



# BEN STEELE MIDDLE SCHOOL

Home of the Wildcats  
2019 – 2020

5640 Grand Ave.  
Billings, MT 59106  
Phone: 406.601.1600 Fax: 406.652.3228

School Communication at this location:  
[www.billingsschools.org/our-schools/middle-schools/ben-steele](http://www.billingsschools.org/our-schools/middle-schools/ben-steele)

**PRINCIPAL:**  
  
Joe M. Halligan  
601.1603

**ASSOCIATE  
PRINCIPAL:**  
  
Angie Gray  
601.1604

**MAIN OFFICE:**  
Jen Nelson and  
Sheila Figg  
601.1601

**ATTENDANCE  
OFFICE:**  
Jen Nieto  
601.1605

**COUNSELORS:**

Jennifer Sharkey – 6th Grade (All)  
8th Grade (A-K)  
601.1607

Amber Ault – 7th Grade (All)  
8th Grade (L-Z)  
601.1606

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Scanner ID: \_\_\_\_\_

Daily Schedule					
Period	Subject	A/B day	Room #	Teacher	Book #
1					
2					
3					
4					
5					
6					

*Welcome to*  
***Ben Steele***  
*Middle School*  
Est. 2017

**PHILOSOPHY**

The goal of the Billings Public Schools is to provide an education for our students within an environment that promotes the development of self-discipline and the responsible use of freedom. This goal is best realized when the professional staff of each school works to ensure the orderly conduct of the educational program in order to facilitate learning. It is the aim of the Billings Public Schools to strive for student behavior which is within the guidelines of each school's established rules and regulations. These guidelines will operate within the broader school district policy provided by the Board of Trustees.

**EXPECTATIONS**

Ben Steele was a man of honor, integrity, responsibility and hard work. We expect the best out of all of our students, but do not expect perfection. We expect a solid effort in everything you do, and will promise you the level of support you require. This staff is committed to helping you achieve excellence academically and socially. We expect you to make choices that support a warm, welcoming, respectful environment so that you display pride in yourself and Ben Steele. It is our goal that all students reach their full potential and make a positive contribution to our school and the greater Billings community. Create your own outstanding experience, leave a positive mark and let's have another great year together.

**GUIDANCE AND COUNSELING**

The school counselors are full-time guidance specialists who provide counseling and informational services. Traditionally, at the middle school level, they have been responsible for some of the scheduling changes, test administration and other such duties. First and foremost, at Ben Steele, our counselors will be available to help our students successfully navigate their middle school years. Counselors are assigned to students by last name and make every effort to stay connected. If a student wishes to speak to a counselor, make an appointment by stopping in the guidance office and filling out a request form. Parents, too, may contact the counselors for an appointment or set up a time to meet with their student's team of teachers. Counselors and the staff at Ben Steele are very sensitive to the personal needs of students and families. Please see page one of this planner to learn who your child's counselor will be during their time at Ben Steele.

**NOTE: Please read and review entire handbook.**

**Ben Steele Bullying Policy and School District Calendar included toward the back of this handbook.**

**Our Mission – “We are...Like Steele”** – Mr. Steele lived his life in a way that should cause each one of us to want to emulate his example. One of the primary rules by which he lived was, “Be positive, no matter what life offers you; negativity gets you nowhere.” This rule, and many others that we have learned from the Steele family, are weaved into what we do every day. They have become known as our **Ben Steele Attributes**. Because they are so meaningful, it will be important for every parent, and student who walks through our doors to know that **at Ben Steele Middle School, we...**

- **Accept Diversity:** We understand that everyone comes from a different place, and we accept and respect that fact. Mr. Steele worked very hard, after returning from the POW camps, to accept everyone who entered his world. It’s a good lesson for all of us.
- **Are Respectful:** There should be no limit to the amount of respect we show others, even when it’s hard to do so. At Ben Steele, make it a priority to respect your classmates, teachers and school staff, our building and grounds and very importantly, yourself.
- **Are Accountable:** There is one person responsible for the choices that you make, and that is you. Own your decisions, and the consequences (good or bad) that accompany them.
- **Are Responsible:** Everyone is busy, and everyone will have things to do this year. If you focus on what you need to accomplish, each day, we will make it through the school year together.
- **Are Cooperative:** We have highly competent teachers and staff at Ben Steele, and it is their job to help keep everyone safe and productive, each day. You can do your part by cooperating with staff members, realizing that we have your best interests in mind, even when it may not feel like it.
- **Are Critical Thinkers:** Just because something is “done” does not mean it is “learned”. You will learn valuable lessons by thinking about ways to work smarter, not harder – Critical Thinking is required in most 21<sup>st</sup> Century work places, and you need to be able to persevere through a problem, rather than give up!
- **Are Self-Directed Learners:** The days of hand-holding at school are over. At Ben Steele, you will be expected to take charge of your own learning, and not always rely on your teachers to do the work for you! Take initiative and ask questions when you are not sure about something!
- **Are Problem Solvers:** “You don’t drown by falling in the water, you drown by staying there.” If you encounter a problem, commit to solving it either on your own, or with the help of peers, teachers and/or parents.
- **Are Producers:** We all enjoy the fruits of our labors, when it comes to putting effort into anything. Your job in middle school is to know **WHAT** you should be doing, and **WHEN** you should be doing it. Doing the **RIGHT** things at the **RIGHT** times will ensure your success in middle school. Teachers and staff are here to help!
- **Are Risk-Takers:** Every one of us needs to know that it is OK to make mistakes, since we will all make plenty of them every year. When we operate in an environment where mistakes, or failures, are viewed as new opportunities to grow, real learning can take place. Don’t be afraid to take some risks this year, in and out of the classroom!

