Bartelso Braves

Middle School Handbook
(5th - 8th grades)

2026-2027

July 2026

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Note: This handbook is secondary to the Bartelso Student/Parent Handbook. The superintendent has final say on all matters.

Our mission is to encourage **all students** to learn and develop to their fullest potential so that they are able to excel within the challenges that their lives will experience. We want to help our students to become responsible and successful members of our society. Nothing is more important to success in school than the quality of the relationships between and among students, staff, and parents. School safety and maintaining a nurturing learning environment is a critical component of our school. We implement programs that protect students and teachers, encourage discipline and personal responsibility, and help to foster good character and responsibility.

Middle School Faculty

5th Grade / Math	Mrs. Jessica Hughes	jhughes@bsd57.org
6th Grade / Social Studies	Ms. Laura Malone	lmalone@bsd57.org
7th Grade / Language Arts	Mrs. Colleen Kunz	ckunz@bsd57.org
8th Grade / Science	Mrs. Angie Gibson	agibson@bsd57.org
Physical Education	Mrs. Jeana Buscher	jbuscher@bsd57.org
Music / Band /Chorus / Musical	Mrs. Kelsey Lohman	klohman@bsd57.org
Resource / Special Education	Mrs. Kayla Sutton	ksutton@bsd57.org
Resource	Mrs. Crystal Kahre	ckahre@bsd57.org
Resource	Mrs. Dana Beckmann	dbeckmann@bsd57.org

All teachers can be contacted through the office at (618) 765-2164, via e-mail, or through the Remind program. They are at school by 8:00 a.m. until 3:30 p.m. or later.

Daily Schedule

	8th	7th	6th	5th
8:30- 9:15	ELA	SS	Math	Sci
9:15- 10:00	Math	Sci	ELA	Lit
10:00-10:45	7/8 PE		SS	Math
10:45-11:30	SS	Math	Sci	ELA
11:30-11:55	Academic Prep/Homeroom			
11:55-12:35	Lunch	Lunch	Lunch	Lunch
12:35-1:20	Special	Lit	Lit	Special
1:20- 2:05	Lit	Special	Special	SS
2:05- 2:50	Sci	ELA	5/6 PE	
2:50- 3:05	Academic Prep/Homeroom			

Parent Responsibilities

- check TeacherEase for grades
- check TeacherEase for discipline
- check e-mails for school communication
- look at weekly newsletters to stay informed

Student Responsibilities

- attend and participate in all classes
- have materials and assignments ready for each class
- be respectful to teachers and any adult
- be respectful of other students and all belongings

- fill out planner with assignments each day
- prepare for tests, quizzes, and projects

* If a student is struggling in a class, he or she should see that teacher right away during academic prep, before school, or after school.

School Website

The school's website is www.bartelsobraves.com. Anyone can access this website on a computer, phone, laptop, or tablet. Handbooks, lunch menus, calendars, and teacher pages can be found on this website, along with much more information.

Newsletters

Each homeroom teacher will send home a newsletter with the students on Fridays (or the last day of the school week) with information about tests, quizzes, and projects. It will also contain information about important dates and happenings in the classroom. This newsletter be posted on the homeroom teacher's school webpage.

Grading Scale

GRADE	PERCENTAGE	DESCRIPTIVE TERM
A	100-94	Outstanding
B	93-86	Above Average
C	85-76	Average
D	75-68	Below Average
F	67-below	Failing

Class Grading Weights (core classes: ELA, Math, Science, Social Studies, and Literature)

Tests and projects	40%
Quizzes and in class work	30%
Homework	25%
Participation	5%

Specials/Quarter Classes

Students will take a different quarter class or specials class each quarter: Art, Health, Music, and Computers. The schedule below shows the rotation throughout the year:

	1Q	2Q	3Q	4Q
5th	Comp	Art	Health	Music
6th	Music	Art	Health	Comp
7th	Art	Music	Comp	Health
8th	Art	Comp	Music	Health

Academic Prep/Homeroom

The Academic Prep/Homeroom period will be before lunch and dismissal. This period will allow students to see any of their teachers to get assistance, retake tests, as well as for STAR testing, group meetings, etc.

TeacherEase

All grades are kept up-to-date on TeacherEase. It is the responsibility of the parents and students to check their grades. In TeacherEase, one can see all grades and any missing, late, or incomplete assignments. TeacherEase also has a behavior log where teachers will type any problematic behaviors; this is under the "Miscellaneous" tab.

