



BEN STEELE MIDDLE SCHOOL

Home of the Wildcats
2018 - 2019

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

School Communication at these locations:
benstelems.com

Remind 101: Send the text message @benstee to the number 81010

PRINCIPAL:
Joe M. Halligan
601.1603

**ASSOCIATE
PRINCIPAL:**
Angie Gray
601.1604

MAIN OFFICE:
Naomi Gallawa
and
Tatia Bennett
601.1601

**ATTENDANCE
OFFICE:**
Jen Nelson
601.1605

COUNSELORS:

Jennifer Sharkey – 8th Grade
7th Grade (A-K)
601.1607

Amber Ault – 6th Grade
7th Grade (L-Z)
601.1606

NAME: _____

Daily Schedule					
Period	Subject	A/B day	Room #	Teacher	Book #
1					
2					
3					
4					
5					
6					
7					

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

Telephone Directory

Main Office 601.1600

Attendance. 601.1605

2018 - 2019 - School Calendar

August –

20 - First Day for Teachers

23 - First Day of Classes – 1st Semester Begins

30 - Open House – 6:30 PM to 8:00 PM

September –

3 - School Closed/Labor Day

October –

5 - End of first 6-week grading period

11 & 12 - Parent/Teacher Conferences for Middle School

18 & 19 - School Closed/PIR Days

November –

20 - End of second 6-week grading period

21 - 23 - School Closed – Thanksgiving Break

December –

24 - 31 – School Closed/Winter Break

January –

2 - Classes Resume

11 - End of third 6-week grading period and end of first semester

14 - School Closed/PIR Day

15 - First Day of 2nd Semester

February –

8 - 11 – School Closed/Vacation

March –

1 - End of fourth 6-week grading period

April –

8 - School Closed/PIR Day

12 - End of fifth 6-week grading period

18 – Vacation Day, unless a make-up Snow Day is required

19 – 22 – No School/Spring Break

May –

3 - School Closed/Vacation

27 - School Closed/Memorial Day

31 - Last Day of School – **Early Dismissal for all schools – Time TBA**

6-week grading periods:

October 5

November 20

January 11

March 1

April 12

May 31

Every Wednesday throughout the school year, Ben Steele students will dismiss at 2:10 PM, 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.

Welcome to
Ben Steele Middle School

Est. 2017

PHILOSOPHY

The goal of the Billings Public Schools is to provide 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

Our 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 grade level and/or 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, also, 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.

NOTE: Please read and review entire handbook.

Ben Steele Bullying Policy, School Supply Lists and the 2018 - 19School District Calendar is included in the back of this handbook.

Ben Steele Middle School Class Schedules

6th Grade Schedule-Regular				6th Grade Schedule-Early Release Wednesdays			
Before School	7:40 AM	8:10 AM	Boost or Cafeteria	Before School	7:40 AM	8:10 AM	Boost or Cafeteria
1st Period	8:10 AM	9:05 AM		1st Period	8:10 AM	8:56 AM	
2nd Period	9:10 AM	10:05 AM		2nd Period	9:01 AM	9:46 AM	
3rd Period	10:10 AM	11:05 AM		3rd Period	9:51 AM	10:36 AM	
4th Period	11:10 AM	12:15 PM	Lunch/Advisory	4th Period	10:41 AM	11:46 PM	Lunch/Advisory
5th Period	12:15 PM	1:10 PM		5th Period	11:46 PM	12:30 PM	
6th Period	1:15 PM	2:10 PM		6th Period	12:35 PM	1:20 PM	
7th Period	2:15 PM	3:10 PM		7th Period	1:25 PM	2:10 PM	
All Clear	3:30 PM			All Clear	2:30 PM		
7th Grade Schedule				7th Grade Schedule-Early Release Wednesdays			
Before School	7:40 AM	8:10 AM	Boost or Cafeteria	Before School	7:40 AM	8:10 AM	Boost or Cafeteria
1st Period	8:10 AM	9:05 AM		1st Period	8:10 AM	8:56 AM	
2nd Period	9:10 AM	10:05 AM		2nd Period	9:01 AM	9:46 AM	
3rd Period	10:10 AM	11:05 AM		3rd Period	9:51 AM	10:36 AM	
4th Period	11:10 AM	12:15 PM	Advisory/Lunch	4th Period	10:41 AM	11:46 PM	Advisory/Lunch
5th Period	12:15 PM	1:10 PM		5th Period	11:46 PM	12:30 PM	
6th Period	1:15 PM	2:10 PM		6th Period	12:35 PM	1:20 PM	
7th Period	2:15 PM	3:10 PM		7th Period	1:25 PM	2:10 PM	
All Clear	3:30 PM			All Clear	2:30 PM		
8th Grade Schedule				8th Grade Schedule-Early Release Wednesdays			
Before School	7:40 AM	8:10 AM	Boost or Cafeteria	Before School	7:40 AM	8:10 AM	
1st Period	8:10 AM	9:05 AM		1st Period	8:10 AM	8:56 AM	Boost or Cafeteria
2nd Period	9:10 AM	10:05 AM		2nd Period	9:01 AM	9:46 AM	
3rd Period	10:10 AM	11:05 AM		3rd Period	9:51 AM	10:36 AM	
4th Period	11:10 AM	12:15 PM		4th Period	10:41 AM	11:46 PM	
5th Period	12:15 PM	1:10 PM	Lunch/Advisory	5th Period	11:46 PM	12:30 PM	Lunch/Advisory
6th Period	1:15 PM	2:10 PM		6th Period	12:35 PM	1:20 PM	
7th Period	2:15 PM	3:10 PM		7th Period	1:25 PM	2:10 PM	
All Clear	3:30 PM			All Clear	2:30 PM		