#### **4 Classroom Essentials – Ben Steele “Non-Negotiables”**

- 1) Be in your class/in your seat by the time the first bell rings.**
- 2) Have all materials you need to be successful – Come Prepared with your Planner.**
- 3) Live the ATTRIBUTES...**
- 4) Dismiss when your teacher dismisses you at the bell, and not before.**

**This planner will assist you in organizing your daily assignments/activities.  
You are expected to take it with you to all classes!**

**Telephone Directory**

Main Office . . . . . 601.1600  
Attendance. . . . . 601.1605

**2019 - 2020 - School Calendar**

**August –**

19 – First Day for Teachers  
20 – Parent/Student Open House – 6:00 PM  
22 – First Day of Classes for 6<sup>th</sup> Graders ONLY  
23 – First Day for 7<sup>th</sup> and 8<sup>th</sup> Graders

**September –**

2 – School Closed/Labor Day

**October –**

3 – End of 1<sup>st</sup> six-week grading period  
10 & 11 – Parent/Teacher conferences for Middle Schools  
17 & 18 – School Closed – MEA Teacher Convention

**November –**

18 – End of 2<sup>nd</sup> six-week grading period  
27 - 29 – No School – Thanksgiving Break

**December –**

23 - 31 – School Closed – Winter Break

**January –**

2 – School Resumes  
10 – End of 3<sup>rd</sup> six-week grading period and First Semester  
13 – No School/PIR Day  
14 – Second Semester Begins

**February –**

17 – No School – Vacation Day  
25 – End of 4<sup>th</sup> six-week grading period

**March –**

30 – PIR day – No School

**April –**

8 – End of 5<sup>th</sup> six-week grading period  
9 - 13 – No School – Spring Break (There will be school on the 9<sup>th</sup>, if we need to hold a make-up Snow Day)

**May –**

1 – No School – Spring Day  
25 – No School – Memorial Day  
29 – Last Day of School – Students dismiss at 12:30 PM

**6-week grading periods:**

October 3  
November 18  
January 10  
February 25  
April 8  
May 29

**Every Wednesday throughout the school year, Ben Steele students will dismiss at 2:10, to allow for Professional Learning Communities with our teachers and staff. \*Please call Mr. Halligan or Mrs. Gray with any questions pertaining to early release Wednesdays, or PLC's.**

## Ben Steele Middle School Class Schedules

### Monday, Tuesday, Thursday, Friday

Time	First Lunch - 8th	Time	Second Lunch - 7th	Time	3rd Lunch - 6th
8:10 - 9:05	PERIOD 1	8:10 - 9:05	PERIOD 1	8:10 - 9:05	PERIOD 1
9:10 - 10:05	PERIOD 2	9:10 - 10:05	PERIOD 2	9:10 - 10:05	PERIOD 2
10:10 - 11:05	PERIOD 3	10:10 - 11:05	PERIOD 3	10:10 - 11:05	PERIOD 3
11:10 - 11:40	LUNCH	11:10 - 11:40	PERIOD 4 (SPLIT)	11:10 - 12:05	PERIOD 4
11:45 - 12:40	PERIOD 4	11:40 - 12:10	LUNCH	12:10 - 12:40	LUNCH
12:45 - 1:40	PERIOD 5	12:15 - 12:40	PERIOD 4 (SPLIT)	12:45 - 1:40	PERIOD 5
		12:45 - 1:40	PERIOD 5		
1:45 - 2:40	PERIOD 6	1:45 - 2:40	PERIOD 6	1:45 - 2:40	PERIOD 6
2:40 - 3:10	WIN	2:40 - 3:10	WIN	2:40 - 3:10	WIN

### Wednesday

Time	First Lunch - 8th	Time	Second Lunch - 7th	Time	3rd Lunch - 6th
8:10 - 9:00	PERIOD 1	8:10 - 9:00	PERIOD 1	8:10 - 9:00	PERIOD 1
9:05 - 9:55	PERIOD 2	9:05 - 9:55	PERIOD 2	9:05 - 9:55	PERIOD 2
10:00 - 10:50	PERIOD 3	10:00 - 10:50	PERIOD 3	10:00 - 10:50	PERIOD 3
10:55 - 11:25	LUNCH	10:55 - 11:20	PERIOD 4 (SPLIT)	10:55 - 11:45	PERIOD 4
11:30 - 12:20	PERIOD 4	11:20 - 11:50	LUNCH	11:50 - 12:20	LUNCH
		11:55 - 12:20	PERIOD 4 (SPLIT)		
12:25 - 1:15	PERIOD 5	12:25 - 1:15	PERIOD 5	12:25 - 1:15	PERIOD 6
1:20 - 2:10	PERIOD 6	1:20 - 2:10	PERIOD 6	1:20 - 2:10	PERIOD 7

**\*Students should be out of the building by 3:30 PM, UNLESS they are involved in organized after-school activities that extend beyond the normal school day. (Teacher guided tutoring, Wildcat Workshop, or Extra-Curricular Activities)**

**\*\* 7<sup>th</sup>/8<sup>th</sup> Grade student's elective classes (except music) will follow a rotating A/B day schedule every school day. 6<sup>th</sup> Grade music schedule, Language Arts, DigIt and Art will follow the A/B schedule.**

## Ben Steele Middle School at a Glance

### Colors

Forest Green and Gold

### Mascot

Wildcats

### Hours

7:00 Main office and Attendance open

7:00 Students may enter front doors

8:10 First class begins

3:10 Regular School day dismissal

**\*2:10 Wednesday Early dismissal**

4:00 Main office is closed

### Visiting the School

Parents are welcome and encouraged to visit Ben Steele. Upon arrival, you may need to display a current photo ID, or driver's license. Once inside, please sign in with the main office prior to visiting any classroom. Visitors must obtain a Visitor's Pass from the school secretaries. The campus is closed to all student visitors from other schools.

