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# **BENTON**

**INTERMEDIATE SCHOOL**

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6140 Highway 3  
Benton, LA 71006  
(318)549-5310



# Benton Intermediate School

## 2021-2022 Student Handbook

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## I. Introduction

### **School Colors**

Purple and Gold

### **School Mascot**

Tiger

### **Motto**

Whatever it takes!

### **Vision**

We will become the highest performing intermediate school in the state of Louisiana.

### **Mission**

Our fundamental purpose is to ensure high levels of learning for ALL.

### **Professional Learning Community**

Benton Intermediate School is committed to working collaboratively as a Professional Learning Community to achieve better results for the students we serve. Teams work together to...

- Identify standards/skills that ALL students must learn.
- Create formative assessments to frequently monitor student understanding.
- Use results to provide targeted remediation to students who need additional support during FLEX period.
- Develop engaging extension activities to further challenge students who aren't being remediated during FLEX.

## II. Faculty and Staff

### Staff Contacts

**Jennifer Burris, Principal (318) 549-5315**

Any school-wide suggestions, ideas, or concerns

**Michael Valentine, Assistant Principal (318) 549-5316**

Questions and concerns related to scheduling, discipline, transportation

**Kirstian Bryant, Instructional Coach (318) 549-5318**

Questions and concerns related to textbooks, tutoring, Academic Boot Camp

**Debbie Mitchell, 5th Grade Counselor (318) 549-5313**

Enrollment and/or registration questions; Counseling for a child; Questions about standardized testing, AIM/Talented Information; School Building Level Committee (SBLC) referral information

**Jennifer Welch, 6th Grade Counselor (318) 549-5322**

Enrollment and/or registration questions; counseling for a child; Academic Assemblies; PBIS

**School Resource Officer (318) 549-5324**

Concerns about your child's safety; Drug Education Program

**Cheryl Gryder, Bookkeeper/ Registrar (318) 549-5310**

Money-related questions, fees

Messages for teachers

Requesting a copy of school records--moving

Questions about health card, social security card, out-of-district transfers

Call to volunteer

**Amy Robinson, Attendance Clerk (318) 549-5312**

Questions concerning absences, attendance, tardies

Requests for homework

Changes in transportation plans

**Andrea Lockey, Librarian (318) 549-5328**

Questions concerning library fees/books

**Your Child's Teacher (see school webpage)**

Questions about academic progress

Report card questions and/or corrections

Call to volunteer

**Cafeteria Manager 549-5326**

Questions about free/reduced meals or individual lunch accounts

Requests for special dietary requirements

### III. General Information

#### Enroll a Student

All new students **MUST** have a certified birth certificate, an **up-to-date** Louisiana health card, and proof of residence.

What to Bring...

- Photo ID (Driver’s license, State issued ID, or Military ID)
- Student’s original, state issued birth certificate
- Current Louisiana Immunization Record
- Proof of Residence with your name and address
- Previous School Records

ALL students residing with a parent or legal guardian must submit the following in order to be enrolled:

1. One (1) current utility bill showing the physical address for service within the District; AND
2. One (1) of the following that shows location of residence within the District;
  - Property tax records with one (1) other form listed here;
  - Mortgage documents or property deed; or
  - Apartment or home lease or, if no lease, a notarized statement of the verified property owner (see school registrar for additional information required)
  - Declaration of Residency and/or personal visit by designated District official.
3. If the student resides with a legal guardian, the court decree must be provided.

Legal custody papers, if applicable (MUST have the signature of a judge)

#### Bell Schedule

5th Grade	
First Bell	7:37
Core Instruction*	7:40-10:05
FLEX	10:05-10:35
Lunch	10:35-10:58
Core Instruction*/PE**/Enrichment	10:58-2:40
Dismissal Bell	2:40
* Recess/break provided during each 90-minute ELA and Math class (16 mins)	
**35 minutes of PE daily	

6th Grade	
First Bell	7:37
1st Block	7:40-8:51
2nd Block	8:54-10:05
FLEX	10:05-10:35
3rd Block	10:38-11:49
Lunch	11:49-12:12
4th Block	12:15-1:26
5th Block	1:29-2:40

#### Attendance

Regular attendance is fundamental to student growth. If a student is absent, the parent or guardian must submit a doctor’s excuse or a written excuse, signed and dated, stating the reason for the student’s absence from school. Students should turn in excuses to the student window within 5 days of their return.

