



BENNETT COUNTY

MIDDLE SCHOOL

Handbook

2023-2024

## Mission Statement

Empowering Our Students to Reach Their Full Potential

## Vision Statement

We, the staff of the Bennett County Middle School, are committed to an active learning environment that is dedicated to enhancing critical thinking skills and building a knowledge base that will be useful to the future of our students both inside and outside of the school environment.

## Beliefs

- A broad curriculum should be exploratory, challenging relevant, self-expressive and engaging.
- Diverse methods of instruction address the various learning styles of students
- High expectations are set for all students. Parents, teachers and staff all share responsibility in promoting quality learning. Each group may share the goal of providing a safe and supportive school environment.
- Meaningful relationships with students are paramount to the success of our school.

## Time Schedule

The main office opens at 7:15. The front doors open at 7:30. Students will go in to the Little Gym upon arrival each day. Lunch is at 11:30 daily. **Check the district website for all school related calendar changes.**

## Contact Information

Bennett County Middle School	605-685-1338
Bennett County High School	605-685-6330
Martin Grade School	605-685-6717
Bennett County Business Office	605-685-6112

## Administration

Patrick Frederick	-----	Superintendent
Craig Courbron	-----	High School Principal
Mikaela O'Bryan	-----	Middle School Principal
Riley Donovan	-----	Elementary School Principal/Athletic Director
Amie Kuxhaus	-----	Director of Federal Programs
Jolene Robinson/Chante Cook	-----	Business Managers
Cally Drobny	-----	Registrar
Stacy Allen	-----	Special Education Director

## School Board Members

Mike Olson  
Kayla Claussen  
Josh Fanning  
Scott Huber  
Dallas Louden

## Bennett County Middle School Staff

Mikaela O'Bryan-----Middle School Principal  
Melanie Peil-----Secretary  
Rob Cotton -----Shop  
Josie Divan-----Counselor  
Matthew Firsching-----Music  
Jeanene Fuchs-----Social Studies  
Samantha Hicks-----Physical Education/Health  
Julie Kaltenbach-----Math  
Carla Merrival-----Custodian  
Carol Risse-----Special Education  
Sadie Risse-----STEAM/Technology  
Jamie Schomp-----English  
Roselle Laureano-----Science  
Kelli Ceplecha-----Student Success Coordinator

## School Calendar 2023-2024

Teacher In Service-----August 14-15  
First Day of School-----August 16  
Teacher In Service-----August 25  
Labor Day-----September 4  
Parent Teacher Conference-----September 21  
Teacher In Service-----October 13  
Possible Snow Make Up Day-----November 17  
Thanksgiving Holiday-----November 22/23  
Possible Snow Make Up Day-----December 8  
Christmas break-----December 21-January 1  
Teacher In Service-----January 5  
Possible Snow Make Up Day-----January 19  
Parent Teacher Conference-----February 8  
Possible Snow Make Up Day-----February 16  
Teacher In Service-----March 8  
Possible Snow Make Up Day-----March 22  
Easter Holiday-----March 29-April 1  
Possible Snow Make Up Day-----April 12  
Possible Snow Make Up Day-----May 3  
Last day/early dismissal-----May 16  
Teacher In Service-----May 17

## Academic Standards

Curriculum development is an ongoing project with staff reviewing materials, connecting Curriculum Standards and assessments to student learning targets. Questions about curriculum can be addressed with the teachers or Mrs. O'Bryan. Since we are committed to providing our students with a rigorous education, we will implement South Dakota Standards. These standards lay out what students should know and be able to do in kindergarten through twelfth grade. The curriculum standards can be found at <http://sd.doe.ed>. Our curriculum encompasses learning experiences to meet the needs, abilities, interests, and emerging self-image of each pupil. The curriculum will be broad in scope and provide a wide range of rate, readiness, and potential for learning through a balanced instructional program. Through a variety of instructional strategies and student engagement, staff will be able to work toward the needs of each student. Supplemental materials are used at each grade level to meet the needs of each student and the standards being addressed in the classroom and through Reading and Math Intervention opportunities for students.

## Acceptable Use Policy for Technology Usage

All students and parents must sign prior to student use of the Chromebooks and/or any school computers, iPads, or electronic equipment. Students and/or parents are responsible for any costs due to loss or repair due to damage. Students use their Chromebooks consistently every day.