***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. (Boost, ICU, or Extra-Curricular Activities)**

**** 7th/8th Grade student's elective classes (except music) will follow a rotating A/B day schedule every school day. 6th grade music schedule will follow the A/B schedule.**

Ben Steele at a Glance

Colors

Forest Green and Gold

Mascot

Wildcats

Hours

7:00 Main office and Attendance open

7:55 Students may enter teaching/learning wing

8:05 First bell rings

8:10 First Period begins

3:10 School day dismissal

***2:10 Wednesday dismissal**

4:00 Main office is closed

Visiting the School

Parents are welcome and encouraged to visit Ben Steele. Please ring in, present ID if asked and sign in at the front desk. Visitors must obtain a Visitor's Pass from the school secretary. 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.

Items NOT allowed at Ben Steele:

- **Guns of ANY kind, or any weapons, or reasonable facsimile of a weapon**
- **Firecrackers/explosive devices**
- **Items containing latex or balloons**
- **Laser pens or shock pens**
- **Tobacco or nicotine products of any kind; vaping devices, e-cigarettes, etc.**

Items NOT allowed in classrooms:

- **Electronic devices = cell phones, iPods, ear buds, Apple 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 (unless approved through admin)**
- **Skateboards/Rollerblades/scooters**
- **No mid-size/large bags or purses**

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 cafeteria policies and procedures
- ◆ Respect school property and the property of others
- ◆ Wear clothing appropriate for a school setting; no midriff tops, visible undergarments, or "shorty" shorts (see district handbook/guidelines for more detailed information)
- ◆ Take school correspondence home to parents and return signed materials
- ◆ Limit the display of affection
- ◆ Display good manners and respectful behavior in the community

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 7:15, if they have made prior arrangements with a teacher or sign into a teacher's room for extra help. 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 need to 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 telephone number has changed?

Call the Main Office at 601.1600 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 during the school day, students may have time to check/send text messages during passing time, especially for reasons involving planning with parents/families.

ACADEMIC ASSISTANCE:

BOOST

This is available to students before and/or after school, except Wednesday afternoon to work on homework or get extra assistance. Please sign-in to BOOST in the morning at the main office in order to visit the BOOST classroom. Most teachers do not arrive until 7:40, so if you need assistance from a specific teacher you must have it pre-arranged and have a building pass to attend that teacher's classroom in the morning. The sign-in sheets are available at the front table, near the stairwell.



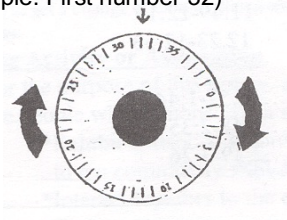
At Ben Steele, we believe that the completion and practice of quality assignments is one key to success. Our students are required to complete all assignments so that they are ready for assessments of their knowledge. Sometimes, a student may need additional time beyond what the advisory period can provide and they will be required to attend a before or after school ICU session until their work is completed.