The Bossier Parish School calendar should be considered when planning family vacations. If a vacation is taken while school is in

session, the absence(s) is considered unexcused.

Parents are notified in writing of excessive unexcused absences. Extenuating circumstances must be verified and approved by the Supervisor of Child Welfare and Attendance or the Director of Student Services, in consultation with the principal. **Unexcused absences accumulate the entire school year.** According to school board policy, the Bossier Parish Truancy Center will be notified when excessive unexcused absences and/or tardies occur.

Additional attendance guidelines can be found in the District Handbook.

## Arrival Time/Tardiness

### Tardies to School

Students should not arrive before supervision is available at 7:20 am. Students who eat breakfast are to go directly to the cafeteria. All other students are to report to and stay in the designated area of the gym. All students should be in the classroom at 7:40 am. If a student does not arrive at school in time to be in the class by 7:40 am, the student is considered tardy to school and **parents or guardians must come to the office and sign the student in.** The student will be given a tardy admit for class.

All tardies are unexcused except for tardies due to medical visits with proper documentation. Extenuating circumstances or situations may be approved by the administration. If the student is tardy because of bus problems, the student will be issued an excused tardy slip.

Additional information regarding tardies to school can be found in the District Handbook.

### Tardies to Class

A student who is not in class and ready for learning when the tardy bell rings is considered tardy. **Tardies are cumulative for each semester.** Habitual tardiness will result in disciplinary action.

## Departure Time

All students are to leave the building at 2:40 pm unless participating as a team member in a supervised school related extracurricular activity. Students who ride a bus are to report immediately to their assigned bus. **No student will be allowed to ride a bus home with another student unless a Family Hardship Form has been approved in advance.** All students being picked up by personal vehicles should be picked up no later than 2:55 pm unless they are involved in an extracurricular activity that day. Students attending extracurricular events need to be picked up no later than 15 minutes after the ending time of the event to avoid consequences. **No student is allowed to walk to school or to his/her home unless the student resides within the "walk zone."**

## Student Drop-Off/Pick-Up

- Students should always follow the directions of the duty teachers and enter/exit their cars at the concrete area at the front entrance to ensure their safety.
- The student drop-off/pick-up area is directly in front of the main entrance of the school. You will enter on the south side and exit on the north side.
- Reminder: School zones across Louisiana are hands-free zones. It is illegal to hold your cell phone and talk on the phone while driving in a school zone.

# Bus Transportation

Students are assigned a bus number according to where the student lives and the assigned bus route. Bus number information is available by calling the front office or by accessing the route guides listed on the Bossier Parish Transportation website.

**Guest riders are not allowed on any buses. Students are to only ride assigned buses that pick them up and drop them off at the address registered on file in the Benton Intermediate School main office. Guest rider hardships can be applied for through the Bossier Parish Transportation Department.**

## Bus Conduct

School bus guidelines have been adopted by the Bossier Parish School Board in order to provide safe transportation to and from school. It is a privilege, not a right, to ride Bossier Parish school buses. All Board policies are strictly enforced on school buses. The bus operator, together with the principal, assumes full responsibility for the discipline of students who ride the bus. Should an infraction occur, the bus operator will notify the principal in writing. The principal has the sole authority to determine punishment, if warranted.

The responsibility for supervision of students begins at the bus stop in the morning and ends when students exit buses at the end of the day. On-time delivery and student safety are the primary goals of each bus operator.

When riding the school bus, every student will:

1. Follow the Bus Transportation rules as directed by the bus operator and the student's principal.
2. Report to the assigned bus stop at least 5 minutes before the scheduled arrival time; the bus stops will be assigned by your student's bus operator.
3. Not bring on the bus objects that are too large to be held in the student's lap or to fit under the seat (including large band instruments, projects, and other large objects).
4. Assist the bus operator in maintaining a clean and sanitary bus; students who damage/destroy buses are appropriately disciplined/assessed for damages.
5. Not exit the bus at a different stop from their assigned stop without written authorization from the principal. The note must be presented to the operator at the start of the afternoon run.
6. Remain seated with backs against the seat, backpacks in lap, facing forward in the student's permanently assigned seat, while the bus is in motion and during stops for other students. The bus operator is responsible for seat assignments.
7. Only talk quietly to your neighbor. Vulgar language and bullying of other students will not be tolerated.
8. Adhere to the dress code for each school.
9. Not eat on the bus. (Students may carry water on the bus in plastic bottles)
10. Not extend arms out of windows or doors; not throw objects out of windows.