## Alcohol and Other Drug Use By Students

The Bennett County School sees alcohol and drug use as a serious health problem and is committed to discouraging this behavior and to encouraging young people to seek help should a problem arise. We would hope that parents/guardians discuss the dangers of alcohol, tobacco, vaping or illegal drugs with their children. Whenever infractions dealing with alcohol, tobacco, vaping or illegal drugs occur during school hours and on school grounds, or during school activities, the school will implement disciplinary procedures according to the Discipline Matrix and Policy JFCH. When serving In-School or Out-of-School Suspension, students may NOT participate in co-curricular activities or attend any school sponsored event per School Board Policy.

## Assembly Programs

Occasionally, assembly programs will be presented to the student body. During these programs students will be expected to attend and conduct themselves appropriately as members of the audience.

## Assessments

Formative assessments are used by teachers to guide their instruction. Summative assessments are used to show mastery of the content. Students take the South Dakota State Assessment. Other assessments may be given to check student's progress and placement for additional instruction in reading and math throughout the year.

## Athletics

All students are encouraged to participate in co-curricular activities. Complete eligibility information is included in the co-curricular handbook.

## Attendance Policy and Procedures

According to state law it is the obligation of every parent to ensure that every child under their care and supervision receives adequate education and training, and if of compulsory age, attends school. A student's contribution to and achievement in class are directly related to their attendance in school. Both students and parents must understand that students miss a vital portion of their education when they are absent from school. While it is true that written work can be completed for makeup, classroom instruction or presentations, discussions, and student-teacher interaction can never be made up. All absences, tardies, and trancies become part of a student's transcript/permanent record. Schools in your post-high school plans and future employers are very interested in attendance and tardy records at school.

Parents must notify the school to clear absences in writing or by a phone call. **Parents will be notified when a student has been tardy and/or absent for 5, 10, 15, 20, 25, and 30 days, no matter the kind of absence.** A letter may be sent to the States/Tribal Attorney after students have been absent for more than 20 days. The letter will include number of days absent, possible reasons for absences, and all contacts the school has made to the parent/guardian concerning the students absences. A student will be dropped from enrollment after 15 consecutive absences and a letter to the state will be sent concerning the student being dropped from enrollment.

### Notification of student absence by parent/guardian.

**Excused Absence:** Parents may request that their children be excused from school for the following reasons. An excused absence is still considered an absence and will be recorded as such. Any absence other than an excused **absence is considered unexcused.**

**Personal illness.** In instances of chronic or irregular absence reportedly due to illness, the school administration may request a physician's statement certifying such absences as to be justifiable. If the student fails to provide the proper medical excuse, the absence will become unexcused and subject to that particular policy. **Family emergencies** (death, serious illness). **Medical, dental, and legal appointments** that are necessary and cannot be made on non-school days. If the school requests, written verification must be provided by the physician's office, dentist's office, or court services office, stating the time and length of the appointment. **Personal family request** (weddings, funerals, special family events, vacations). The school reserves the right to determine whether or not an absence is excused. If the family/student does not wish to state the reason for the absence, the student will automatically be assessed for an unexcused absence.

**Inclement weather or poor road conditions.** On days of bad weather, parents will have to use their own discretion in sending their children to school. Road and weather conditions may vary from one end of the school district to the other. **Special circumstances upon approval by the administration.**

**\*\*Students involved in school-sponsored activities and class trips during the school day will not be counted absent from school.**

**Unexcused Absence** An unexcused absence will result in suspension from all after school

activities for that day. If a parent does not call the school, stop in, or send a written note regarding their child's absence for that day, the absence will be unexcused.

**Reporting Absences to School** Parents are asked to notify the office of a student's absence by 8:30. When reporting the absence please call 685-1338 and provide complete information as to the student's name and the reason for the absence. Failure to contact the school office with information regarding the student's absence by 8:30 will result in an unexcused absence. Physician, dental and counseling, appointments should be scheduled after school hours whenever possible. If unavoidable, please notify the office and have the student attend classes both before and after the scheduled appointments. An automated call about attendance will be sent out after 8:15 to notify the unexcused absence.

## Tardy

Students who arrive at school after the first bell has rung are considered tardy. Students are to report to the office to obtain a pass that will permit them into the classroom. The tardy will be documented on DDN. Excused tardies are those that are verified by a parent, medical professional, counselor, etc., or those that have been approved by the building principal due to extenuating circumstances.