**Only people listed in student's contact list will be able to visit that student, or pick them up from school.**

**Items NOT allowed at  
Ben Steele:**

- Guns of **ANY** kind, or any weapons
- Firecrackers/explosive devices
- Tobacco/Nicotine products of any kind – Possession or use of said products **WILL** result in a Minor in Possession charge
- Items containing latex or balloons
- Laser pens or shock pens

### Items NOT allowed in classrooms:

- Electronic devices = cell phones, Air pods, ear buds, I watches must be on watch mode only, etc. (TEACHER DISCRETION IN CLASSROOM)
- Hats or head coverings (Except on Spirit Days)  
**\*\*Results in confiscation and possible discipline\*\***
- Coats/Backpacks in the classroom (Some provisions)
- Skateboards/Rollerblades/scooters
- No mid-size/large bags or purses (Some provisions)

### Expectations for Students

It is expected that students will display appropriate conduct. Good behavior is appreciated and rewarded.

- ◆ Follow school and classroom rules
- ◆ Use appropriate language
- ◆ Settle conflicts respectfully – ask for help if needed

- ◆ Promote a caring community by including others, refusing to be part of hurtful talk and stopping bullying
- ◆ **Arrive to class on time with necessary materials**
- ◆ Be respectful and cautious when moving throughout the building
- ◆ Use your classroom's hall pass with teacher's permission if leaving class – go only where approved
- ◆ Follow Commons policies and procedures
- ◆ Respect school property and the property of others
- ◆ Wear clothing appropriate for a school setting – no spaghetti straps, belly shirts, short shorts or lewd or offensive messaging on clothing etc.
- ◆ Take school correspondence home to parents and return signed materials
- ◆ No PDA (Public Displays of Affection) with boy/girlfriends at any time, on school grounds
- ◆ Display good manners and respectful behavior while at Ben Steele, and when off campus for school events

### Flowers and Gifts

Any flowers, or gifts delivered to the school must be paid for prior to delivery. Students may pick up these items from the office at the end of the school day. They will not be delivered to students, or taken into classrooms.

### What should I do if....

#### I arrive early?

Students are welcome to come inside to the building after 7:00, and sit in the Commons. If they have made prior arrangements with a teacher for extra help, they may do so at 7:40. **They must have their Student ID on them to check into a class prior to 7:55.** Students may NOT go to their lockers until 7:55.

#### I am late?

Bring a note from home and report to the Attendance Office to get a pass.

#### I must leave early?

Bring a note from home and give it to the Attendance Office upon your arrival in the morning.

#### I have a personal problem?

Talk to a teacher, see your Guidance Counselor or come to the Main Office to visit with Mrs. Gray or Mr. Halligan.

#### I have trouble in a class?

Talk with your teacher or your counselor, and always let a parent know.

#### My parents want a conference?

Contact specific teachers by email unless you want more than one teacher in the conference. Parents may call your counselor to set up a parent/teacher(s) conference or call main office to set up a conference with administration.

#### I must leave the classroom?

Ask your teacher for permission and take the appropriate hall pass or call slip.

### My parents' telephone number has changed?

Call the Main Office at 601.1601 to report any changes.

### I am moving or withdrawing?

Parents should call the Main Office to update current records or arrange for proper check-out. Students who are transferring out of Ben Steele will be required to take a withdrawal form to every class and get each teacher's signature.

### I need to use the telephone?

Students should make arrangements for rides **before** coming to school. If an emergency arises, you may ask the attendance office to use the student phone. **\*While cell phones will not be allowed in class during the school day, students may have time to check/send text messages during passing time, especially for reasons involving planning with parents and families. \*\*Please check with the office before asking your parents to come pick you up from school.**

## ACADEMIC ASSISTANCE:

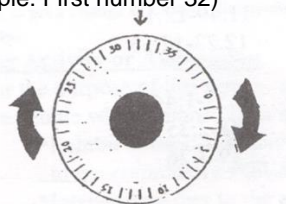
### Wildcat Workshop

Starting in mid-late September, we will be offering our Wildcat Workshop classwork tutoring sessions. In addition to school staff, we will have National Honors Society high school students on hand to assist with students' work. Those students participating will be expected to come to the workshop prepared, and demonstrate appropriate, respectful behavior. We will be contacting parents if your child would be a good candidate for the Wildcat Workshop.

### How to Operate a Lock

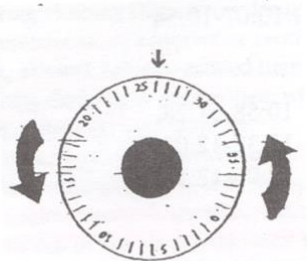
#### Step 1

Turn the lock dial twice in a clockwise direction. After the second full turn, stop when you get to your first number (Example: First number 32)



#### Step 2

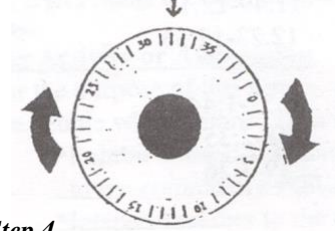
Next, turn the dial in the opposite direction (counterclockwise) one full turn. After a full turn, stop when you get to your second number. (Example: Second number 26)



#### Step 3

Finally, turn the dial slowly clockwise until you get to your third number.

