



Benton Middle School

2018-2019

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Manassas, Virginia 20112
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Office Hours: 7:30 AM – 4:00 PM

Student Handbook

Benton Pledge

We are the Benton Cougars. We are a community whose members know they are valued and respected. We will choose each day to strive for excellence: in our school, in our friendships, and most importantly, in ourselves.

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

Front cover art work by:
Sierra Diller

This Benton agenda is school property and should not be folded, bent, torn or mutilated. Students must carry this agenda at ALL times.

This agenda belongs to:

Name _____

Team/Grade _____

Home Room Teacher _____

Bus No. _____

Locker No. _____

DAILY SCHEDULE

START	END	PERIOD #	COURSE	TEACHER	ROOM #
		LUNCH			CAFETERIA

2018-2019 SCHOOL CALENDAR

Aug.27.....School Begins
 Sept. 3..... Labor Day Holiday
 Oct. 8.....Teacher In-service/ Workday
 Nov. 2..... End of First Grading Period
 Nov. 6..... Teacher In-service/Workday
 Nov.12..... Veterans Day
 Nov. 21 - 23.....Thanksgiving Break
 Dec. 21 – Jan 1.....Winter Break
 Jan. 2.....School Reopens
 Jan. 21..... Martin Luther King, Jr. Holiday
 Jan. 25..... End of Second Grading Period
 Jan. 28.....Teacher In-service/Workday
 Feb. 18..... President’s Day
 March 29..... End of Third Grading Period
 April 1..... Teacher In-service/Workday
 April 15 – 19.....Spring Break
 May 27..... Memorial Day Holiday
 June 11..... End of Fourth Grading Period
 June 11..... Last Day of School

Sports Tryout dates:

Season 1 - 8/28/18 (track- 8/30/18)
 Season 2 - 11/7/18
 Season 3 - 1/22/19
 Season 4 - 3/25/19 (track- 3/26/19)

Concussion Training dates for our school:

Meetings will begin at 7pm.
 Thursday, August 23, 2018
 Thursday, November 1, 2018.
 Wednesday, January 9, 2019
 Wednesday, March 13, 2019

Please refer to the website as changes may occur due to weather delays, etc.

WELCOME

We, the staff and administration of Louise A. Benton Middle School, welcome you and look forward to a successful school year. We are dedicated to establishing significant relationships with all students in order to maintain and improve their academic achievement.

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.



The *ROAR* Model - This is more than an acronym.

It is what we believe as a school.

Working in partnership with the Virginia Department of Education and the Training and Technical Assistance Center of Virginia, we have created a model which supports academic and behavior achievement:

Respect

Organization

Attitude

Responsibility

Benton Middle School's faculty and staff are committed to the success of all students. Students demonstrating appropriate behavior will be recognized in a variety of ways.

The ROAR program recognizes students who:

- Treat others with courtesy and respect
- Take responsibility for their decisions
- Demonstrate character through acts of integrity
- Exercise self-discipline
- Demonstrate appropriate enthusiasm for learning and contribution

Staff and teachers will recognize students who follow this model with Positive Referrals. We continue to work closely with our PTO and partners in education to recognize our students for quality behaviors and exceptional character, as our goal at the middle school level is to recognize the positive in young adolescent learners. At Benton Middle School, all students are expected to learn and achieve at the highest levels.

EVERY TEACHER IS MY TEACHER COUGAR ROAR BEHAVIOR

CLASSROOM	
Respect	<ul style="list-style-type: none"> ☛ Demonstrate appropriate behavior ☛ Never take credit for work that is not your own
Organization	<ul style="list-style-type: none"> ☛ Arrive to class on time with proper materials ☛ Do not asked to be excused during the first and last 10 minutes of a period
Attitude	<ul style="list-style-type: none"> ☛ Do not show disrespect to staff members, other students, or visitors ☛ Protect the rights of other students to learn by setting a positive example
Responsibility	<ul style="list-style-type: none"> ☛ Do not alter, deface, or destroy the school or another person's property, equipment, furnishings, or supplies ☛ Turn in completed work on time

RESTROOM	
Respect	☛ Use facilities appropriately
Organization	☛ Remember your belongings
Attitude	☛ Be polite
Responsibility	☛ Keep restrooms clean and safe

HALLWAY	
Respect	<ul style="list-style-type: none"> ☛ Use appropriate volume and language ☛ Respect others' space and personal property
Organization	<ul style="list-style-type: none"> ☛ Walk on the right side ☛ Walk purposefully with pass towards destination
Attitude	<ul style="list-style-type: none"> ☛ Be polite and positive towards adults and peers ☛ Be helpful to others
Responsibility	<ul style="list-style-type: none"> ☛ Use your time responsibly ☛ Keep hallways neat and safe

LOCKER	
Respect	<ul style="list-style-type: none"> ☛ Be courteous to your neighbor ☛ Respect classes in session
Organization	<ul style="list-style-type: none"> ☛ Care for your materials ☛ Keep locker neat
Attitude	<ul style="list-style-type: none"> ☛ Open locker carefully ☛ Close locker gently
Responsibility	<ul style="list-style-type: none"> ☛ Secure your combination ☛ Use assigned locker