## Bus Rules

Bus riding is a privilege and should be treated as such. Students riding buses are expected to follow the guidelines established by the bus driver. These rules are posted in each bus. Any student who does not behave appropriately on the bus may lose bus privileges for a period of time or for the entire year. If seat belts are in the suburban or bus, they are TO BE WORN BY ALL students and the driver. Bus drivers are authorized to assign seats if needed to ensure the safety of all riders. Refusal to obey the driver may cause disruptions that could result in injury to the driver and passengers. Students need to ride the bus to which they have been assigned. Space on all buses is limited and there is NO ROOM FOR EXTRA RIDERS. Students must ride their ASSIGNED bus unless the office has completed a GUEST STUDENT BUS PASS. The office needs to be notified by 2:30 if there are any pick-up changes in order to notify teachers and students in a timely manner. Questions or concerns dealing with the bus need to be directed to the principal or the bus supervisor.

## Care of Property

A student body, school or community is often judged by the appearance of the school property. Care of the grounds, classroom, building, and equipment is the responsibility of ALL students and staff. Anyone found destroying/damaging school property will be referred to the office for further action.

## Cell Phone

Student's cell phones are to be turned off and placed in their lockers during class time or in the warrior hour classroom. If a student needs to be reached during the school day, call the office at 685-1338 to have a message delivered. The school will NOT be responsible for any lost, stolen or damaged cell phones brought to school or any school-sponsored event. If a cell phone is found

in the student's possession during the day it will be taken from them and returned at the end of the day. If multiple offenses occur a plan will be made with the principal.

## Child Custody

In most cases, when parents are divorced or separated, both parents continue to have equal rights where their children are concerned. If you have a court order that limits the rights of one parent in matters of visitation or custody **A COPY MUST BE FILED WITH THE OFFICE** for the school to follow the orders. Unless the court order is on file with the school, we must provide equal rights to both parents. All staff members who have contact with the child will be notified of any custody orders. If both parents REQUEST copies of their report cards, schedules, calendars, parent-teacher conferences, etc. those addresses need to be filed with the office and include in the registration packet.

## Chromebooks

All Bennett County Middle School students have the opportunity to use a Chromebook daily. Students must follow the CHROMEBOOK/LAPTOP Policy. This **MUST** be signed by the students and parent/guardian **BEFORE** it is checked out.

## Co-Curricular Activities

BCMS students are able to participate in interscholastic athletic programs. All students who participate are required to have an annual physical exam prior to starting the season. Forms are available at the office. Athletic programs include: GIRLS: cross country, volleyball, basketball, track and golf BOYS: cross country, football, basketball, wrestling, track and golf.

\*See Eligibility Policy in the co-curricular handbook

## Communication

Communication between school and home is vital for student success. Most questions about students should be directed to the classroom teacher. Teachers are pleased to return parent calls or emails during planning periods, before or after school whenever there is a question, concern or wish for specific information. Teachers will make every effort to reply to phone messages and emails within 24 hours. Other forms of communication include the district newsletter, website, etc. Parent Teacher Conferences are scheduled for September 21 and February 8 this school year.

## Counseling

There is a counselor available to assist students with any kind of problem or concern. Issues may be of a personal nature, about disagreements with other students or teachers, family problems, or academic worries/challenges. Other needs may include, assistance with study skills, test anxiety, social skills, organizational tactics, and stress management. A counselor also offers individual and group counseling for students that need extra support. Students should have a pass from their teacher before seeing the counselor. If the counselor is not available the principal or secretary will inform the counselor to call the student to her office at a later time.

Parents may also call the counselor or principal to address concerns about their child or to set up a conference with the core team of teachers.

## Dance Rules and Regulations

- Once students enter the building they are required to stay inside the building. Students will not be released early unless picked up at the door by a parent/guardian.
- Only current BENNETT COUNTY students may attend. NO visitors are allowed.
- The Middle School GYM is the only section of the school open during the dances.
- No running, pushing, or general horseplay permitted.
- No smoking or drinking will be permitted.
- Intimate contact such as kissing, sitting on laps, etc. will not be permitted.
- Middle School Dances are from 7:00 PM until 9:00 PM. Parents are to pick up students at the conclusion of the dance-NO LATER.
- School dress is appropriate attire for dances.
- Students who are absent during the day of the dance, who are suspended or expelled, may not attend.

