



# **Benton Middle School**

## **Student and Family Handbook**

### **2023-2024**

7411 Hoadly Road  
Manassas, Virginia 20112  
Phone: 703-791-0727  
**Office Hours: 7:30 AM – 4:00 PM**

**School Motto:** *“Better Together”*

**School Vision Statement:** *The best for every child, every day.*

**School Mission Statement:** *Our school community collaborates to provide an environment that is supportive and inclusive of all students. Our work is centered around preparing our students for a future as critical thinkers, digital citizens, innovators, global collaborators, and resilient citizens in our community.*

### ***Key Staff Members to Know***

**Jerri Piacesi-** Principal, [PiacesJL@pwcs.edu](mailto:PiacesJL@pwcs.edu)  
**Kathy Erickson-** Assistant Principal, 7<sup>th</sup> Grade, [EricksKN@pwcs.edu](mailto:EricksKN@pwcs.edu)  
**Mary Newman-** Assistant Principal, 6<sup>th</sup> Grade, [newmanMK@pwcs.edu](mailto:newmanMK@pwcs.edu)  
**Kristin Rojas-** Assistant Principal, 8<sup>th</sup> Grade, [RojasKL@pwcs.edu](mailto:RojasKL@pwcs.edu)  
**Pandita Gerdy-** Director of School Counseling, [GerdyPB@pwcs.edu](mailto:GerdyPB@pwcs.edu)  
**Natalie Baker-** Special Education Dept. Chair, [BakerNK@pwcs.edu](mailto:BakerNK@pwcs.edu)  
**Chris Fuller-** Security Specialist, [FullerCJ@pwcs.edu](mailto:FullerCJ@pwcs.edu)  
**Rheini Gordon** ESOL Dept. Chair, [GordonRA@pwcs.edu](mailto:GordonRA@pwcs.edu)  
**Ruth Kuzemchak-** School Nurse, [KuzemcRM@pwcs.edu](mailto:KuzemcRM@pwcs.edu)  
**Kathleen Parrish-** Instructional Technology Coach, [ParrisKA@pwcs.edu](mailto:ParrisKA@pwcs.edu)  
**Geoff Raymond-** Athletic Director, [RaymonGL@pwcs.edu](mailto:RaymonGL@pwcs.edu)

Benton Home Page: <https://bentonms.pwcs.edu/>

General Help E-mail Address: [btms-helpdesk@pwcs.edu](mailto:btms-helpdesk@pwcs.edu)

PWCS Tech Support: <https://www.pwcs.edu/helpdesk>

## **PWCS School Calendar for 2023-24**

August 21	First day of school
September 1	Labor Day Weekend Holiday (schools and offices closed to the public)
September 4	Labor Day Weekend Holiday (schools and offices closed)
September 15	Holiday (schools and offices closed in observance of Rosh Hashanah)
September 25	Holiday (schools and offices closed in observance of Yom Kippur)
October 9	Divisionwide Professional Learning Day (no school for students)
November 6	Teacher Workday / Elementary and Middle School Conferences (no school for students)
November 7	Teacher Workday (no school for students)
November 10	Veterans Day Holiday (schools and offices closed)
November 22	Thanksgiving Break (schools and offices closed to the public)
November 23-24	Thanksgiving Break (schools and offices closed)
December 21-January 1	Winter Break for Students/Teachers - Holidays observed during winter break include Christmas, Kwanzaa, and New Year's Day. (no school for students)
December 22 and 25, and January 1	Winter Break (schools and offices closed)
January 2	School Reopens
January 15	Martin Luther King Jr. Holiday (schools and offices closed)
January 26	Elementary School 1/2 Day - Parent/Teacher Conferences
January 29	Teacher Professional Development/Workday (no school for students)
February 19	Washington's Birthday/Presidents' Day Holiday (schools and offices closed)
March 25-29	Spring Break for Students/Teachers (no school for students)
March 28-29	Spring Break (schools and offices closed)
April 9	Teacher Professional Development/Workday (no school for students)
April 10	Holiday (schools and offices closed in observance of Eid al-Fitr)
May 27	Memorial Day Holiday (schools and offices closed)
June 7	Last day of school - Early dismissal for students