NOTE: A violation of a bus rule may result in loss of bus privilege and or disciplinary action. All buses are equipped with video cameras that constantly monitor student passengers. Bus operators are permitted to make reasonable rules for the safe transportation of students.

See Transportation website for additional bus safety tips.

## IV. Policies and Procedures

### Check-In Procedures

Any student arriving at school after 7:40 am or checking in at any time during the day, must report to the office and **be signed in by an adult.**

### Check-Out Procedures

No student will be allowed to leave the school premises without proper authorization from the office. To avoid unnecessary classroom disruption, students are not encouraged to use the telephone in a classroom for this purpose.

Parents or guardians needing to check students out during the school day must report to the office and sign the student out. Only parents, guardians, and/or persons authorized on the student's registration form will be allowed to check students out of school. Parents need to fill out those forms carefully and identify people who are allowed to check out a student in case the parent is unavailable. PICTURE IDENTIFICATION IS REQUIRED TO CHECK A CHILD OUT OF SCHOOL. There will be no student checkouts permitted after 2:10pm.

**Students who leave class/school without permission will be subject to disciplinary action.**

A student moving to another area of the parish, state, or country must have a parent contact the school office 48 hours before the withdrawal of the student from Benton Intermediate School so that all records can be completed.

### Make-up Work

Students are responsible for learning assignments missed during any absence. Arrangements for making up assignments are left to the discretion of the teacher. If a student is absent for 3 or more consecutive days, the parent should contact the classroom teacher to request missed assignments. To access a teacher's website: go to <http://bentoni.bossierschools.org> and select faculty and staff from the menu bar.

### Student IDs

Students will be issued an ID at the beginning of the school year free of charge. The student ID will be used to check books out of the library and access the lunch/breakfast account in the cafeteria. Students may purchase a replacement ID in the front office before school for **\$5 or thirty (30) PBIS points**. Student IDs must not be defaced in any manner and if the ID cannot be restored to original condition, then a new ID must be purchased.

### Student Dress Code

#### **Shirts**

Polo Shirts: White, purple, gold, gray, black or navy (short or long sleeve)

Oxford-shirts: White (short or long sleeve)

Spirit Shirts: School spirit shirts sold or issued by Benton Intermediate School

#### **Bottoms**

Pants, shorts, skirts, skorts, capris: Navy, khaki, stone, or gray

#### **Belts:**

Belts must be worn with any bottoms that have belt loops. The student may choose the style and color of the belt. The belt must fit into all of the belt loops and must be left buckled at all times. No part of the belt may be hanging at any time. Scarves or other items may not be substituted for a belt.



### Outerwear

Jackets, cardigan sweaters, hoodies, and all outerwear must be:

- **Solid in color**
- White, purple, gold, gray, black or navy
- No longer than mid-hip
- Free of graphics or logos that exceed 3" in diameter unless sold or issued by BIS

### Shoes/Socks

Style and color of shoes may be chosen by the student as long as it follows all dress code rules and doesn't distract from the learning of others. No wheels, heels, open-toed shoes, or shoes with foam-based soles (e.g. Crocs) for safety reasons. Athletic shoes are recommended for comfort and physical education. It is preferred that shoes not have black soles since black-soled shoes cannot be worn in P.E. class. At all times, shoes should be tied or fastened in the manner for which they are designed.

Socks and leggings must be a solid, school-approved color.

### Jewelry

Boys are not allowed to wear earrings. Girls may wear earrings, but no other form of body piercing is allowed for any student. Students/parents should be aware of this rule before making the decision to acquire any form of body piercing. No large chains (dog chains, billfold chains, spiked chains) or spiked jewelry are allowed.

### Hats and Hair:

No hats, beanies, scarves or bandanas are allowed unless approved by administration for an extenuating circumstance. Hairstyles and hair colors should not distract from or disrupt the classroom or school learning environment. **NATURAL HAIR COLORS ONLY**

Hairstyles should not be distracting or hang over the eyes. Notched eyebrows are not allowed.