## Discrimination Disclaimer

The Bennett County School District does not discriminate on the basis of race, sex, color, national origin, religion, age or disability in admission to, or treatment or employment in its programs or activities. For further information call 658-6112.

## Drills and Lockdowns (Fire, Tornado, Intruder)

State law requires all public schools to conduct a specific number of fire and disaster drills in the course of the school year. Each classroom posts a list of directions for each type of drill. All teachers will review the specific instructions for their room and follow these directions without fail.

## Disabilities: Requiring Classroom Accommodations

Under Section 504, rights are granted to students with disabilities. The intent of the law is to keep parents and students informed of their rights. These rights include the following: 1. Have your child take part in, and receive benefits from public education programs without discrimination because of his/her disability; 2. Have the school district advise you of your rights under federal law; 3. Receive notice with respect to identification, evaluation or placement of your child; 4. Have your child receive a free, appropriate public education; 5. Have your child educated in facilities and receive services comparable to those provided to students without disabilities; 6. Have evaluation, educational, and placement decision made based upon a variety of information sources, and by persons who know the student, the evaluation data, and placement options; 7. Have your child receive special education and related services, if he/she is found to be eligible under the Individuals with Disabilities



Education Act or Section 504 of the Rehabilitation Act; 8. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the district; 9. Examine all relevant records relating to decisions regarding your child's identification, evaluation, educational program, and placement; 10. Obtain copies of educational record at a reasonable cost unless the fee would effectively deny you access to the records; 11. A response from the district to reasonable requests for explanations and interpretations of your child's records; 12. Request amendment of your child's record if there is reasonable cause to believe that they are inaccurate, misleading or otherwise in violation of the privacy rights of your child; 13. File a complaint with the Office for Civil Rights, Region VIII, US Department of Education, Federal Building, Suite 310, 1244 Speer Boulevard, Denver, CO 80204. In the Bennett County School Middle School, Mikaela O'Bryan at 685-1338, is responsible for assuring compliance with Section 504.

## Dress Code

Students are expected to dress appropriately for attendance at school. Style of clothing can be individual and personal, yet not be distracting, disrespectful, or unsafe. Students are expected to dress with standards that enhance a safe learning environment. In the interest of cleanliness, decency, and good taste, Bennett County Middle School reserves the right to place restrictions on a student's dress and grooming, as necessary, when they create a danger to the student's health and safety, interfere with the educational process, or cause a disruption in school. The following are some guidelines:

1. No caps, hats, stocking caps/hats, hoods, bandanas, dew rags, headbands, etc. are to be worn in school, during the school day, unless sanctioned by a school event.
2. No apparel or articles that promote or suggest alcohol, tobacco, or drug products are allowed in school. Apparel or articles containing messages, lettering, markings or pictures that could convey profane or offensive meanings or may relate to sex, race, gangs, or cults will not be worn in school or at school events. This includes clothing that is torn or tattered.
3. Students and parents need to be concerned about the type of clothing worn by students throughout the school year, especially in the summer and spring, being particularly sensitive to revealing clothing, including short and skirt length, spaghetti straps, tank tops, etc. Tops must have a strap of at least an inch wide.
4. Chains hanging from pants are a safety concern and may not be worn.
5. Footwear is to be worn in the buildings at all times.
6. Sanitation and safety requirements are also criteria upon which school officials may limit student participation while in school or in activities.
7. If a student is wearing clothing that is considered to be in violation, he/she will be asked to change. If the student does not have other appropriate clothing items in school, the parent will be called and the student will be required to return home and change. Failure to comply will result in disciplinary action.

## Elastic Clause

The student handbook does not include everything that may possibly happen during the school year. If any situation not specifically covered should arise, the administration will make every effort to act fairly and quickly. The best interest of the student and school will be greatly considered. Each situation is different and will be handled on an individual basis. Take the time to know the rules and regulations you are expected to follow and many of the little problems will be avoided. If you have any questions or problems, please see Mrs. O'Bryan.

## Electronic Devices

Electronic devices that may distract or disturb others are not appropriate at school. They include, but are not limited to, cell phones, MP3 players, laser lights, games, head-phones, and iPods. If a device is confiscated, it will only be returned to the student at the end of the day the first time, 2nd time to the parent.