**[Click here for link to PWCS Calendar](#)**

## BENTON HONOR CODE

As a member of the Benton Middle School community, I must honor my fellow members by pledging to keep us safe from harm. I am honor bound to tell a staff member any information that I may have concerning any illegal or dangerous activity which could bring harm to anyone.

As a member of the Benton Middle School community, I must refrain from all forms of academic dishonesty such as cheating, sharing homework, and/or plagiarism. I am responsible for giving due recognition of sources from which material is quoted, summarized, or paraphrased as well as persons from whom assistance has been received.

## ATTENDANCE

### School Board Regulation

Attendance is in accordance with [Prince William County School Regulation 724-1](#). Absences are classified as excused or unexcused. Excused absences are defined as illness or death of a family member; medical and dental appointments; emergency conditions in the home; and reasons of extenuating circumstances as judged by the principal. All other absences are unexcused.

**Attendance** Daily school attendance helps ensure your child succeeds and helps to create global citizens that are job ready. Families play a key role in making sure students know the importance of attending school. In addition, it is a part of the PWCS Strategic Plan. Please read the PWCS Attendance regulation [Prince William County School Regulation 724-1](#).

Absences are classified as excused or unexcused. Excused absences are defined as: illness or death of a family member; medical and dental appointments; religious observances; parent military leave, emergency conditions in the home; and reasons of extenuating circumstances as determined by the principal. All other absences will be considered unexcused. From Reg. 724-1: Absences for family trips will not be excused unless accompanied by extraordinary circumstances.

**Notify us when your child is absent** The school must receive verified contact from a parent/guardian within two school days for an absence to be counted as excused. Verified contact can come in the form of a note delivered to the main office or one of the options below. A note must contain the student's name, date(s) of absence, reason for absence and have a parent/guardian signature. Other options:

- In ParentVue, you can click 'Report Absence' located beside your child's name.
- Our [online absence reporting form](#) can be found on the Benton website, under the 'Our School' heading. Please note that this form can only be used to report full day absences.
- Call (571)374-6756 will connect you to the 'voicemail only' attendance line for full day absences only. Please be sure to state your child's name clearly. You may receive a call back from our office staff if any additional verification is needed.

### Tardy to Class

Students must be in their assigned advisory/class by the 8:20AM bell. Those who arrive after this time are tardy to school and must check in at the main office. Excused tardies to school are defined as illness, medical or dental appointments, emergency conditions in the home, or extenuating circumstances as judged by the administration.

We understand that the first two weeks of the year are an adjustment period as students learn their schedules and how to best navigate the building. Following that adjustment period, we do have a

system for tracking student tardiness to class. Students who are routinely late to individual classes will have communication home and may eventually have disciplinary consequences.

### Pre-Arranged Absences of 3 or More Days

Students must bring a note to the office prior to the absence for approval by the administration. The PWCS Attendance Regulation 724-1 goes into greater detail. Students with pre-arranged absences are responsible for obtaining and completing missed work. From PWCS Reg. 724-1: Absences for family trips will not be excused unless accompanied by extraordinary circumstances.

### Early Dismissal Policy

Students who need to leave early should bring a note to the front office first thing in the morning signed by a parent/guardian stating the reason and time of dismissal. **Early dismissals end at 2:30PM** as our lot begins to fill with buses preparing for dismissal around this time.

### Make-Up Work

Students are responsible for contacting their teachers to arrange for make-up work. Most assignments and instructional materials will be posted on Canvas. Due to the varied demands on teachers for make-up work, teacher discretion shall determine the type/amount of work and when students shall make up work for prearranged absences. Teachers are not required to provide assignments in advance of the absence; however, assignments requested in advance may be provided at the teacher's discretion. A student whose absence is unexcused is still expected to make up all missed assignments and assessments.