CAFETERIA	
Respect	<ul style="list-style-type: none"> ☛ Treat staff and students with common courtesy ☛ Maintain clean and orderly environment
Organization	<ul style="list-style-type: none"> ☛ Keep track of personal belongings ☛ Wait patiently in line
Attitude	<ul style="list-style-type: none"> ☛ Use good manners – say "please" and "thank you" ☛ Let new friends join your table
Responsibility	<ul style="list-style-type: none"> ☛ Clean up after yourself ☛ Bring lunch money – pay bill on time

LIBRARY	
Respect	☛ Keep your conversations to a minimum
Organization	☛ Put the materials back where they belong before leaving
Attitude	☛ Please enter the library in a quiet and respectful manner
Responsibility	☛ Books can be checked out for two weeks. Please return them on time

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. Credit may not be given for work, even if made up, for an unexcused absence.

ATTENDANCE

The school must receive verified contact from a parent/guardian within 48 hours for an absence to be counted as excused. Verified contact can come in the form of a note delivered to the main office or a call to the Benton attendance line. A note must contain the student's name, date(s) of absence, reason for absence and have a parent/guardian signature. Please note the following about the attendance line option:

- (571)374-6756 will connect you to the voicemail only attendance line.
- The attendance line should only be used to report full-day absences. It should not be used to report tardies, early checkouts, etc.
- 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 homeroom by the morning tardy bell. Those who arrive after this time are tardy to school and must check in at the main office. Excused tardies are defined as illness, medical or dental appointments, emergency conditions in the home, or extenuating circumstances as judged by the administration. At the beginning of each nine weeks, tardy count will reset to zero.

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. Students with pre-arranged absences are responsible for obtaining and completing missed work.

EARLY DISMISSAL POLICY

Students who wish to leave early should bring a note signed by a parent/guardian stating the reason and time of dismissal to the office first thing in the morning for processing.

MAKE-UP WORK

Students receiving excused absences are responsible for contacting their teachers to arrange for make-up work. 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 shall not be 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/BENTON DRESS CODE

At Benton MS our students take pride in their appearance and show their Cougar pride by coming to school each day in school appropriate clothing. Student dress and overall appearance must meet the basic standards of health, safety, cleanliness, and decency. Students who are improperly dressed will have an opportunity to redress in a PE uniform.

Benton Middle School follows the PWCS Dress Code as outlined in the Code of Behavior.

Students are not permitted to wear or display items which represent drugs, alcohol or tobacco products, gang membership, or which promote violence or hate. Students are not permitted to wear long trench coats.

The following items are considered improper dress:

- Bulky, oversized coats are not permitted within a school building.
- Hats, scarves, skull caps, headbands, visors or any other type of head covering unless related to one's religious beliefs or practices.
- Sunglasses, beachwear, or sleeping apparel.
- Undergarments worn as outer garments, garments which are excessively short. Or sheer "see-through" garments.
- Clothing with lewd, obscene, patently offensive, or sexually suggestive signs, slogans, pictures or messages
- Garments which expose the midriff, are too revealing, expose undergarments, are excessively tight and form-fitting or which have very low necklines.
- Jewelry or other items which could be regarded or used as a weapon (i.e., belt buckles that conceal weapons, studded belts or collars, large rings, etc.).
- Tops with oversized arm openings, strapless tops, tube tops, tops with spaghetti straps, or tank tops.
- Bare feet, bedroom slippers, stockings/ socks only, or cleats (except while at athletic activities).
- Gloves.
- Non-jewelry chains attached to clothing.
- Gang related clothing, jewelry or paraphernalia.

BOOKBAG AND PURSE POLICY

Students may bring book bags and purses to and from school but may not carry the bags and purses to and from classes. These must be stored in lockers. When necessary, a student will be given a pass to go to his/her locker to get a purse/book bag before using the restroom. This book bag and purse policy has been established to help students organize themselves for their classes and to promote a safer environment.

BRING YOUR OWN DEVICE POLICY

Students should refer to the red/yellow/green zone posters found around the building and in all classrooms. Please note the following:

- Green Zone- Cafeteria. Appropriate device use is permitted in the cafeteria.
- Yellow Zone- Classrooms/Library. Device use is at the discretion of the teacher.
- Yellow Zone- Hallways/Common Areas. Students **may** quickly check their phones at their lockers. Students **may not** be on their devices when moving through the hallways. Students should not have earbuds or headphones in while in the hallways.
- Red Zone- Bathrooms/Locker Room. Devices must be silent and out of sight in these areas.
- Any unauthorized use of any electronic devices during the day will result in disciplinary action.
 - First offense- Device is confiscated by staff and returned to the student and the end of the class period/day.
 - Second offense- Parent/guardian must 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 be bused 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 will result in that privilege being revoked. Parents may transport their children to/from school. 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:

- Bring a parent signed note requesting a change to the main office before homeroom.
- The following information is required on the note: student's name, friend's name and the bus number.
- Bus passes should be picked up during lunch in the cafeteria.
- Present the Benton Bus pass to the bus driver when boarding the bus.
- 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 upon returning their emergency cards and any other required paperwork. Students are responsible for the conditions and up-keep of their lockers. All students are expected to follow the guidelines below or are subject to having their locker privileges suspended or revoked for a period of time determined by the administration.