### **ADDITIONAL UNIFORM GUIDELINES FOR ALL STUDENTS**

- The uniform must be in the correct size to avoid any sagging and must not be skin hugging.
- Shirts must be tucked in at all times
- Shirts must be buttoned at all times except for the top button
- **A solid white undershirt** may be worn underneath a uniform or spirit shirt (with no inappropriate emblems, designs or writing).
- Bottoms (boys and girls) must be no shorter than 4" above the kneecap in the front and back and no longer than the exact bottom of the kneecap. (Bottoms should be longer than the student's fingertips when arms are held by side.)
- Pants must not drag on the floor in a manner that mutilates or destroys the pants by stepping or tripping on them. The hem of pants and shorts must not be rolled, cut, or torn. All items must be properly hemmed.
- Pants or shorts must be worn at the waist.
- Boys may NOT wear compression leggings.
- Tattoos, grills, or colored contacts are not allowed at school.
- Any writing or drawing on uniforms is prohibited.

### **Note:**

The administration reserves the right to amend the dress code policy as needed or as new fashion fads occur. Parents are not allowed to bring items to school in order for their child to avoid a uniform violation.

### **Lost and Found:**

Anyone who finds a lost or misplaced article should immediately turn it in at the office. Under no circumstances should any item that has been found be taken from school property. Keeping items that do not belong to you will result in serious consequences (usually

GASP or suspension). Students looking for lost possessions should check the commons area. Students are encouraged to write their names on all personal belongings and clothing.

**Dress Code Violations:**

Students with major dress code violations (unapproved hair color, drug/alcohol/gang related clothing, etc.) may be sent to GASP until the situation is resolved.

## Student Discipline/Responsibilities

Students will be held accountable for any misconduct on school property, at a school-sponsored event, on a school bus, or on a street or road going to or from the bus stop or school. Student expectations and prohibited activities are outlined in the BPSB Student Handbook attachment (pg. 23).

### Class Rules

- A. Be Safe
  - 1. Use materials and equipment properly.
  - 2. Handle conflict maturely .
- B. Be Respectful
  - 1. Listen to authority.
  - 2. Follow instructions.
  - 3. Respect the rights and property of others.
  - 4. Display courtesy.
- C. Be Ready
  - 1. Be on time.
  - 2. Have materials needed and completed assignments.
- D. Be Responsible
  - 1. Remain on task and allow others to remain on task.
  - 2. Use Materials and equipment appropriately.

Discipline is based on a philosophy designed to assist students to change inappropriate behavior and to enable them to develop self-discipline. The school notifies parents of major student problems. The following list of disciplinary alternatives may be utilized (not necessarily in the listed order/depending on the type of infraction and frequency of infractions).

- 1. Student conference
- 2. Parent conference
- 3. Referral to counselor or supervised time-out
- 4. Assignment of behavior contract packet
- 5. Deprivation of certain privileges
- 6. Reprimand
- 7. Uniform Violation
- 8. Lunch Detention
- 9. In-school suspension (GASP)
- 10. Short term suspension out-of-school
- 11. Long term suspension out-of-school
- 12. Expulsion

The principal, assistant principal and/or teachers may establish additional regulations which are appropriate and consistent with school board policies.

## Definitions of Minor and Major Problem Behavior

Minor Problem Behavior	Definition
Defiance/Disrespect/ Non-compliance	Student engages in brief or low-intensity failure to respond to adult requests.
Disruption	Student engages in low-intensity, but inappropriate disruption.
Dress Code Violation	Student wears clothing that is not within the dress code guidelines defined by the school.
Electronic Devices	Student uses a cell phone or electronic device during normal school hours of operation without authorization.
Inappropriate Language/Comments	Student engages in low-intensity instance of inappropriate language/comments.
Physical Contact/ Physical Aggression	Student engages in non-serious, but inappropriate physical contact.
Property Misuse	Student engages in low-intensity misuse of property.
Out of Area	Student is out of designated area(s) without intentional defiance.
Tardy	Student arrives at class after the tardy bell.
Other	Student engages in any other minor problem behaviors that do not fall within the above categories.