## **PWCS DRESS CODE**

Students are urged to dress for success each school day. Their overall appearance, while on school grounds or virtually, should be based on the health and safety of an inclusive school community. It is understood that student dress may reflect outdoor weather conditions throughout the school year, however, students should refrain from wearing any item of clothing which may cause a distraction or disruption to the educational process or compromise the physical and emotional health and safety of the student or others. Students whose appearance disrupts instruction may be asked to change clothing.

Also consistent with Virginia Code §§ 22.1-276.01 and 22.1-279.6, these dress and grooming guidelines were created to maintain gender neutrality by creating equitable standards regardless of gender and to not have a disparate impact on students of a particular gender.

### **Prohibited items of clothing include:**

Clothing items which:

- Reveal bare skin to the extent that they distract or may foreseeably distract other students or staff;
- Reveal or expose undergarments;
- Fit in a manner as to reveal or expose undergarments;
- Contain vulgar, discriminatory, lewd, patently offensive or obscene language or images;
- Contain threats or gang symbols;

- Promotes the use of weapons and violence, or the use of alcohol, tobacco or illegal drugs, and/or associated paraphernalia;
- Cause or may foreseeably cause a disruption to the learning environment; and
- Jewelry/Accessories which could be regarded as or used as a weapon.

Headwear which covers one's entire head or face with the following exceptions:

- Worn as part of one's religion; or
- Worn for medical reasons; or
- Worn for personal prevention practices as in the case of the spread of infectious diseases; or
- Worn for an approved school event; or
- Worn as an expression of one's cultural or ethnical background.

Permitted head coverings and hairstyles include but are not limited to: Hijabs, Yarmulkes, headwraps, braids, locs, and cornrows

### **BRING YOUR OWN DEVICE POLICY**

All students are provided a laptop by PWCS to meet any instructional needs during the day. No personal devices, to include cell phones, personal laptops, tablets, etc., are permitted between 8AM-3PM. This includes during lunch. Please note that all classrooms have both a safety intercom button and a telephone. Under some circumstances, students may use the phone in the front office.

Any unauthorized use of any electronic devices during the day may result in disciplinary action.

- First offense- Device may be confiscated by staff and returned to the student at the end of the day.
- Repeated offenses- Parent/guardian may be asked to come to school to pick up the device.
- Students who bring electronic devices to school are responsible for their own devices. The school is not responsible for any lost or stolen devices.

### **BUS TRANSPORTATION REGULATIONS**

Benton students are designated to ride a bus to school. No students are permitted to walk to school. Should an incident occur on the bus, students should notify their driver/administration immediately.

Riding the school bus ***is a privilege***. Improper conduct on the bus may result in that privilege being revoked. More information about bus stops and times can be found by [clicking here](#).

Parents may transport their children to/from school. The parent drop off in the mornings and pickup in the afternoon is in our large parking lot (on the right when turning from Hoadly Rd.)

Please note that students who ride a bus to school will be able to receive an excused Bus Tardy if their bus is late.

Students who wish to ride a bus other than their regularly scheduled bus or who need to disembark at a different stop must follow these steps:

- First thing in the morning, bring a parent-signed note to the front office before 8:20AM
- The following information is required on the note: student's name, friend's name, date this will occur, and the bus number.

- Bus passes should be picked up during lunch in the cafeteria.
- Give the Benton Bus pass to the bus driver when boarding the bus.
- Please note that any requested change is subject to approval by the school and transportation.
- Questions regarding bus routes and schedules should be directed to the central transportation office at (571)402-3940.