(Example: Third number 5)



#### Step 4

Pull the lock open

❖ Note

If the lock fails to open, repeat the process. If you accidentally go past a number in one of the steps above, you must start over again.

## Locker Rules and Expectations

1. A locker is assigned to each student at the beginning of the school year, and will only be changed due to mechanical failure. The lockers remain under the authority of the school and are the property of the school, not the student. However, the school is NOT responsible for items stolen from the locker, or for any materials left in the locker overnight.
2. Students are expected to **keep combinations confidential**.
3. Students are **not** to share lockers.
4. Students are expected to **leave other people's lockers and locks alone!** – All lockers are monitored by video surveillance.
5. Students are protected from unreasonable searches and seizures. However, **school officials have the right to conduct a search of a student's locker as long as there is reasonable cause to do so.**
6. Any items found within the locker are assumed to be the property of the person to whom the locker has been assigned. Students will be held accountable for all items contained within their locker.

### Textbooks

The school furnishes individual textbooks on a very limited basis. If textbooks are assigned to a student, they will be checked out electronically to that specific student. Students are responsible for those books and must pay for lost, damaged or stolen books. The teachers will have a guideline for replacement and for assessing fines. **Report cards will be held in the office until the assessed fines have been paid.**

**\*Students/parents are responsible to cover the cost of lost/stolen/damaged supplies checked out or loaned to students.**

**Have an adventure...Read a book!**

### **Library Media Center**

The Library Media Center is the hub for reading and study activities and the library staff strives to maintain a friendly, supportive and welcoming environment. Students and staff access information in a variety of formats including books, magazines, and multimedia computers. Students can visit the library in the mornings, during free time, after lunch and after school, and teachers frequently schedule library time for class projects.

#### **Library Rules**

- Let the librarians know when you arrive in the library and get permission before leaving.
- Food/drinks/candy/gum are not allowed in the library or computer lab.
- Be respectful of other students by being quiet. Return items to their appropriate area or to the librarians.
- Allow others to have access to quality, well-maintained equipment by treating books, computers and furniture with care and respect. Failure to do so may result in loss of library privileges.
- Only one student out at a time with the bathroom pass.
- Show pride - clean any messes and push in chairs before you leave.

#### **Book Check Out**

Students may have up to five items checked out at one time. Books are due back within three weeks of the checkout date, magazines and reference materials are due back the next day. Students are responsible for returning all library materials on time. Students should respond to overdue notices as soon as they are received. If library materials are lost/stolen, they must be paid for. Report Cards will be withheld until all Library fines are paid, if applicable.

**Webcat** is the “card catalog” for all School District 2 libraries. Students and parents may access Webcat at school or at home by clicking on the Webcat link on the School District’s home page.

Ask a librarian for help to borrow books from other schools.

### **Computer Use**

Students who choose to misuse a computer, Chromebook or iPad, by accessing or attempting to access inappropriate sites, or make changes to computer settings without specific, prior permission, will lose computer privileges.

- \* **1<sup>st</sup> Offense** – No access for 4 weeks
- \* **2<sup>nd</sup> Offense** – No access for 9 weeks
- \* **3<sup>rd</sup> Offense** – Privileges revoked indefinitely.

### **Citing Resources**

Students must remember to cite work that they have used from other sources. When work is not cited, it is considered to be plagiarism and falls under the offense of cheating.

### **Cheating/Copying**

Students are expected to do their own work unless specifically communicated by the teacher. Students who copy off of another student’s paper, use resources but do not cite and credit the original author, re-use another student’s paper or lend their paper to others will be disciplined for academic dishonesty.

- \* **1<sup>st</sup> Offense** – Student will receive a zero on the assignment and will be assigned an after-school detention.
- \* **2<sup>nd</sup> Offense** – Zero on assignment, parents contacted, and assigned one day in ISS.
- \* **3<sup>rd</sup> Offense** – Zero on assignment, parent conference with admin, and assigned one day OSS or Truancy Center.

**\* Further Offenses – Continued zeros and OSS/Truancy Center.**

### **Care of the Building**

Everyone should take pride in our school building and school grounds by doing everything they can to keep it clean and attractive. Students are expected to pick up paper and litter from the classroom and hallway floors at the end of each class period. Please be thoughtful citizens and pick up paper and trash when you see it instead of walking by it. Students marking or damaging school equipment/property in any way will be required to clean the damaged item, if possible, and/or reimburse the school for damages. Parents and students are responsible for materials loaned to students. Food items should not be taken out of the Commons in the morning, or at lunch time.

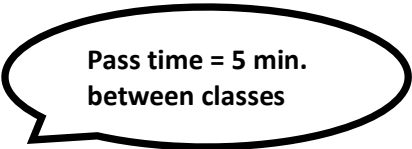


## **Vandalism**

Ben Steele Middle School prohibits writing/graffiti on any items that do not solely belong to the student. Any personal writing or artwork is subject to school rules and standards of good taste/appropriateness. Vandalism is a punishable offense and may include law enforcement involvement.

## **Hall Passes/Passing Time**

We ask students to take care of personal needs (bathroom, getting needed items from locker, using the phone, etc.) during their passing time. Class time is instructional time and is very important, therefore bathroom passes will be issued by the teacher on an emergency basis only. Students are required to have their hallway pass in order to access passing privileges.