The ICU program texts and/or emails up to 2 student contacts when a student has not turned in his/her assignment by the teacher's due date. This information is gathered from PowerSchool and entered into the ICU database.

How to Operate a Lock

Step 1

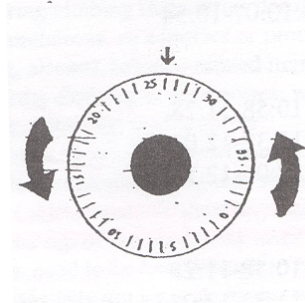
Turn the lock dial twice in a clockwise direction. After the second full turn, stop when you get to your first number
(Example: First number 32)



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.

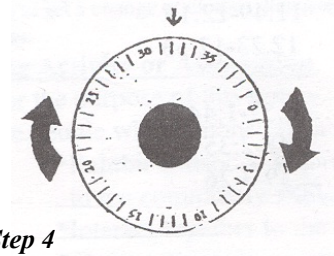
(Example: Second number 26)



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. 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!**
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.**
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 within their locker!

Textbooks

The school furnishes individual textbooks in most classes. 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 during free time, and teachers frequently schedule library time for class projects.

Library Rules

- Let the librarian 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 librarian.
- 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 (Unless other arrangements have been made by administration and/or librarian). 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 using the following web address:

<http://library.billings.k12.mt.us>

or 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.

* **1st Offense** – No access for 4 weeks

* **2nd Offense** – No access for 9 weeks

* **3rd Offense** – No computer privileges; may carry over into the next school year, if applicable.

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 failing grade on the assignment and will be assigned an after-school detention.

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

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

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

Care of the Building

Everyone should take pride in our school building and school grounds by doing everything 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

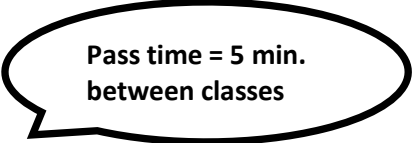
for damages. Parents and students are responsible for materials loaned to students.

Vandalism

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

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, 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, library, gymnasium and any lab area. Some teachers do not allow gum or candy at all, and it is the student's 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 for 45 minutes.

Cafeteria

Students are to report to the Commons/cafeteria for lunch on time upon class dismissal. There will be teachers assigned to the cafeteria for supervision. The cafeteria 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 assigned seating, eating lunch in isolation or long-term removal from the cafeteria. Students should **dress for the weather** and bring their coats to lunch, as they cannot go back to lockers. After eating, 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., 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 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 PM - 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, grinding, circling, 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 teaching hallway (bring all possessions with you)
- All students will exit out the south door, near the music room. That door 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, all 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. Grades for those classes will be reviewed at

each reporting period. 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 for the next 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:

Cross Country (6 - 8th)
Football (7 - 8th)
Girls' Softball (7 - 8th)
Girls' and Boys' Basketball (6 - 8th)
Wrestling (6 - 8th)
Girls' Volleyball (6 - 8th)
Track & Field (6 - 8th)

Math Clubs

Student Council

Cribbage Club

Art Club

Music Clubs (Choir, Band, Orchestra)

******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 will be asked to leave the gym/school, may lose any future opportunities to attend similar events and may have further disciplinary action.

BOYS' ATHLETICS

Boys in the 6th - 8th 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. Only boys in 7th - 8th grade can participate in Football at Ben Steele. In basketball, there is a program similar to the 7th grade for those 8th grade boys that do not make the competitive teams. ***Some 6th grade sports will be facilitated by the Billings City Parks and Recreation Department.**

GIRLS' ATHLETICS

Girls in the 6th - 8th 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. Only girls in the 7th - 8th grade can participate in softball. 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.**

2018-19 ATHLETIC SEASON SCHEDULE

FALL I: AUG. 20 - OCT. 8

Cross Country (6-8th girls and boys)
Football (7-8th grade boys)
Softball (7-8th grade girls)

FALL II: OCT.15 – DEC. 7

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

WINTER I: DEC. 10 – Feb. 5

Boys' Basketball (6-8th grade boys)

WINTER II: FEB. 4 – March 26

Volleyball (6-8th grade girls)

SPRING: March 27 – May 21

Track and Field (6-8th grade girls and boys)

Athlete of the Year/ Four Sport Club

The Athlete of the Year Award goes to a boy and girl in the 8th grade who display great character, leadership, team work, effort and determination. Each individual who is honored with this award must compete in at least three 8th grade sports programs to be eligible.