### **LOCKERS**

All students are assigned their own lockers. Locker use is required for students as no backpacks or bookbags are allowed in classrooms. Students can view their locker number and combination in StudentVue. They can also check with their classroom teacher. All students are expected to follow the locker guidelines below:

- Locker sharing is prohibited. Combinations should be kept private.
- Do not put any items in your locker that are prohibited on school grounds.
- No open drink containers or unwrapped food. No glass containers.
- No Flammable liquids; this includes cologne/perfume.
- Locker damage due to abuse is the responsibility of the student. Kicking, slamming, etc. can result in damage. Students will receive appropriate discipline consequences for engaging in these behaviors and may be responsible for damages.
- If there is a locker problem, a student should report it to the next period teacher and follow that teacher's instructions and may be opened if deemed necessary.
- Lockers are school property and can be opened when deemed necessary.

For a helpful video about how to open a locker, [Click Here](#)

### **SCHOOL SAFETY/SECURITY**

#### **A Safe School Environment**

- No drugs, alcohol, or tobacco products.
- No weapons.
- No fireworks.
- No odor causing agents such as stink bombs, air freshener, etc.

#### **Class Changes & Hallway Safety**

To keep hallway noise and confusion at a minimum, students are asked to walk on the right at all times. Students should try and take care of bathroom and water needs before arriving to the next class.

#### **Fire Drills**

State law requires regular fire drills. When the alarm sounds, follow adult instructions, leave your classroom and walk silently in a single file line through the exit to the designated waiting area. Your teacher will call out attendance to make sure everyone is accounted for when your class is safely outside. An administrator will give a signal to teachers indicating "all clear" to return to the building.

#### **Hall Passes**

Later this Fall, we will be introducing a digital hall pass as our primary pass system. Student agendas, provided by the school, will serve as backup passes.

### Lockdown Drills

State law requires regular lockdown drills. All lockdown drills will be announced in advance to parents and students. When a lockdown drill is announced, follow adult directions and remain silent. An administrator will announce when the drill has ended. Administration and classroom teachers will provide more detailed instructions during our first lockdown drill of the year.

### Reporting Safety Concerns- Anonymous Reporting Tool

We always encourage students to report any concerns to a trusted adult. When that is not practical, an anonymous reporting tool exists. PWCS uses the "Say Something" Anonymous Reporting System. This system is specifically designed for students in grade 6-12 and staff to report any serious or potentially violent concerns of unsafe behavior or threats of harm to self or others. All tips receive an immediate response by one of the highly skilled crisis counselors at the Sandy Hook Promise National Crisis Center. When credible tips are received that are life-threatening and/or involve an imminent threat, the crisis center will immediately contact local 911 dispatch and involve law enforcement, then notify central office staff and school-based representatives, even after hours. Users can submit a tip by calling 1-844-5-SAYNOW or by visiting [www.SaySomething.net](http://www.SaySomething.net). The free app is available for download from the App Store and Google Play Store.

School Visitors All visitors must check in at the main office and have a valid photo ID. Visitors entering into the instructional setting will need to go through the PWCS screening system.

## **STUDENT ACHIEVEMENT**

### Standards-Based Grading/Grading Regulations

In PWCS, we believe that student grades should reflect student progress towards defined standards. Graded work should have a well-communicated purpose, and feedback around assignments should be timely. Grades are assigned using the requirements and grading scales set forth in PWCS [Regulation 661-2](#). All high school level courses taken at the middle level adhere to the requirements set forth in PWCS [Regulation 661-3](#). We encourage both students and parents to monitor their child's grades throughout each quarter via ParentVue and/or StudentVue.

### Report Cards

Report cards are issued four times a year. Final quarter grades are posted in StudentVUE and ParentVUE and a hard copy is mailed home. A NG or 'No Grade' is given in cases where a student has been unable to complete enough assignments to adequately show their progress against the required standards. A NG must be changed to a letter grade for the quarter prior to the end of the year.