Pass time = 5 min.  
between classes

At every class change, students are given five minutes to pass. Each student is expected to follow the traffic patterns. Running, pushing, “dunking” and shoving in the halls will not be tolerated and you may be required to spend time in after school detention if the behavior is continued or considered dangerous. Teachers and staff will be expected to monitor hallway behaviors during each passing time, and greet students as they walk into their classroom each period.

## **Gum/Seeds/Candy**

Shelled nuts are not allowed during the school day at BSMS. Gum is never allowed in the music rooms, library and any lab area. Some teachers do not allow gum or candy in the classroom, and it is your responsibility to know & follow each classroom’s guidelines. After School Detention (ASD) will be assigned to any student who chooses not to comply with BSMS rules. Each ASD will last 45 minutes.

## **Cafeteria**

Students are to report to the Commons/cafeteria for lunch on time. Students may not eat in hallways, pods, or classrooms without teacher presence, or consent. There will be teachers assigned to the Commons for supervision. The Commons will be as clean as you make it. Be sure to dispose of your trash and recycle when appropriate, when finished with your lunch. Failure to do so may result in clean-up duty. Repeated infractions of the rules will result in eating lunch in isolation or long-

term removal from the Commons. Students should **dress for the weather** and bring their coats to lunch, as they cannot go back to lockers. After eating, all students are expected to go outside unless it is raining, below zero or at the discretion of supervisory staff. While outside, students are expected to remain on campus, and stay in areas designated by school staff. Rough play will not be allowed. **Students may not take food or drinks outside. Due to time constraints, teachers and staff may go to the front of the serving line.**

## **Closed Campus**

All six middle schools in Billings are closed campuses. **Student are not allowed to go to lunch with other students and/or their friend’s parents. Students are not allowed to order lunch to be delivered to the school. Once students arrive on campus, they are not allowed to leave for any reason unless with their class or their parent/guardian.**

**\*Students are to use designated crosswalks when crossing Grand Ave., 56<sup>th</sup>, 58<sup>th</sup>, and any other busy road before and after school.**

## **FIRST AID – ILLNESS MEDICATIONS – NURSING**

In case of an accident or illness at school, the student should go directly to, or send for help from, the Main Office, Counseling Office or Attendance Office. The school nurse is shared with several other schools and is NOT in our building on a regular basis. Students, who need to consult with the nurse, should make an appointment through the Secretary. Parents must maintain updated emergency telephone numbers and medical information. If a student needs to leave school, they must check out with the Attendance Clerk. **Medications** – All medications should be taken at home if possible. If it is necessary to take medications during school hours, please comply with the following:

1. A consent form must be signed by parents and physician for the supervision of all prescription medication to be taken by students.
2. Medication must be in the original bottle with a current prescription label for instructions.
3. The student is responsible to come for medication and take it independently in the presence of designated school personnel.
4. **Non-prescription** medication may be kept in the student’s locker for self-administration as per parent’s instructions.
5. Students may carry individual inhalers following a consent form and labeling instructions.

## **DANCE RULES**

- Students should make arrangements **prior** to the dance to be picked up by 4:45 PM
- Dances will begin at 3:30 PM and end at 4:45 PM
- Gates close @ 3:45 - Students will not be admitted after that time
- Only students currently enrolled at Ben Steele will be permitted to attend - guests will not be allowed
- Since all dances take place at Ben Steele, all school rules apply
- Respectful behavior is expected. Mosh pit, circling, grinding, chasing, pushing, shoving or lifting people into the air is not allowed
- Students with unacceptable behavior will be removed from the dance with no refund
- Once you leave the dance, you may not return
- You will not be allowed back to your locker or the hallway (bring all possessions with you)
- All students will exit out the east doors of the gym. Those doors will be monitored by school staff for the duration of the dance

## **Spirit Days**

Throughout the year, Spirit days are planned for student involvement and enjoyment. The elected Student Council officers will form committees with representatives from each class. They will be responsible for planning the Spirit Days, the dances and several assemblies. Students will be asked to pay \$1.00 to participate in Spirit Days.

## **Honor Roll**

The Academic Achievement list is calculated and posted at the close of each grading period. Names of students who have earned a B average (3.00) or better for that six-week grading period are posted by their grade. The only classes not included in the calculation are aide positions, such as office, guidance, library, and classroom aides.

## **Enriched Classes**

Students who qualify and are admitted to enriched classes must maintain a “B” or better in those classes. If a student is earning less than a “B”, they will be placed on probation and are expected to raise their grade to a “B” by the next reporting period. Students who continue to earn less than a “B” may be removed from the class. Academic dishonesty may affect a student’s placement in an enriched class at any time in the school year.

## **Ben Steele Awards and Activities/Contests**

Throughout the year, students will have many opportunities to participate in a wide variety of contests, such as:

Middle School Math Day  
Math Counts Competition  
MCTM Math Competition  
AMC Math Competition  
Geography Bee  
Spelling Bee  
Any other open contests sponsored by teachers

## **Other Activities**

### **Sports Programs:**

Football (7 - 8<sup>th</sup> only),  
Basketball (6 - 8<sup>th</sup>),  
Wrestling (6 - 8<sup>th</sup>),  
Softball (7 - 8<sup>th</sup> only),  
Cross Country (6 - 8<sup>th</sup>),  
Volleyball (6 - 8<sup>th</sup>),  
and Track & Field (6 - 8<sup>th</sup>)

### **Math Clubs**

### **Student Council**

### **Music Clubs (Choir, Band, Orchestra)**

### **\*Other student initiated clubs in place**

**\*\*\*\*Students may seek permission from the Principal to start any club as long as they have a sponsor teacher to supervise the club.**

## **EXTRA-CURRICULAR ACTIVITIES**

Ben Steele Middle School encourages students to broaden their skills, knowledge, and citizenship by participating in extra-curricular activities. All students have several opportunities to participate in a variety of after-school activities.