## Enrollment

Students entering BCMS for the first time must present a STATE CERTIFIED birth certificate and proof of guardianship if other than their parents are listed on the birth certificate. A certified birth certificate may be obtained from the SD Department of Health, Vital Records Office, 523 East Capitol, Pierre, SD, 57501. 6th Grade Vaccination Requirements: SD requires all 6th grade students to get: one dose of Tetanus, Diphtheria, Pertussis (Tdap) vaccine on or after the 11th birthday and one dose of Meningococcal (MCV4) vaccine on or after the 11th birthday.

## Ethnic/Racial/Sexual Harassment

It is the policy of the Bennett County Schools that harassment will not be tolerated under any circumstances. We firmly believe that all persons are to be treated with respect and dignity. If a student feels that he/she has been harassed, a complaint form should be filed by contacting the principal and completing the proper form.

## Field Trips

Field trips are scheduled by classroom teachers during the school year to coincide with content standards being covered in their classrooms. These trips are designed to supplement different aspects of the curriculum and introduce students to the resources of our area. Parents will receive notices of these trips well in advance of the scheduled trip date. Teachers may have forms with permission and contact information or specific instruction for their set field trip. These forms **MUST BE FILLED OUT COMPLETELY** and **RETURNED TO SCHOOL BEFORE** the date of the trip for the student to participate. Phone messages will **NOT** be accepted. School field trips are an enjoyable and useful extension of our school program and all eligible students are expected to participate. All school rules and regulations are in effect during a school trip. The staff and administration reserve the right to exclude from field trips students who have not met academic and/or behavioral requirements.

## Gang Activity

The Bennett County School District recognizes that gang activity in any form threatens the safety and well-being of individuals and is disruptive and harmful to the education process. The Bennett County School District refuses to allow gang activity to be associated with any respect of the educational environment and prohibits the following behavior:

- Gang initiation or hazing
- Gang graffiti or tagging in any form
- Gang hand signs or gestures
- Gang solicitation or recruitment
- Threats or intimidation
- “Representing” of gang affiliation in any form (clothing and behavior)
- Any other activity that leads school officials to believe that such behavior is disruptive. At the discretion of the school authorities, a violation may require the student being required to sign a “Gang Contract” promising not to engage in gang behavior. Violation of the contract will result in disciplinary action up to and including expulsion.

## Grades

**90-100% - A    80-89% - B    70-79% - C    60-69% - D    Below 60 – F**

Students will receive classroom performance evaluations in the form of letter grades each 9 weeks. As a result, there will be four evaluation letter grades given during the course of a school year. A final semester grade will be given and will appear on permanent records. A Progress Report will be sent home with the student after five weeks of each grading period. DDN CAMPUS Parent Portal also gives student access from home to the electronic grade book. Contact Cally Drobny for access to DDN Campus Parent Portal.

## Health Services

The Bennett County School District is concerned with education in healthful practices, prevention of illnesses and injuries, and care of illnesses and injuries that occur at school. All prescription and over the counter medication will be given through the Office Secretary or the School Nurse. Contact the school nurse at 685-6300.

## Hall Pass

Hall passes are included in the planners and students will be required to carry it with them when they are in the hallway. The planner will need to be signed by the teacher of the room they left. Any student seen in the hallway without a pass will be escorted back to class. Students have THREE minutes between each class period.

## Head Lice

Regular head checks will be made during the school year on ALL students and to help alleviate the problem of head lice spreading. Once a nit or live bug is found in a student's hair, their parent will be notified that treatment and removal of ALL NITS IS MANDATORY for the child to return to school. ALL students must be rechecked by the nurse or office staff PRIOR to returning to class. (Students will not be allowed on the school bus, the parent MUST accompany the child back to the office and be present during the recheck.)

## Honor Roll

A student may earn a position on the All A Honor Roll (4.0), A Honor Roll (3.5 - 3.99) and B Honor Roll (3.0-3.49). A student must earn a mix of "A" and "B" in all subjects for the A and B Honor Roll. We encourage all students to earn honor roll standing.

## Insurance

Student accident insurance is available from Student Assurances Services. The enrollment brochure is included in the Registration Packet.

