



BEN STEELE MIDDLE SCHOOL

Home of the Wildcats
2022 – 2023

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

School Communication at this location:
www.billingschools.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:

Kyrstyn Manfull – 6th Grade (All)
8th Grade (A-L)
601.1607

Amber Ault – 7th Grade (All)
8th Grade (M-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 main 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 handbook to learn who your child's counselor will be during their time at Ben Steele.

NOTE: Please read and review this 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. Although we may not agree with another’s views, we will show respect for them. 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 21st Century workplaces, 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 or parents 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, administrators and parents.
- **Are Producers:** We all enjoy the fruits of our labor, 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!

Ben Steele’s Big Three – Our “Non-Negotiables”

**RESPECT
RESPONSIBILITY
SAFETY
Every day, do your part!**

This handbook will assist you in navigating the school year, both in and out of the classroom.

2022 - 2023 - School Calendar

August –

- 17 – First Day for Teachers
- 18 – Parent/Student Open House – 6:00 PM
- 22 – First Day of Classes for 6th Graders and new 7th/8th Graders ONLY
- 23 – First Day for 7th and 8th Graders

September –

- 5 – School Closed/Labor Day

October –

- 4 – End of 1st six-week grading period
- 6 – Parent/Teacher conferences for Middle Schools (12:30 PM - 6:30 PM on Thursday)
- 20 & 21 – School Closed – MEA Teacher Convention

November –

- 18 – End of 2nd six-week grading period
- 23 - 25 – No School – Thanksgiving Break

December –

- 23 - Jan. 2 – School Closed – Winter Break

January –

- 3 – School Resumes
- 13 – End of 3rd six-week grading period and First Semester
- 16 – No School/PIR Day
- 17 – Second Semester Begins

February –

- 20 – No School – Vacation Day
- 28 - End of 4th six-week grading period

March –

- 13 - 17 – No School -Spring Break
- 27 - No School PIR Day

April –

- 7 - 10 – Snow Day/Vacation Day (There will only be school on the 10th if we NEED to hold a make-up Snow Day)
- 18 - End of 5th six-week grading period

May –

- 5 – No School – Spring Day
- 29 – No School – Memorial Day

June –

- 2 – Last Day of School – Students dismiss at 12:30 PM

6-week grading periods:

- October 4
- November 18
- January 13
- February 28
- April 18
- June 2

Every Wednesday throughout the school year, Ben Steele students will dismiss at 2:20, 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 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

***2:20 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 the 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, any facsimile, or any weapons

Firecrackers/explosive devices

Tobacco/Nicotine products of any kind – Possession or use of said products WILL result in a charge of Minor in Possession by our School Resource Officer

Items containing latex or balloons

Laser pens or shock pens

Items NOT allowed in classrooms:

Electronic devices = cell phones, Air pods, earbuds,

Iwatches 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 – ***See Dress Code expectations on pg. 12**
- ◆ 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. Students should NOT go to their lockers until **7:55**, unless they receive permission to do so.

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 (as early as possible) and/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 the 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(s) have 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. **Students MAY NOT ride another bus to or from school, without first contacting First Student Transportation at least 3 days in advance.**

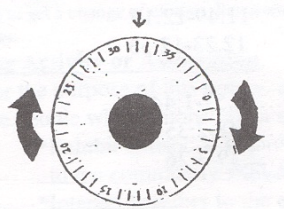
ACADEMIC ASSISTANCE:

Wildcat Workshop

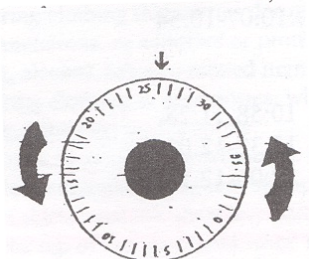
Starting in mid-late September, we will be offering our Wildcat Workshop classwork tutoring sessions. In addition to school staff, we will have National Honors Society high school students on hand to assist with students' work. Those students participating will be expected to come to the workshop prepared,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

How to Operate a Lock

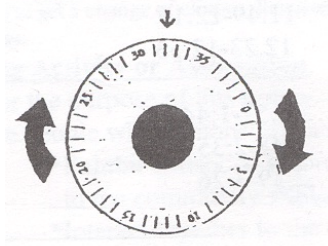
Step 1
Turn the lock dial twice in a clockwise direction. After the second full turn, stop when you get to your first number
(Example: First number 32)



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. Continue turning the knob, and it will engage to open the locker door.
(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. Please do not build or install shelves in lockers that are difficult to remove quickly and easily. If you do install shelving, it must be removed by you or it will be discarded. Do not use stickers or contact paper for decorations inside or outside your locker.
3. Students are expected to **keep combinations confidential**.
4. Students will maintain their own locker, and not share with another student(s).
5. Students are expected to **leave other people's lockers and locks alone!** – All lockers assigned to students are monitored by video surveillance.
6. 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.**
7. 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.**

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, during WIN and after school, and teachers frequently schedule library time for class projects.

Library Rules

- Let Mrs. Doles 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 Mrs. Doles.
- 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.

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

Ask Mrs. Doles 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.

* **1st Offense** – Verbal warning, contact with parents

* **2nd Offense** – No access for 4-8 weeks

* **3rd 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.

* **1st Offense** – Student will receive a zero on the assignment and will be assigned an after-school detention.

* **2nd Offense** – Zero on assignment, parents contacted, and assigned one day in ISS.

* **3rd Offense** – Zero on assignment, parent conference with admin, and assigned one day OSS or Truancy Center.