## **SPORTSMANSHIP**

We encourage all students to support your classmates in academic and athletic endeavors by attending scheduled events at our school and neighboring schools. You are expected to display good sportsmanship and show your support by cheering positively for our participants, **NOT** against other teams/participants. If you choose to display unsportsmanlike behavior, you may be asked to leave the gym/school and may have further disciplinary action.

## **BOYS' ATHLETICS**

Boys in the 6<sup>th</sup> - 7<sup>th</sup> grades have the opportunity to compete in cross-country, wrestling, basketball and track. The 6<sup>th</sup> - 7<sup>th</sup> grade boys' basketball program is designed to allow all kids to be placed on teams, practice, learn basic skills and compete with other middle schools on Saturdays. Boys in the 7-8<sup>th</sup> grade can participate in football, cross country, basketball, wrestling and track. All programs in the 8<sup>th</sup> grade are competitive. In basketball, there is a program similar to the 7<sup>th</sup> grade for those boys that do not make the competitive team. **\*Some 6<sup>th</sup> grade sports will be facilitated by the Billings City Parks and Rec department.**

## **GIRLS' ATHLETICS**

Girls in the 6<sup>th</sup> - 7<sup>th</sup> grades have the opportunity to compete in cross-country, volleyball, basketball and track. The 6<sup>th</sup> - 7<sup>th</sup> grade basketball and volleyball programs are also designed to allow all participants to be placed on teams, practice, learn basic skills and compete with other middle schools on Saturdays. Girls in the 7-8<sup>th</sup> grade can participate in softball, basketball, volleyball, and track. All of the programs in the 8<sup>th</sup> grade are competitive. For those that do not make the competitive teams in basketball and volleyball, there is a program similar to the 7<sup>th</sup> grade. **\*Some 6<sup>th</sup> grade sports will be facilitated by the Billings City Parks and Rec department.**

## **2019-20 ATHLETIC SEASON SCHEDULE**

### **FALL I: AUG. 19 – OCT. 7**

Cross Country (6 - 8<sup>th</sup> girls and boys)  
Football (7 - 8<sup>th</sup> grade boys/girls)  
Softball (7 - 8<sup>th</sup> grade girls)

### **FALL II: OCT. 7 – NOV. 26**

Girls' Basketball (6 - 8<sup>th</sup> grade girls) and  
Wrestling (6 - 8<sup>th</sup> grade boys/girls)

### **WINTER I: DEC. 9 – FEB. 4**

Boys' Basketball (6 - 8<sup>th</sup> grade boys)

### **WINTER II: FEB. 3 – MAR. 24**

Volleyball (6 - 8<sup>th</sup> grade girls)

### **SPRING: MAR. 23 – MAY 21**

Track and Field (6 - 8<sup>th</sup> grade girls and boys)

## **Athlete of the Year and Four Sport Club**

The athlete of the year award goes to a boy and girl in the 8<sup>th</sup> grade who displays great character, leadership, team work, effort and determination. The individual who is honored with this award must compete in at least three 8<sup>th</sup> grade sports programs to be eligible.

The Four-Sport club is for 8<sup>th</sup> grade boys and girls who have competed in at least four sports, whether instructional or competitive, throughout the year.

### Boys' Sports

Cross Country  
Football  
Wrestling  
Basketball  
Track

### Girls' Sports

Cross Country  
Softball  
Basketball  
Volleyball  
Track

## **ELIGIBILITY GUIDELINES**

In order to participate in extra-curricular activities, a student must maintain a passing grade in all courses in which he/she is currently enrolled. However, if a student receives a deficiency (failing grade), he/she may continue to participate as long as there is a grade average improvement. This guideline applies to interscholastic and instructional athletic teams, clubs, and student government. It will be enforced as follows:

1. Each of the five sport seasons is seven weeks long. The first grade check will be on Monday, following the completion of three weeks of practice (which is the instructional/non-competitive portion of the season.) The next grades check will be after week five, unless a student has received a deficiency. Grade eligibility checks for clubs, student government, field trips, etc. will be on the same dates.
2. Staff members will keep students and coaches informed as to the pass/fail status in each class.
3. If a student is deficient (failing in any class), the following will occur:  
First deficiency, the student will be put on probation and given one week to achieve eligibility. If the deficiency is not corrected at the conclusion of one week, the student will be allowed to practice but not participate in any contest.
4. Individual cases of eligibility will be reviewed by the coach/ sponsor, associate principal, teacher(s), and principal or his/her designee.
5. A student must be in attendance the last half of the day to be eligible to participate in an activity scheduled for that day or receive approval from an administrator.

**6. A student may not participate in an activity if he/she has been suspended in school or out of school on the day of the activity.**

7. The attendance and suspension rules apply to the previous Friday if there is a Saturday activity.
8. Three unexcused absences from practice will result in the student's suspension from the activity.
9. All participants in athletic activities must have a current physical on file, participation agreement form, concussion form, code of conduct form, emergency medical information form, and media release, other required forms turned in at the main office. Also, you may pay the participation fee starting two weeks prior to the sport beginning in order to participate.