## Leaving School Grounds

Students may not leave school grounds AFTER they arrive in the morning without permission from the office. Students MUST BE SIGNED out through the office by a parent or designated adult with a phone call or personal contact. If a student becomes ill or an emergency arises; the student will be excused from class and report to the office where a phone call will be made to the parent. Leaving the school without permission is an unexcused absence and will be handled under the discipline matrix. If there is a restraining or custody order in effect, the school MUST HAVE A CURRENT COPY OF THE ORDER to comply with the wishes of the court. Students leaving for NON-BENNETT COUNTY SCHOOL SPONSORED EVENTS will be counted absent.

## Library

The Bennett County Library is available for student use during the school day and other hours as posted and are encouraged to take full advantage of the materials that are available. Students wishing to use the library during the school day must make arrangements with their classroom teacher or principal. Students need to be accompanied by an adult during school hours.

## Lockers

Locker assignments will be distributed during registration. Students will be issued individual lockers. Please report any locker problems to the office. The lockers are not locked. If a student requests a combination, they will be assigned one from the office. Students are requested to tell no one their lock combination as sharing may cause items to be lost or stolen during the course of the school year. Students are not to permit anyone else to use the locker. Lockers are for books, coats, and school supplies only. Food cannot be stored unless in a proper lunch container.

## Lost and Found

Lost items that have been found should be taken to the office. Items of a higher value are stored in the office area. It is the responsibility of all students to turn in items they have found. Items that are left unclaimed are donated.

## Lunch

The Bennett County School District is participating in the National School Lunch and School Breakfast Programs called Community Eligibility Provision (CEP) for School Year 2023-2024. What does this mean for you and your children attending Bennett County Middle School? ALL students enrolled in the Bennett County School District are eligible to receive a healthy breakfast and lunch at school at NO CHARGE to your household each day of the 2023-2024 school year. No further action is required of you. Your child(ren) will be able to participate in these meal programs without having to pay a fee or submit an application. If you have any questions, please contact Amie Kuxhaus - Food Service Director at 605-685-6717. Menus are printed each month in the Bennett County School District Newsletter and placed on the website. Students who wish to bring a sack lunch to school may do so. We ask parents to provide a nutritious meal. NO pop or gum is allowed in the lunchroom during food service hours by students. Parents who wish to eat with their child are welcome to do so. We ask that you notify the office before 9:30 so your name can be added to the lunch count. There is a \$5.00 charge for lunch.

## Make-Up Days

Certain Fridays have been scheduled as possible weather make-up days. See the school calendar.

## Make-Up Work

When an absence occurs, the student is required to see each teacher for make-up assignments. Parents may call in to request assignments before 10:00 a.m on the morning of the second consecutive absence. Parents should call 685-1338. The assignments will be available at the end of the following school day. Students are responsible for handing in their work by the due dates.

## McKinney-Vento Homeless Education Assistance Act

The Federal McKinney-Vento Homeless Act states that homeless students have a right to either remain in their school of origin or attend school where they are temporarily attending. Contact the school for more information.

## Medications at School

In accordance with state law a student taking prescribed or over-the-counter medication at school must have a written statement on file from the physician. The school nurse is the contact person for health issues. All students complete a Health Information Sheet during registration.

## Open Enrollment

The Bennett County School District will accept Open Enrollment as per policy. Open Enrollment forms must be submitted to the Bennett County Business Office by the last Friday of September by 12:00 p.m. for the first semester and the last Friday in January for the 2<sup>nd</sup> Semester. Open enrollment requests after this time will not be accepted.

## Parent/Teacher Conferences

Conferences have been scheduled on September 21 and February 8 from 2:00 – 8:00. Teachers will be available for parents (and students) in their respective classrooms. If parents are unable to attend, they are invited to set up an appointment.

## Payment of Fees/Money

Students should NOT bring large amounts of money to school. School personnel will attempt to locate any lost money, but the person bringing the money to school is responsible for the money. The only time money is EVER needed at the Middle School level is for pictures, book orders, book fines, or special events planned by the teacher/school. When paying for pictures, field trips, lost textbooks, library books or other school activities, please remit with a check or the correct cash amount. The school does not carry cash.

## Possession of Weapons

The Bennett County School has a ZERO TOLERANCE policy for anything that looks like a weapon or self-made construction of an item that could be used as a weapon, whether it is a toy or not. No weapons or firearms are permitted on ANY school property, school vehicle ,or building.