### Conduct/Effort Grades

Rubrics for conduct and effort grades can be found at the end of this document. These rubrics are designed to provide common language around these grades for students, teachers and parents to refer to. Communication should occur in advance if a teacher plans on assigning a 'U' for a conduct or effort grade.

### Honor Roll

Honor roll lists will be published at the end of each nine-week grading period.

- **Principal's Honor Roll:**

A student must earn an "A" in achievement in each class in which he/she is enrolled.

- **Honor Roll:**

The student must have a "B" average with no more than one "C" in achievement. There must be at least one "A" to bring the "C" to a "B" average.

### **Miscellaneous Information**

#### **1:1 Device Information**

All Benton students are provided with a PWCS-owned laptop, charger, and carrying sleeve at the beginning of the year. Students are responsible for the upkeep of these devices. Parents are strongly encouraged to purchase optional device insurance to protect against loss or significant damage. Please visit the PWCS [Parent/Student Digital Device Handbook](#) for more information on this program. The electronic device form must be returned to school prior to students receiving a laptop.

#### **Clubs/Activities**

Clubs/ Activities are announced as sponsors become available. Most clubs begin in late September. Please check the school website for this information.

#### **Front Office Item Dropoff**

The following items can be dropped off for students during the school day. This ensures our classrooms are not interrupted and helps reinforce responsibility for our middle school learners.

- Health-related items (eyeglasses, medication for the clinic, etc.)
- Lunches
- PWCS-owned laptops
- Items needed for after school activities. Students will not be able to pick these up until dismissal at 3:00pm.

For several reasons, we will not accept any food deliveries for students from businesses (Ex. Chick-fil-A, Doordash, Panera, etc.) If students forget their lunch, they are allowed to charge a lunch to their cafeteria account.

#### **Lost and Found**

- Label or mark all personal items with permanent ink.
- Lost clothing and agendas are kept in the cafeteria.
- Lost valuables -- purses, wallets, retainers, and glasses -- are kept in the office.
- Students should see their PE teacher for items lost during PE.

#### **Medication**

If a student needs to take medication, it must be in the original container and kept in the school clinic. A Medication Authorization Form (available on our website) must be on file. All medication must be administered through the clinic. See [PWCS Regulation 757-4](#) for additional information.



### School Counseling

Counseling services are available to every student in the school. Our counselors offer a variety of academic and social/emotional supports. Students are assigned to a counselor based on the student's last name.

Counseling team members/assignments:

- Director of School Counseling: Mrs. Gerdy [gerdypb@pwcs.edu](mailto:gerdypb@pwcs.edu)
- Registrar: Ms. Francis [franciaj@pwcs.edu](mailto:franciaj@pwcs.edu)
- A-Cro: Ms. Atkins [atkinsml@pwcs.edu](mailto:atkinsml@pwcs.edu)
- Cru-Hei: Mr. Naleppa [naleppta1@pwcs.edu](mailto:naleppta1@pwcs.edu)
- Hej-Mb: Mrs. McKibben [mckibbek@pwcs.edu](mailto:mckibbek@pwcs.edu)
- Mc-Roda: Mrs. Bailey-Case [baileytl@pwcs.edu](mailto:baileytl@pwcs.edu)
- Rodb-Z: Mrs. Chadwick [chadwiax@pwcs.edu](mailto:chadwiax@pwcs.edu)
- Social Worker: Mrs. Devers [deverscm@pwcs.edu](mailto:deverscm@pwcs.edu)
- School Psychologist: Dr. Menon [menonmo@pwcs.edu](mailto:menonmo@pwcs.edu)
- Parent Liaison: Mrs Esteban [estebads@pwcs.edu](mailto:estebads@pwcs.edu)

### School Library

The library is available to all Benton students for class work, reference, research, and leisure reading. The following rules apply:

- During class time, a student needs a pass from the classroom teacher to use the library.
- Students may borrow books for up to two weeks.
- Students may renew a book if no one else has reserved it.
- Student may check a total of three books at any one time.
- Students are required to pay for lost or damaged books.