**\*Participation fees are non-refundable once the student participates in his/her first practice. The fee per activity is \$45.**

### **CHEMICAL USE POLICY**

It is the position of the Billings Public Schools that participation in co-curricular activities is a privilege extended to the students who are willing to make the commitment to adhere to the rules that govern the program. It is the school's and district's belief that participation in organized activities can contribute to the all-around development of young men and women and that implementation of these rules will serve the following purposes:

1. To emphasize concern for the health and well-being of the students while participating in activities.
2. To provide a chemical free environment that will encourage health development.
3. To diminish chemical use by providing an educational assistance program.
4. To promote a sense of self-discrimination among students.
5. To confirm and support existing state laws which prohibit the use of mood-altering chemicals.
6. To emphasize standards of conduct for those students who, through their participation, are leaders and role models for their peers and younger students.
7. To assist students who desire to resist peer-pressure that often directs them toward the use of chemicals.
8. Each student who participates on a sports team will receive a full disclosure of the chemical policy.

### **SCHOOL SAFETY**

The fire alarm is a continuous ringing of alarms. When necessary, safety demands that the building be emptied quickly, quietly, and as orderly as possible (running, pushing, crowding, or unnecessary talking is not allowed).

Each student should know the directions for evacuation drills in each classroom and teachers will assist with exit routes. Each class should completely clear the building and steps to leave space for the last classes to exit the building. The last person out of the rooms and the building will close all doors and windows. In case of an emergency drill, or any other safety situation while classes are passing, students are to enter the nearest classroom, or use the nearest exit. Teachers will be in charge of the area in which they are physically located, at the time the alarm sounds. Students will assemble in pre-determined areas, for accountability, upon evacuation. \*Not all emergency drills will require building evacuation. Students/staff will remain in classrooms in the event of an alarm, and will be notified by office staff when/if we will be evacuating.

**If our building would need to be evacuated for safety purposes, Hope Church, across 56<sup>th</sup> will be our reunification site for all students and staff. All personnel will remain at this alternate site until the superintendent, principal and safety officials have assessed the situation.**

### **STUDENT DISCIPLINE**

The goal of student discipline is to help students develop self-control, maturity and display socially acceptable behavior. Discipline is not to be confused with punishment. It is our objective to maintain a respectful, safe and orderly environment. Each teacher will establish student behavioral expectations using positive and constructive methods. If a problem is encountered beyond the regular scope of classroom discipline, or is a continued disruption, it will be referred to building administration. The following discipline steps will be used as a guideline with the student and administrator reviewing future referral steps:

### **LUNCH DETENTION**

Students may be assigned lunch detention for various offenses. Students should report directly to the ISS room and **bring study materials with them.** Students have the option of bringing a lunch from home, eating a lunch provided by the cafeteria (students will be charged the regular lunch price) or choosing not to eat. This time is meant to remove students from available free time, give them an opportunity to focus on their behavior choices, consider alternative behaviors and focus on academic activities.

### **AFTER-SCHOOL DETENTION**

After-school detention (ASD) will be from 3:15 to 4:00 PM Monday, Tuesday, Thursday, and Friday and from 2:15 to 3:00 (or later) on Wednesdays. Students may be assigned to ASD by the administration. Parents and students will be given 24 hours advance notice of the detention, but the student may choose to start the detention the same day it is assigned. Students placed in ASD are responsible for their behavior and are expected to comply with the rules posted there. ASD is a silent study hall supervised by an Instructional Para Professional. **The student is expected to bring enough work to keep them busy the entire time.** Failure to comply with the ASD rules will result in further appropriate consequences. Students who fail to attend ASD will have an additional detention assigned. If a student misses ASD again, he/she will be assigned to ISS and will still need to serve the original ASD.

### **IN-SCHOOL SUSPENSION**

In-School Suspension (ISS) is located in the main office, near the associate principal and SRO offices. A student who has been sent out of a class may be isolated in ISS if the administration deems it necessary and will remain there until released. ISS will be monitored by an Instructional Para-Professional and will be a silent study hall. The teachers will be asked to send work to ISS when appropriate. Students are required to bring academic material and remain on task with assignments or reading. They will not be allowed to sleep or be on their phones.

### **OUT-OF-SCHOOL SUSPENSION**

Unfortunately, some students choose to behave in a manner that seriously disrupts the school environment, is disrespectful to staff or students, or shows a continued disregard for school expectations. These students may need a more serious intervention to assist them in developing self-control and self-discipline. **ALL** Out-of-School Suspensions will be assigned to the Truancy Center unless otherwise noted by the school administrator. **Parents are responsible for transporting their student to and from the Truancy Center (Lincoln Center) on the days assigned, unless otherwise arranged by building administrators.** Students who are serving an OSS are not allowed on any Billings Public School property (except the Truancy Center) or any activity from the time of his/her suspension until he/she is allowed to return to school.

