: Considered deserving of high regard. (This includes peers, teachers, administration, non-instructional staff, and property at HMS.)

A. To whom did I show a lack of respect? List name(s) of everyone involved.

B. How did I show a lack of respect?

C. What were the causes of my wrong behavior?

D. How did my lack of respect affect the other individuals involved? How do they feel?

E. What can I do to correct or improve the situation right now?

F. What goals can I set to avoid this situation from occurring in the future?

G. What consequences might be suitable for a repeated offense?

Student's Signature _____ Date _____

Teacher's Signature _____ Date _____

Parent's/Guardian's Signature _____ Date _____

Parent comments: (optional)

I wish to hold a conference with the teacher concerning this matter. YES NO

*****(for official use only)*****

Conferencing date: _____

Individuals attending:

Is/are the victim(s) satisfied with the outcome of this situation? YES NO

New Action (if necessary):



Think About It Form

Name _____

Date _____

Teacher _____

What did you do that harmed someone in the community?

Why did you do that?

How did your actions affect others in the community?

How do you think that made them feel?
(Both those directly involved and those not directly involved)

What do you think you can do to make it right?

Signature _____



Acceptable Use Policy

Hinkletown Mennonite School
2018-2019

Internet Access

With the permission of your parent or guardian, Hinkletown Mennonite School offers you an opportunity to use the Internet at school. We expect you to use the Internet while in our building only for educational purposes approved by HMS. This use is a privilege, not a right. Should you choose to misuse this privilege there will be disciplinary consequences.

You are responsible for your own actions while you are on the Internet at HMS. As a student, you should read the following regulations and then sign this form to show that you understand your responsibilities in using the Internet at this school. While using the Internet from school properties:

1. I will use Christ-like language when communicating with others. I will treat others with respect.
2. I will use the Internet for school-related activities only, unless given permission otherwise from a teacher.
3. I will not change any computer file that does not belong to me.
4. I will never give out personal information such as name, address, phone number, or gender.
5. I will not use copyrighted materials from the Internet and pretend they are my own. I will cite the source of all Internet sources.
6. I will search only on approved search engines first, then others by permission.
7. I will never knowingly try to interfere with security measures or the filtering system on either Hinkletown Mennonite School's computers or on computers at any remote site.
8. I will never attempt to gain unlawful access to another person's or organization's resources, programs, or data.
9. I will not place unlawful information on the Internet, nor will I use the Internet illegally in any way that violates federal, state, or local laws or statutes. I will never falsify my identity while using the Internet.
10. I will never use the Internet to obtain inappropriate material or files.
11. I will never use the Internet to buy or sell, or to attempt to buy or sell, any service or product.
12. I will not attempt to harm or destroy data of another user on the Internet, including the uploading, downloading, or creation of computer viruses.

Computer, Chromebook and iPad Use

I understand that using the Chromebooks, classroom computers, library computers, and iPads are privileges that carry with them certain responsibilities. If I do not use these devices responsibly I will lose my use privileges, and potentially be charged a fee for damages. I understand the following regulations and consequences:

1. An attempt to log onto a Chromebook, computer or iPad as a teacher, administrator, or other student will result in cancellation of user privileges.

2. Vandalism will result in cancellation of privileges. Vandalism is defined as a malicious attempt to harm or destroy the device or harm the data of another user.
3. No outside or personal software or applications may be downloaded onto school devices.
4. Devices need to be returned promptly after use.

Google Accounts

The HMS technology team creates and manages Google accounts for HMS students to allow use of our Chromebooks. These accounts are to be used for school related purposes only. If students do not use this account responsibly they will lose user privileges. I understand the following regulations:

1. I will only create, share, collaborate or make changes on a Google project on school Google accounts that have been assigned by a teacher.
2. I will respect the collaborative work of teachers and peers. Changes or deletions on a school collaborated project can only be made with other collaborator's permission.
3. All communication on a Google project must be Christ like.
4. Student email accounts are restricted so that email messages can only be sent and received from HMS teachers.
5. I will respect security issues and privacy by protecting passwords and personal information.
6. I understand that school Google account use is monitored by both teachers and parents.

Student's Agreement

I have read the Acceptable Use Policy as written above and understand fully and agree to follow the principles and guidelines it contains.

Signature _____

Date _____

Parent's Agreement

As the parent or guardian of this student, I have read the Acceptable Use Policy as written above. I understand that Internet, Google account, and device use for students is provided by HMS for educational purposes only. I give my permission to Hinkletown Mennonite School to allow the student above to use the Internet and Google accounts on devices at school.

Signature _____

Date _____

Please sign and return this document to HMS. A copy of the Acceptable Use Policy will be available for reference in the HMS Handbook and on the website: <https://sites.google.com/a/hmsk8.org/hmslibrary/>