Planner Usage / Assignments

Planners are given to each student at the beginning of the school year. Teachers orally give assignments and write them on the board. During each class, it is the student's responsibility to write assignments in the planner. Teachers will also have assignments on the homeroom website for each class. You can access this by going to www.bartelsobraves.com, selecting "Faculty", "Class Pages", and then the child's homeroom class. There is also a quick link called "Class Pages" on the main page of the school.

Homework Policy

Homework will be given on a daily or weekly basis in middle school classes. Homework is expected to be completed thoroughly by the next class or due date, unless otherwise noted by the teacher. If a student has a question on an assignment, he or she is expected to see the teacher. At the end of each quarter, the lowest homework assignment will be dropped in each of the five core classes with the exception of instances of cheating or plagiarism. In all math classes, all work should be shown on all assignments; if another sheet of paper is needed, it should be stapled to the assignment. All work should be done in pencil. Students who plagiarize/cheat on assignments may receive a 0% for that assignment as well as a detention.

Late Assignments

If a student does not have an assignment done by the date it is due, that assignment is considered late within reason and with the teacher's discretion. The assignment will still be graded, but the grade will drop by a letter, and the student will sit in during recess, PE, or both to complete it. An assignment that is one day late will result in no higher than a 93% B, and two days will earn no higher than an 85% C. If an assignment is more than two days late, it will be marked as 0%. In TeacherEase, the grade will be entered as late (a clock icon will appear next to the grade). Five late assignments per subject in a quarter will result in a detention.

Make-Up Work (Absent Policy)

When a student is absent, the teachers will write all missing work on a homework sheet and get the student's supplies together. This will be sent home with a sibling or as noted by a parent. If there is no note of how to send home the work, it will be sent to the office to be picked up; the office is open until 4pm. Students will have one day for each absent day to make up the work, within reason and with the teacher's discretion. Missed tests or quizzes will be made up the next day either in class or during PE; it will be the teacher's option.

If the absence is planned in advance and work is provided prior to, all work is due upon the day the student returns to school.

Extra Credit

Each middle school teacher will allow extra credit as he or she sees fit. Please see each individual syllabus for each teacher's policy. It is the responsibility of each student to reach out to teachers when concerned about his/her grade.

Tests

Each subject teacher will keep their students' test for one quarter after which they will be discarded. Parents may request to see tests during the quarter they were taken and return them the following day.

Positive Behavior Support

The middle school implements positive behavior support. At the end of each quarter, there will be a Good Behavior Party. This will be a reserved afternoon where the students have reward options that include, but are not limited to: an additional P.E., board game play, selection of movies, and additional computer time. Individual teachers will still maintain additional reward systems within their own classroom to encourage positive relationships and achievement. Students will miss the party if they receive 2 more detentions in a quarter for missing homework, 1 for behavior, or by the decision of the Superintendent.

Detention Policy

The middle school also implements an after-school detention program to manage challenging behaviors that interfere with teaching and the learning environment.

Detention Assignment:

1. When a student has lost four lunch recesses due to minor behavior problems per quarter, the student will receive one detention.
2. If a student receives five late/incomplete assignments in one individual class per quarter, they will receive a detention.
3. Students will automatically receive a detention for a severe behavior infraction. (physical contact or aggression, bullying, cheating, property misuse, and extreme lack of participation or disrespect, etc.).

4. Students will earn detentions and loss of devices if they misuse their Chromebooks.

Guidelines for Students:

1. The student will receive a copy of his/her detention notice.
2. The student must present this notice to his/her parent/guardian for signature.
3. An electronic notice will be sent to the parent/guardian via email.
4. The student who receives the detention will report to the designated detention room immediately following the final dismissal bell.
5. The student is required to bring their notice to the designated detention. If the form is not signed and returned on the day of the detention, an additional detention may be assigned.

Guidelines for Serving a Detention:

1. Detentions will be served from 3:15pm to 3:45pm on a day determined by the teacher.
2. If a student receives two detentions in one quarter, they are not allowed to participate in the Good Behavior Party given at the end of each quarter. For 4th quarter, Field Day participation will be upon teacher/superintendent discretion.
3. Attendance on field trips will be up to the teacher and superintendent's discretion.
4. Any student who misses or skips a detention will be assigned a detention in addition to the one they missed.
5. Two consecutively skipped detentions will result in a referral to the superintendent.
6. The student(s) in detention will fill out a reflection sheet, addressing how their behavior can be redirected in a positive way. The teacher may also provide alternative ideas.
7. All school rules still apply in detention.
8. Students attending detention must provide their own transportation home.
9. Detentions shall take precedence over all other student activities (athletics, clubs, etc.)