- 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 to include 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.
- If there is a locker problem, a student should report to the next period teacher and follow that teacher's instructions.

SCHOOL SAFETY

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.
- Leave coats, backpacks and purses in your locker during the day.
- No chains (connected to wallets, etc.).

FIRE DRILLS

State law requires the quick and orderly evacuation of the building during an alarm. 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 roll 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.

CLASS CHANGES & HALLWAY SAFETY

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

SCHOOL VISITORS

ALL VISITORS MUST CHECK IN AT THE MAIN OFFICE AND MUST HAVE A VALID PHOTO ID. Parents wishing to visit their student's classes must submit a request at least 24 hours in advance to the school.

SPORTS ELIGIBILITY RULES

All Benton students in good standing (academic/conduct) are eligible to try-out for Benton Sports. Students must have a current and completed Prince William County Physical on file and have attended the Prince William County mandated Concussion training with his/her parent or guardian. Ineligibility occurs if a student fails more than one subject for the nine-week reporting period and/or has more than one "U" in conduct/work habits, the student shall be declared ineligible for sports participation during the next grading period. This rule applies to practice as well as game participation and is effective the day after report card distribution. Interim reports will allow ineligible students meeting eligibility criteria to try out for the next sports' season. The student may practice but may not participate in scheduled games until the academic standard is met at the end of the reporting period (the day after grades are due). Ineligible students who become eligible after team selection may not join a team.

STUDENT ACHIEVEMENT

REPORT CARDS AND INTERIMS

Report cards are issued four times a year. An incomplete grade is given in cases where a student has been unable to complete assignments due to illness, emergency, or pre-arrangement. An incomplete grade on a report card becomes an "F" if work is not completed within the three weeks of beginning of the next marking period. Parents who have concerns or questions about a child's grades, conduct, effort, or absences should contact the individual teacher or team. A conference may be arranged through guidance.

ACHIEVEMENT GRADES

Grades will be assigned in accordance with the grading scale in Regulation 661-2. All high school level courses taken at the middle school level shall adhere to the high school assessment and grading practices outlined in Regulation 661-3.

CONDUCT GRADING SCALE & CRITERIA

O = Outstanding

- Shows leadership in social situations
- Encourages others to demonstrate appropriate behavior
- Seeks self-improvement

S = Satisfactory

- Follows rules
- Acts appropriately to situations
- Demonstrates self-control

U = Unsatisfactory

- Conflicts with rules
- Physically harmful to others
- Extreme emotional outbursts
- Embarrasses or causes discomfort to others
- Excessive absences and/or tardies

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.

ACADEMIC INELIGIBILITY/CONDUCT INELIGIBILITY

As stated in the PWCS Activities Guide for Middle School, students must be academically eligible to represent a school in any after school activities. A student is determined to be academically ineligible if in a nine weeks period, he/she receives an "F" achievement grade in two or more subject areas. A student is determined to be conduct ineligible as determined by two or more U's in the preceding nine week marking period. A student who is determined to be academic/conduct ineligible is prohibited from participation in all extra-curricular activities, such as clubs or organizations, dances and is prohibited from attending after school events as defined by the local school (REG 661-2:II).

STUDENT SERVICES

CLUBS/ACTIVITIES

Clubs/ Activities are announced as sponsors become available. Please check the school website for this information.

SCHOOL COUNSELING

Counseling services are available to every student in the school. These services include assistance with educational planning, interpretation of test scores, information on occupations and careers; middle and high school transition, plans to improve academic achievement, after-school tutorial services, peer mediation, and personal counseling. Students are assigned to a counselor. The guidance secretary will assist students in making an appointment with a counselor.

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. (REG 757-4)

LOST AND FOUND

- Label or mark all personal items with permanent ink.
- Each student must write his/her name in each textbook received.
- 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 instructor for lost gym suits or other items lost during PE.

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 written in the agenda 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.

SCHOOL STORE

The School Store is open each morning before the first tardy bell. Most school supplies can be purchased in the School Store.

TEXTBOOKS

Textbooks are issued to each student for academic classes. Students are responsible for covering and maintaining them in good condition. Students are responsible for the cost of lost or damaged textbooks. A replacement textbook will not be issued until restitution is made.

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, and then drop off students at the established drop off point.
- Drivers should not cut through the lot or drop off or pick up students in other locations as this often causes the student to cross active traffic.

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.
- Overflow parking is available in the parking lot of Coles Elementary School during special events only.