## Resolving Conflict

Students are responsible for reporting any conflict that may result in some altercation to someone on staff so that assistance in resolving the conflict can be arranged.

## School Safety

A safe school environment is a benefit to everyone. Information about weapons and other hazards to safety should be immediately brought to the attention of school authorities. If you cannot make direct contact with a school official, please contact your local law enforcement agency.

## School Supplies

Title I funds are used to provide the basic supplies of paper, pens, pencils, notebooks, etc. Supplies may need to be replenished during the school year.

## Smoking at School

Smoking by students is not allowed on or across from school grounds at any time, including extracurricular events. Possession of tobacco in any form, as well as lighters or matches, constitutes an offense. Each incident will be subject to a progressive disciplinary policy including suspension and/or expulsion.

## Special Education

The purpose of IDEA (Individuals with Disabilities Education Improvement Act of 2004) is to ensure all children with disabilities receive a Free Appropriate Public Education. IDEA is not a “one size fits all” law or program. Instead, each decision made on behalf of a child with a disability must be based on that child’s unique needs, whether that be the evaluations performed to determine eligibility and/or the services the child requires, the measurable annual goals, the special education services a child requires, whether the child requires any related services, and when the services will begin, the frequency of the services, the duration of the services, and the location where the services will be provided, etc. be eligible through the Individual Disabilities Education Improvement Act of 2004 (IDEA 2004). Stacy Allen is the SPED Director and can be reached at 685-6330.

## Student Activity Fee

Students wishing to attend athletic events should purchase an ACTIVITY TICKET or pay at the door.

## Student Council

The Bennett County Middle School Student Council serves the interests and needs of students. Some of the responsibilities of the council include: planning extra - curricular activities, sponsoring worthwhile projects, setting a good example in proper conduct, and promoting agreeable relationships between students and the faculty of the school. Student Council activities include: dances, teacher appreciation, Valentine Hearts, Shamrocks, fundraisers, philanthropic activities. Each grade will be represented. There will be a president, vice president, secretary, treasurer, and two class representatives elected by the student body.

## Student Records

All parents and guardians of students under the age of 18 have the right to the Family Education Rights and Privacy Act of 1974 to examine the official records, files and data of the school district directly relating to the student. They also have the right to challenge any of the contents of said records to ensure their accuracy and fairness.

## Suicide Ideation

Students who indicate through oral or written form that they are contemplating physical harm to themselves will be immediately referred to the principal and/or counselor. Parents will be notified.

## Surveys

During the school year varying surveys are conducted to gather information to study the needs, concerns, and attitudes of our students, staff, and parents. We will use this information in many ways; to revise our programs in order to address problems, to assess strategies for positive youth involvement, to set program priorities, to affirm programs already in place and to share with other programs and services that help out families and students. Please know that while student participation is encouraged, surveys are voluntary. The information is collected anonymously, and students are ensured of confidentiality. IF YOU DO NOT WANT YOUR CHILD TO PARTICIPATE IN ANY SURVEY OR QUESTIONNAIRE, PLEASE WRITE A LETTER TO THE BENNETT COUNTY MIDDLE SCHOOL OFFICE, SO THAT IT CAN BE PLACED IN YOUR CHILD'S FILE AND THE CLASSROOM TEACHER BE NOTIFIED.

## Textbooks

The school district provides textbooks and materials to students for use during the school year; fees are assessed for damaged or lost items.

## Title IX Compliance

The Bennett County School does not discriminate on the basis of sex in education or activities. The Title IX coordinator for the Bennett County Schools is the Federal Programs Coordinator, Amie Kuxhaus.

## Visitors

Parents wishing to visit the school should contact the teacher and the principal to make arrangements to visit. ALL persons entering the school must receive authorization to move through the building. (ALL MIDDLE SCHOOL DOORS ARE KEPT LOCKED once the school day starts.)

## Volunteers

We welcome volunteers who want to use their skills and resources to help our students succeed. Visit with the classroom teachers or Mrs. O'Bryan if you are interested.

## Warrior Time

Each student is assigned a teacher who will work with their students to set goals, track



homework, and provide guidance for the student throughout the year. Students meet with their teacher at the start and end of each day. A shared, school-wide document (Missing Assignments on DDN Campus) tracks missing student assignments. This document helps teachers and administrators communicate with each other that a student needs assistance.