The Four-Sport Award is for 8th grade boys and girls who have competed in at least four sports throughout the year. This can include non-competitive team sports, as well as competitive programs.

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, 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, teacher(s), associate principal 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, media release, and 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. If you child does not make a "competitive" team in 8th grade, they are encouraged to continue with the season, and participate with their peers. There is still great opportunity for learning and skill development in the "instructional" programs. 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. 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 fire 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 use the nearest exit. Teachers will be in charge of the area in which they are physically located, at the time the alarm sounds.

If our building would need to be evacuated for safety purposes, Hope Church, across 56th Street, has graciously given us a key. Students and staff will remain at this alternate site until the superintendent, principal and safety officials have assessed the situation, and deemed it safe to return to campus.

STUDENT DISCIPLINE

The goal of student discipline shall be 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 behavior 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 sack lunch delivered from 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 refocus on their behavior choices and focus on academic activities.

AFTER-SCHOOL DETENTION

After-school detention (ASD) will be from 3:15 PM to 4:00 PM Monday, Tuesday, Thursday, and Friday. 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

Students who behave in a manner that seriously disrupts the school environment, is disrespectful to staff or students, or shows a continued disregard for school expectations, may receive OSS. 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 administrators. **Parents are responsible for transporting their student to and from the Truancy Center (Lincoln Center) on the days assigned.**

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 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. Upon returning to school, the student is responsible for making up any assignments or tests that were missed. In order to get full credit, the student must complete and turn in the work the day following the absence.
5. 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.
6. The following are **not** excused absences:
 - a. Leaving the building without permission
 - b. Oversleeping, car trouble or missing the bus
 - c. Disciplinary suspension and incarcerations
 - d. Truancy
7. **The administration has final discretion regarding whether a student's absence is considered excused or unexcused.**

TARDY POLICY

All students are expected to be to class on time for every class period. The 5 minute passing time between each period is ample time for students to achieve this. (Some medical exceptions can/will be made throughout the year) Each teacher will hand out his/her own consequence for tardies. If the student doesn't complete a consequence, the student will be written up for noncompliance and it will be recorded in his/her records.

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. In every school, every day, we know and understand that things will happen outside of our control. Your child may hear foul language, be talked to disrespectfully or encounter a “mean” student. Zero Tolerance ONLY works when we, as adults, are made aware of these occurrences. We cannot act unless we know. Please encourage your child to visit with a teacher, counselor, School Resource Officer or administrator, if they encounter this kind of behavior.

1. “Bullying” means any ONGOING 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)

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 30th Street, Billings, Montana, 59101, or call (406) 247-3874.

Not Average. Awesome!



Ben Steele Middle School School Supply List School Year 2018-2019

****Reminder- This is a general supply list for each grade. Students will need to purchase a few items for specific classes after the first day of school. Teachers will notify students during the first few days of school of the additional supplies.**

6th Grade:

- ☐ 1 Dozen Pens- Blue or Black Ink
- ☐ 24 Wooden No. 2 Pencils
- ☐ 1 Pack 12 ct. Colored Pencils
- ☐ 8 Glue Sticks or 1 Bottle White Glue
- ☐ 2 Graph-Ruled Composition Notebooks
- ☐ 1 3-Ring Binder (½ inch)
- ☐ 1 Pack Washable Markers
- ☐ 1 Large Eraser
- ☐ 1 Spiral Notebook
- ☐ 2 Fine Black Sharpie Markers
- ☐ 2 Ultra Fine Black Sharpie Markers
- ☐ 2 Boxes Kleenex (give to Advisory teacher)
- ☐ 1 Pack Clorox Wipes (give to Advisory teacher)
- ☐ 1 Ream White Copy Paper (give to Advisory teacher)

7th Grade:

- ☐ 1 Dozen Pens- Blue or Black Ink
- ☐ 24 No. 2 Pencils
- ☐ 2 Packs 12 ct. Colored Pencils
- ☐ 1 bottle White Glue
- ☐ 1 bottle Clear Glue
- ☐ 4 Glue Sticks
- ☐ 3 Spiral Notebooks
- ☐ 2 Packs 3 X 5 Index Cards
- ☐ 2 Boxes Kleenex (give to Advisory teacher)
- ☐ 1 Pack Clorox Wipes (give to Advisory teacher)
- ☐ 1 Ream White Copy Paper (give to Advisory teacher)