* **Further Offenses** – Continued zeros, parent meeting and OSS/Truancy Center.

Care of the Building

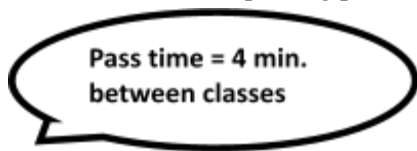
Everyone should take pride in our school building and school grounds by doing everything they can to keep it clean and attractive. Please be thoughtful citizens and pick up paper and trash when you see it instead of walking by it. Students marking or damaging school equipment/property in any way will 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 lockers, 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.



At every class change, students are given four 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 students 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, gym, 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 staff 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, when needed. After eating, all students may be 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.**

Closed Campus

All six middle schools in Billings are closed campuses. Students are not allowed to go to lunch with other students and/or their friend’s parents, unless arrangements have been made at the office. Students are not allowed to order lunch to be delivered to the school. ***Please do not encourage your student to access Door Dash or Uber Eats from 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., 56th, 58th, 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 Mrs. Nieto, or another office staff member.

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, but should never be given to other students, under any circumstances.
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.
- Student backpacks and other materials will be stored in the Commons during dances.
- All students will exit out the south doors, entrance #7. 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 - \$2.00 to participate in Spirit Days.

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 - 8th only),
- Basketball (6 - 8th), 6th Billings Parks & Rec
- Wrestling (6 - 8th),
- Softball (6 - 8th),
- Cross Country (6 - 8th),
- Volleyball (6 - 8th),
- Track & Field (6 - 8th)

Math Clubs

Student Council

Music Clubs (Choir, Band, Orchestra)

Wildcat Weekly Newsletter

***Other student initiated clubs in place**

******Students may seek permission from the Principal to start a 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 extracurricular activities. All students have several opportunities to participate in a variety of after-school activities.

SPORTSMANSHIP

We encourage all students to support their 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 6th - 7th grades have the opportunity to compete in cross-country, wrestling, basketball and track. The 6th - 7th 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 - 8th grade can participate in football, cross country, basketball, wrestling and track. All programs in the 8th grade are competitive. In basketball, there is a program similar to the 7th grade for those boys that do not make the competitive team. ***Some 6th grade sports will be facilitated by the Billings City Parks and Rec department.**

GIRLS' ATHLETICS

Girls in the 6th - 7th grades have the opportunity to compete in cross-country, volleyball, basketball and track. The 6th - 7th 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 - 8th grade can participate in softball, basketball, volleyball, and track. All of the programs in the 8th grade are competitive. For those that do not make the competitive teams in basketball and volleyball, there is a program similar to the 7th grade. ***Some 6th grade sports will be facilitated by the Billings City Parks and Rec department.**

2022-23 ATHLETIC SEASON SCHEDULE

FALL I: AUG. 22 – OCT. 10 (Sports may vary)

Cross Country (6 - 8th girls and boys)

Football (7 - 8th grade boys/girls)

Softball (7 - 8th grade girls)

FALL II: OCT. 10 – DEC. 2

Girls' Basketball (6 - 8th grade girls) and

Wrestling (6 - 8th grade boys/girls)

WINTER I: DEC. 5 – FEB. 3

Boys' Basketball (6 - 8th grade boys)

WINTER II: FEB. 6 – MAR. 31

Volleyball (6 - 8th grade girls)

SPRING: APR. 3 – MAY 23

Track and Field (6 - 8th 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 8th 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 8th grade sports programs to be eligible. *This award is about more than just a student's athletic ability; it is about character and consistently demonstrating the Ben Steele Attributes.

The Four-Sport club is for 8th 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 extracurricular 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, and Ben Steele jerseys are \$15.**

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 - Ben Steele commons areas, hallways and exterior are under 24-hour live surveillance.

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 stairs 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 predetermined 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, Connections Church, across 56th, 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 DRESS CODE

Students are able to dress according to how they feel comfortable, as long as their clothing choices are not offensive, unsafe, derogatory, cause disruption to learning, or are otherwise inappropriate, as determined by building administration. Students may not wear clothing that exposes undergarments of any kind, or that reveal skin on the lower back or belly (midriff). Shorts should extend to fingertip length down the legs, and pants with holes in them need to follow the same guideline. Holes in jeans should not expose skin on the upper thigh or buttocks areas. Shirts should adequately cover shoulders and upper back areas, as well as the midriff. Any clothing containing advertisements for alcohol and/or drugs are not allowed. Hats and hoods are

not allowed to be worn in the school building unless on a designated Spirit Day.

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 2:25 to 3:10 (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 Mr. Curry, our ISS staff member. **The student is expected to turn their phone over to Mr. Curry, and 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. Phones will be returned after 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 Mr. Curry, 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. ***Phones will be turned in to the office, or Mr. Curry, before entering the ISS/Detention room.**

OUT-OF-SCHOOL SUSPENSION

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 9:00 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 should 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 (Being late)
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 "Ben Steele Big Three" 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 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.

3. **Not all unwanted behavior is bullying**, and we do our best to address all misbehaviors in an appropriate manner. Please be understanding if/when student issues require additional time for investigation.

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 Hillier works between Will James and Ben Steele, and is here to help our students and staff maintain safety. Officer Hillier can be reached at 406.601.1608 or 406.861.9495.

TITLE IX COMPLIANCE

BSMS Compliance officers: Amber Ault and Kyrstyn Manfull (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 30th Street, Billings, Montana, 59101, or call 406.247.3874.