**\*Depending on the severity of the offense an administrator may advance to any level of disciplinary**

**action that is warranted to promote and ensure an orderly and safe educational atmosphere in the school.**

### **ATTENDANCE/MISSED WORK POLICY**

1. Consistent school attendance is required by law and is absolutely necessary for your child's success.
2. Parents please call the attendance office at 601.1605 if your son/daughter is going to be absent from class. Please call before 10:00 AM, or leave a message if you are calling outside regular school hours.
3. If the office does not have a confirmation of an absence, the student, upon return will be called to the office. An unexcused absence will be issued to the student until verification with the parent has been made. A note or telephone call may change the absence from unexcused to excused.
4. Our teachers will not be expected to provide work, in advance, for a known extended absence. When possible, teachers will provide work ahead of time, but the majority of work missed must be made up after the student returns to school.
5. Upon returning to school, the student is responsible for making up any assignments or tests that were missed. Adequate time will be given to students who miss work, and that work will be graded accordingly. Some teachers may elect to give "late grades" if work is not turned in within a reasonable amount of time, after an absence.
6. A student may not leave the school without a written note from a parent/guardian. This note must be turned into the attendance office **before** school.
7. The following are **not** excused absences:
  - a. Leaving the building without permission
  - b. Oversleeping or missing the bus
  - c. Disciplinary suspension and incarcerations
  - d. Truancy
8. **The administration has final discretion regarding whether a student's absence is considered excused or unexcused.**

### **TARDY POLICY**

All students are expected to be in class on time for every class period. This expectation is part of our "4 Classroom Essentials" and should be observed by all students. Continued inability to arrive on time to classes will result in student consequences. Being on time is a necessary life skill, and we will hold our students to that high standard.

## **BULLYING POLICY**

Ben Steele Middle School has “Zero” tolerance for bullying, harassment and intimidation on school property, to or from school, on a school bus or other school vehicle, at school-related functions or activities, or by electronic communications.

1. “Bullying” means any harassment, intimidation, hazing, or threatening, insulting, or demeaning gesture or physical contact, including any intentional written, verbal, or electronic communication or threat directed against a student that is persistent, severe or repeated and that:

- (a) causes a student physical harm, damages a student’s property, or places a student in reasonable fear of harm to the student or the student’s property.
- (b) creates a hostile environment by interfering with or denying a student’s access to an educational opportunity or benefit; or
- (c) (c) substantially or materially disrupts the orderly operation of a school.

2. Bullying includes retaliation against a victim or witness who reports information about an act of bullying and includes acts of hazing associated with athletics or school sponsored organizations or groups.

Students who violate this policy will face disciplinary action. Depending upon the severity of the offense, consequences will range from detention, to in - school suspension, short term suspension, or expulsion. (See SD2

Policy 3210 and the Harassment/ Intimidation/Bullying Incident Reporting Form)

## **SCHOOL RESOURCE OFFICER**

At Ben Steele, we have a School Resource Officer (SRO) assigned to our building every day. Officer Miller works between Will James and Ben Steele, and is here to help our students and staff maintain safety. He is a tremendous asset to our schools, and is available to help any way he can. Officer Miller can be reached at 406.601.1608 or 406.591.5721.

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## **TITLE IX COMPLIANCE**

**BSMS Compliance officers: Amber Ault and Jennifer Sharkey (Guidance Counselors)**

Billings Public Schools affirms that all students, staff, parents, legal guardians, volunteers, visitors, and members of the public shall have an equal opportunity to participate in, and accrue the benefits of all educational programs or activities provided by the district. The District has appointed a coordinator to assist any employee, student, parent, or legal guardian with a Title VII/Title IX/Section 504/Title II ADA concern. Inquiries about these concerns may be referred to Human Resource Services, Billings Public Schools, 415 North 30<sup>th</sup> Street, Billings, Montana, 59101, or call (406) 247-3874.

BILLINGS PUBLIC SCHOOLS  
 2019-2020 School Calendar  
 Approved 12-17-2018

JUNE 2019						
Su	M	T	W	Th	F	Sa
					31	1
2	P	P	P	6	7	8

AUGUST 2019						
Su	M	T	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	P	P	P	22	23	24
25	26	27	28	29	30	31

SEPTEMBER 2019						
Su	M	T	W	Th	F	Sa
1	*	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

OCTOBER 2019						
Su	M	T	W	Th	F	Sa
		1	2	*	4	5
6	7	8	9	10	11	12
13	14	15	16	P	P	19
20	21	22	23	24	25	26
27	28	29	30	31		

NOVEMBER 2019						
Su	M	T	W	Th	F	Sa
					1	2
3	4	5	PTC	PTC	PTC	9
10	11	12	13	14	*	16
17	*	19	20	21	22	23
24	25	26	*	*	*	30

DECEMBER 2019						
Su	M	T	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	*	*	*	*	*	28
29	*	*				

JANUARY 2020						
Su	M	T	W	Th	F	Sa
			*	2	3	4
5	6	7	8	9	*	11
12	P	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

FEBRUARY 2020						
Su	M	T	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	*	18	19	20	21	22
23	24	*	26	27	*	29

MARCH 2020						
Su	M	T	W	Th	F	Sa
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	P	31				

APRIL 2020						
Su	M	T	W	Th	F	Sa
			1	2	3	4
5	6	7	*	SD	*	11
12	*	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MAY 2020						
Su	M	T	W	Th	F	Sa
					*	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	*	26	27	28	*	30
31						

**Graduation Date/Times**  
 Sunday, May 24  
 Skyview - 10:00  
 Senior - 2:00  
 West - 6:00

	First and Last Day of School
	Vacation or Holiday
	Elementary End of Trimester
	Six-Week Grading Period for MS & HS

**Note: Wed. Nov. 6 is Parent Teacher Conferences for Elem. and PLC for MS & HS**

	Wed. Professional Learning Community Meetings - Dismissal 1 hour earlier than normal
	PIR Days - Required
	PIR/TRADE days - March 30th -no district sponsored training; No school
	Snow Day - This will be a vacation day unless we are required to make up a school day lost due to poor weather earlier in the year. If we are required to make up a day, this vacation day will become a required day of attendance.
	Elementary Parent Teacher Conferences - Elementary early release
	High School Semester Testing - HS early release
	Middle School Parent Teacher Conferences - MS early release