8th Grade:

- ☐ 1 Dozen Pens- Blue or Black Ink
- ☐ 1 3-Ring Binder (2 inch)
- ☐ 24 No. 2 Pencils
- ☐ 1 Ruler
- ☐ 1 Pack 12 ct. Colored Pencils
- ☐ 4 Glue Sticks
- ☐ 2 Packs Graph Paper
- ☐ 1 Scientific Calculator (TI 30X IIS 2-line or TI 84)
- ☐ 1 Compass
- ☐ 1 Set Flair Tip Markers
- ☐ 1 Staedtler General Purpose Template 977102 (found at Office Depot)
- ☐ 1 Spiral Notebook
- ☐ 2 Boxes Kleenex (give to Advisory teacher)
- ☐ 1 Pack Clorox Wipes (give to Advisory teacher)
- ☐ 1 Ream White Copy Paper (give to Advisory teacher)

Donations of the following School supplies are always appreciated:

*** 3 X 5 Index Cards * Copy Paper * Kleenex * Wooden #2 Pencils * Expo Dry Erase Markers**

Billings Public Schools
2018-2019-Approved 4-20-15 Updated 5-23-18

AUGUST 2018						
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	P	P	P	23	24	25
26	27	28	29	30	31	

7

SEPTEMBER 2018						
Su	M	T	W	Th	F	Sa
						1
2	*	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						

19

OCTOBER 2018						
Su	M	T	W	Th	F	Sa
	1	2	3	4	*	6
7	8	9	10	11	12	13
14	15	16	17	P	P	20
21	22	23	24	25	26	27
28	29	30	31			

21

NOVEMBER 2018						
Su	M	T	W	Th	F	Sa
				1	2	3
4	5	6	PTC	PTC	PTC	10
11	12	13	14	15	16	17
18	*	*	*	*	*	24
25	26	27	28	29	30	

19

DECEMBER 2018						
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
23	*	*	*	*	*	29
30	*					

15

JANUARY 2019						
Su	M	T	W	Th	F	Sa
		*	2	3	4	5
6	7	8	9	10	*	12
13	P	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

8

13

1st Sem = 89 days

21

FEBRUARY 2019						
Su	M	T	W	Th	F	Sa
					1	2
3	4	5	6	7	*	9
10	*	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	*		

18

MARCH 2019						
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	25	26	27	28	29	30
31						

21

APRIL 2019						
Su	M	T	W	Th	F	Sa
	1	2	3	4	5	6
7	P	9	10	11	*	13
14	15	16	17	SD	*	20
21	*	23	24	25	26	27
28	29	30			18	

18

Graduation Dates

Senior - 10:00 - May 26
 West - 2:00 - May 26
 Skyview - 6:00 - May 26

2nd Sem = 91 days

MAY 2019						
Su	M	T	W	Th	F	Sa
			1	2	*	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	*	28	29	30	*	

21

JUNE 2019						
Su	M	T	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15

	Middle School Parent Teacher Conferences	October 11 & 12
	Wed. Professional Learning Community Meetings - School Dismissal - 1 hour earlier than normal time.	NOTE: Wednesday PLC's replace the former elementary and middle school 1/2 days
	First and Last Day of School	Aug. 23 & May 31
	Last Day of School - May 31st is early release for elementary, middle school and high school	
*	Elementary, End of Trimester	Nov. 19, Feb. 28, May 31
SD	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.	
P	PIR Days	Aug. 20 - 22, Oct. 18-19, Jan. 14, Apr. 8
PTC	Elementary Parent Teacher Conferences	November 7, 8, and 9.
*	Vacations or Holidays	Sept. 3, Nov. 21-23, Dec. 24-26, 31, Jan. 1, Feb. 8, 11, Apr. 18, 19, 22, May 3, May 27 (Total - 18 days)
*	Six-Week Grading Period HS & MS	Oct. 5, Nov. 20, Jan. 11, Mar. 1, Apr. 12, May 31
	High School Semester Testing - Early Release - 12:40pm	Jan. 10, 11, May 30, 31

Note: Wed. Nov. 7 is Parent Teacher Conferences for Elem. and PLC for MS & HS



ACT ACT & Pre-ACT - only sophomores and juniors attend for testing.