### Textbooks

Textbooks are issued to students for some academic courses. Many of our courses now use online textbooks. Physical copies of online textbooks are available for students upon request. Students are responsible for keeping textbooks in good condition and returning at the end of the school year.

**Paper Free Tutoring available via *Paper*** Through PWCS's partnership with Paper, every student has unlimited access to trained tutors to ask questions, work through problems, get feedback on their writing, and grow their confidence. Paper is a secure, online tutoring service that provides students with unlimited, 24/7 academic support. Whether stuck on homework, studying for a test, or needing someone to read and make suggestions for your essays, there are experts available online to assist students in all subjects and in more than four languages. For more information click on the following link: [Paper online tutoring information link](#)

## STUDENT PICK UP AND PARKING

Student pick up and parking procedures are implemented to provide a safe environment for our students and an effective traffic flow for emergency vehicles, school buses, parents, and visitors.

### ALL DRIVERS NEED TO FOLLOW THESE PROCEDURES:

- **Morning and afternoon drop off or pick up**  
Drivers should turn right into main lot, stay to right and continue around the perimeter driveway in a single file line, and then drop off students at the established drop off point near the yellow benches.
- Drivers are not allowed to cut through the lot or drop off or pick up students in other locations as this often causes the student to cross active traffic.
- A driver may not pass a bus with flashing lights.



### **Special Event Parking and Traffic Control**

During special events, access to the upper parking driveways and parking lots is limited. Special events include our Back to School Nights, concerts, sports tryouts, field events, and games.

- **Fire lanes shall remain open and shall not be used for standing or parking. Cars parked in fire lanes are likely to be ticketed.**
- Traffic cones will be used to designate the flow of traffic into the main lower parking lot.
- Drivers picking up or dropping off students should use the same procedures established for Morning/Afternoon Student Drop Off explained above.
- Delivery, handicapped or other special needs parking is permitted in the upper lot on a space available basis and with permission of the principal.
- Overflow parking is available in the parking lot of Coles Elementary School during special events only.

## Benton MS Bell Schedule 2023-2024

Grade 6
<b>Locker Time</b>
<b>Advisory</b> 8:00 - 8:29AM
<b>1<sup>st</sup> pd</b> 8:29 - 9:17AM
<b>2<sup>nd</sup> pd</b> 9:20 – 10:08AM
<b>Locker Time b/t 2<sup>nd</sup> &amp; 3<sup>rd</sup></b>
<b>3<sup>rd</sup> pd</b> 10:13 – 11:01AM
<b>4<sup>th</sup> pd</b> 11:04– 12:20PM Lunch C & D
<b>Locker Time b/t 4<sup>th</sup> &amp; 5<sup>th</sup></b>
<b>5<sup>th</sup> pd</b> 12:25 – 1:14PM
<b>6<sup>th</sup> pd</b> 1:17 – 2:06PM
<b>Locker Time b/t 6<sup>th</sup> &amp; 7<sup>th</sup></b>
<b>7<sup>th</sup> pd</b> 2:11 – 3:00PM

Grade 7
<b>Locker Time</b>
<b>Advisory</b> 8:00-8:20AM
<b>1<sup>st</sup> pd</b> 8:20 – 9:10AM
<b>2<sup>nd</sup> pd</b> 9:13 – 10:03AM
<b>Locker Time b/t 2<sup>nd</sup> &amp; 3<sup>rd</sup></b>
<b>3<sup>rd</sup> pd</b> 10:08 – 11:23AM Lunch A & B
<b>4<sup>th</sup> pd</b> 11:26 – 12:16PM
<b>Locker Time b/t 4<sup>th</sup> &amp; 5<sup>th</sup></b>
<b>5<sup>th</sup> pd</b> 12:21 – 1:11PM
<b>6<sup>th</sup> pd</b> 1:14 – 2:04PM
<b>7<sup>th</sup> pd</b> 2:08 – 3:00PM