## Weather, Early Out and No School

If school is closed because of weather conditions; radio and television stations will broadcast the information. The school website and social media will also share the information. School messenger will be activated to notify by one or more of the following: text, email, and phone calls. (Make sure all information is updated with the school office.)

If school is delayed due to weather, school will start at 10:00. Buses will run exactly 2 hours later than the regular scheduled pickup time. If school is let out early due to weather the same process as stated in the previous paragraph will also apply. There will be no activities for the rest of the day.

## Withdrawal from School

Students withdrawing from school during the year are asked to meet with the principal so the transfer process can be completed in a timely manner. Textbooks, library books, laptops and all instructional materials need to be returned. All financial obligations need to be completed.

**Bennett County School District Behavior Matrix**

Classroom Managed	First Offense	Second Offense	Third Offense	Multiple Offenses
Inappropriate Language	Verbal warning. Restate expectations. Counsel student about appropriate behavior; provide instruction in better choices and restoration of any damages, change of clothing.	Verbal correction and/or Loss of classroom privilege, in-class time out, after school time. Contact parents (teacher), Begin Documentation (Teacher)	Complete Behavior Tracking Form (Teacher) Contact parents (Teacher) Work with parents to correct the problem as needed.	Seek assistance from PBIS Team and/or Office Referral
Lying				
Forgery / Theft				
Physical Contact				
Disruptions				
Property Misuse / Damage				
Teasing				
Dress code violations				
Gum Chewing / Candy / Food				
Defiance / Disrespect				
Cheating/Plagiarism				
Violation common school rules / expectations - Other				
Office Managed/ Referral	First Offense	Second Offense	Third Offense	Multiple Offenses
Abusive - Inappropriate Language / Profanity	ISS 1 day, OSS 1 day, restoring property, Paying expenses. Infinite Campus Referral (Teacher) Attach Behavior Tracking Form from Classroom Behaviors (Teacher) Contact parents (Principal) Counselor meeting	ISS 2-3 days, OSS 2-3 days, restoring property, Paying expenses. Infinite Campus Referral (Teacher)	ISS 3-5 days, OSS 3-5 days, restoring property, Paying expenses. Infinite Campus Referral (Teacher)	ISS 5-10 days, OSS 5-10 days, restoring property, Paying expenses. Infinite Campus Referral (Teacher)
Fighting				
Defiance/Disrespect/ Insubordination/ Non-Compliance				
Harassment / Bullying				
Disorderly Conduct		Contact parents (Principal) Counselor-meeting PBIS Team Problem Solving	Contact parents (Principal) Counselor-Advisor meeting	Contact parents (Principal) Counselor meeting PBIS Team Problem Solving
Forgery / Theft				
Property Damage/Misuse				
Assault / Threat/ Intimidation				
Battery				
Use / Possession of Weapons	Range of Consequences * * ISS, OSS, LTS, Police Referral, Expulsion			
Use / Possession of alcohol, tobacco, or drugs				
Any other violation of state/federal law.	Offense documented DDN (Teacher) Parents contacted (Principal)			
Bus Infractions	First Offense	Second Offense	Third Offense	Multiple Offenses
Bus Infractions are serious as they affect the safety of all students.	Warning	ISS 1 Day Document (Driver) Parent Contact (Principal)	Document (Driver) Bus privileges revoked until parent/principal meeting. Additional ISS assigned.	Document (Driver) Persistent problems may result in riding privileges suspended.
Phones, Any Electronic Devices - The School and Staff are not responsible for any devices.	First Offense Item taken by Teacher/Principal, returned at the end of the day.	Second Offense Item given to Principal; parent/guardian retrieve the item from the office.	Third Offense Item given to Principal: Parent will retrieve item with a scheduled meeting to discuss consequences and/or a plan.	
Classroom intervention will be utilized whenever possible, which include but are not limited to: explanation of alternative choices, modeling alternative choices, hallway discussions, student tasking, cool-down/quiet room, guided walks, loss of extracurricular activities. All referrals will be accumulative regardless of offense over a 4 week period.				
ALP = Alternative Learning Program ISS = In School Suspension OSS = Out of School Suspension LTS= Long Term Suspension				
** Administration reserves the right to modify disciplinary actions.			Updated 7-15-21	