Grade 8
<b>Locker Time</b>
<b>Advisory</b> 8:00-8:20AM
<b>1<sup>st</sup> pd</b> 8:20 – 9:10AM
<b>2<sup>nd</sup> pd</b> 9:13 – 10:03AM
<b>Locker Time b/t 2<sup>nd</sup> &amp; 3<sup>rd</sup></b>
<b>3<sup>rd</sup> pd</b> 10:08 – 10:58AM
<b>4<sup>th</sup> pd</b> 11:01 – 11:51AM
<b>Locker Time b/t 4<sup>th</sup> &amp; 5<sup>th</sup></b>
<b>5<sup>th</sup> pd</b> 11:56AM – 1:11PM Lunch E & F
<b>6<sup>th</sup> pd</b> 1:14 – 2:04PM
<b>7<sup>th</sup> pd</b> 2:08 – 3:00PM

Note: During locker times, there are five minutes between classes.

### Key Athletics Dates

Season 1	Season 2	Season 3	Season 4
Tryouts Begin 8/28/23 3 - 5 p.m.	Tryouts Begin 11/13/23 3 - 5 p.m.	Tryouts Begin 1/22/24 3 - 5 p.m.	Tryouts Begin 3/18/24 3 - 5 p.m.
Football			Baseball
Boy's Soccer	Boys Basketball	Girls Basketball	Girl's Soccer
Girl's Track 8/29/23		Wrestling	Softball
Volleyball			Boy's Track 3/19/24
Concussion Training 8/17/23 6:00 p.m. Benton Main Gym	Concussion Training 11/1/23 6:00 p.m. Benton Main Gym	Concussion Training 1/17/24 6:00 p.m. Benton Main Gym	Concussion Training 3/7/24 6:00 p.m. Benton Main Gym

Please [Click Here](#) to be redirected to the Benton Athletics website for additional information about athletics' eligibility, tryout requirements, season schedules, etc. Please note that all prospective student-athletes must have a recent sports physical form on file with the school in addition to proof of concussion training. All students may complete concussion training online this year. All concussion trainings begin promptly at 6:00PM. Late attendees will not be allowed into the gym once the training begins.



# Cougar ROAR Behavior



Classroom	
<i>Respect</i>	* Demonstrate appropriate behavior * Appropriately credit sources
<i>Organization</i>	* Arrive to class on time and prepared
<i>Attitude</i>	* Show respect to staff members, student and visitors * Protect the rights of other students to learn by setting a positive example
<i>Responsibility</i>	* Appropriately use school property, furniture, and the personal property of others * Turn in completed work on time

Restroom	
<i>Respect</i>	* Use facilities appropriately
<i>Organization</i>	* Remember your belongings
<i>Attitude</i>	* Be polite and courteous to other students and staff
<i>Responsibility</i>	* Keep restrooms clean and safe * No electronic device <u>use</u>

Hallway	
<i>Respect</i>	*Use appropriate volume and language *Respect other space and personal property
<i>Organization</i>	*Walk on the right side *Always have your agenda or hall pass when leaving a class
<i>Attitude</i>	*Be polite and helpful to other students and staff
<i>Responsibility</i>	*Use your time responsibly *Keep hallways neat and clean *No headphones, earbuds, or cell phone use

Locker	
<i>Respect</i>	*Be courteous *Respect nearby classes in session
<i>Organization</i>	*Care for your materials *Keep locker neat
<i>Attitude</i>	*Open and close locker carefully
<i>Responsibility</i>	*Do not share your combination *Use only your assigned locker *Adhere to pre-arranged locker times

Cafeteria	
<i>Respect</i>	*Be courteous to students and staff
<i>Organization</i>	*Keep track of your materials *Wait patiently in line
<i>Attitude</i>	*Use good manners *Let new friends join your table
<i>Responsibility</i>	*Clean up after yourself. *No electronics/device use.

Library	
<i>Respect</i>	*Be courteous to students and staff
<i>Organization</i>	*Put materials back where they belong before leaving.
<i>Attitude</i>	*Enter the library in a quiet and respectful manner
<i>Responsibility</i>	*Return books on time! *Use available technology appropriately *No cell phone use



# Benton Middle School

## Effort Grade Rubric



<b>Outstanding (O)</b>	<b>Satisfactory (S)</b>	<b>Unsatisfactory (U)</b>
<ul style="list-style-type: none"><li>• Student turns in all assignments (homework and classwork) on time.</li><li>• Student is prepared for class each day.</li><li>• Student consistently participates in classroom discussions.</li><li>• Student consistently completes all class work and routinely seeks assistance if clarification is needed.</li><li>• High quality effort is given on all assignments (quality effort is not determined by letter grade).</li><li>• Student works effectively in groups.</li><li>• Student follows up on getting and completing make-up work when absent without prompting from the teacher.</li><li>• Student consistently completes re-learning plans and takes advantage of re-take opportunities (when applicable).</li></ul>	<ul style="list-style-type: none"><li>• Student routinely turns in assignments (homework and classwork) on time. Students has no more than 3 late assignments or NHIs (2 at interim point).</li><li>• Student is prepared for class on most days.</li><li>• Student often participates in classroom discussions</li><li>• Student consistently completes all class work and occasionally seeks assistance if clarification is needed.</li><li>• Quality effort is given on assignments (quality effort is not determined by letter grade).</li><li>• Student works appropriately in groups.</li><li>• Student follows up on getting and completing make-up work when absent with minimal prompting from the teacher.</li><li>• Student occasionally completes re-learning plans and takes advantage of re-take opportunities (when applicable).</li></ul>	<ul style="list-style-type: none"><li>• Student fails to consistently turn in assignments (homework and classwork) on time. Students has more than 3 late assignments or NHIs (2 at interim point).</li><li>• Student is rarely prepared for class.</li><li>• Student does not participate in classroom discussions.</li><li>• Student does not consistently complete class work and does not ask for or does not accept assistance when clarification is needed.</li><li>• Little effort is given on assignments (quality effort is not determined by letter grade).</li><li>• Student routinely does not work appropriately in groups.</li><li>• Student does not follow up on getting and completing make-up work when absent even after reminders from the teacher.</li><li>• Student rarely completes re-learning plans and does not take advantage of re-take opportunities (when applicable).</li></ul>



# Benton Middle School

## Conduct Grade Rubric



\*Conduct grades are not tied to academic grades.

<b>Outstanding (O)</b>	<b>Satisfactory (S)</b>	<b>Unsatisfactory (U)</b>
<ul style="list-style-type: none"><li>• Student consistently arrives on time to class each day.</li><li>• Student consistently demonstrates respect for him/herself, classmates, and teachers and encourages others to do the same.</li><li>• Student does not abuse bathroom or hall pass privileges and rarely requests to leave the classroom.</li><li>• Student rarely requires re-direction.</li><li>• Student does not cause class disruption and strives to be a positive example for other students.</li></ul>	<ul style="list-style-type: none"><li>• Student routinely arrives on time to class.</li><li>• Student routinely demonstrates respect for him/herself, classmates, and teachers.</li><li>• Student does not abuse bathroom or hall pass privileges.</li><li>• Student responds to direction and re-direction appropriately.</li><li>• Student does not cause class disruption.</li></ul>	<ul style="list-style-type: none"><li>• Student is often tardy for class.</li><li>• Student often does not demonstrate respect for him/herself, classmates, and teachers.</li><li>• Student routinely abuses bathroom or hall pass privileges.</li><li>• Student inconsistently responds to direction and re-direction appropriately.</li><li>• Student often causes class disruptions.</li></ul>