Major Problem Behavior	Definition
Abusive Language/ Inappropriate Language/ Profanity	Student delivers verbal messages that include swearing, name calling or use of words in an inappropriate way.
Arson	Student plans and/or participates in malicious burning of property.
Bomb Threat/ False Alarm	Student delivers a message of possible explosive materials being on-campus or near campus, makes a false 911 call, or activates a false fire alarm.
Defiance/Disrespect/ Insubordination/ Non-Compliance	Student engages in refusal to follow directions, talks back and/or delivers socially rude interactions.
Disruption	Student engages in behavior causing a major interruption in a class or activity. Disruption includes sustained loud talk, yelling, or screaming; intentional excessive noise with materials; horseplay or roughhousing; and/or sustained out-of-seat behavior.
Fighting	Student is involved in mutual participation in an incident involving physical violence.

Forgery/ Theft	Student is in possession of, having passed on, or being responsible for removing someone else's property or has signed a person's name without that person's permission.
Gang Affiliation Display	Student uses gesture, dress, and/or speech to display affiliation with a gang.
Harassment/Bullying	Student delivers disrespectful messages* (verbal or gestural) to another person that includes threats and intimidation, obscene gestures, pictures, or written notes. *Disrespectful messages include negative comments based on race, religion, gender, age, and/or national origin; sustained or intense verbal attacks based on ethnic origin, disabilities or other personal matters.
Inappropriate Display of Affection	Student engages in inappropriate, consensual, verbal and/or physical gestures/contact, of a sexual nature to another student/adult.
Inappropriate Location	Student is in an undesignated area that is inappropriate (as defined by school).
Lying/Cheating	Student delivers message that is untrue and/or deliberately violates rules.
Physical Aggression	Student engages in actions involving serious physical contact where injury may occur (e.g., hitting, punching, hitting with an object, kicking, hair pulling, scratching, etc.).
Property Damage/Vandalism	Student participates in an activity that results in destruction or disfigurement of property.
Skip class	Student leaves or misses class without permission.
Tardy (Excessive Tardies)	Student is late to class or the start of the school day eight times or more.
Technology Violation	Student engages in inappropriate (as defined by school) use of cell phone, music/video players, camera, and/or computer.
Use/Possession of Alcohol	Student is in possession of or is using alcohol.
Use/Possession of Combustibles	Student is in possession of substances/objects readily capable of causing bodily harm and/or property damage (matches, lighters, firecrackers, gasoline, lighter fluid).
Use/Possession of Drugs	Student is in possession of or is using illegal drugs/substances or imitations.
Use/Possession of Tobacco	Student is in possession of or is using tobacco.
Use/Possession of Weapons	Student is in possession of knives or guns (real or look alike), or other objects readily capable of causing bodily harm.
Other Behavior	Student engages in other serious problem behavior not listed.

\*Major problem behavior results in an automatic office referral.

## **Lunch Detention**

Lunch detention will be held during the students' designated lunch break. Students will bring their lunch to the assigned room location.

Students who fail to attend assigned detention may be placed in GASP the next school day.

## **V. Academics**

### **GASP- Guided Alternative to Suspension Program**

GASP is a program designed to keep students in school after a suspendable offense rather than sending them home. The student may continue his school work in a quiet, isolated environment monitored by a school paraprofessional. The student is counted as present during his/her stay in GASP and is not penalized academically. The student will:

1. Be placed in GASP from 1-5 days depending upon offense and/or the number of offenses.
2. Report directly to the GASP room upon entering school grounds.
3. Complete academic work in silence.
4. Eat alone separate from normal lunch time.
5. Be scheduled for the restroom twice daily.
6. Clean own area upon leaving GASP room.
7. Earn 1-6 hours of extra time if he/she disturbs the environment or breaks any rules in the GASP room.

Severe disruption of the GASP room will result in out of school suspension.

NOTE: IF THE STUDENT'S BEHAVIOR IS NOT CORRECTED AFTER SEVERAL TIMES IN GASP, THE STUDENT WILL BE SUSPENDED FROM SCHOOL.

## **Halls**

Students should be in the halls only at the beginning and close of school and while changing classes unless they have been granted permission. Any student found out of his/her assigned area without permission will be subject to disciplinary action.

## **Assemblies**

Students are expected to be courteous and respectful at all school activities. Each student is personally responsible for the impression made by the school as a whole. Unacceptable behavior in assemblies includes whistling, uncalled for clapping, boisterousness and talking during a program. Students are to sit with their teacher during all assemblies. Students who do not display appropriate behavior during an assembly will not be allowed to attend assemblies for the semester and will receive appropriate disciplinary action as determined by the administration.

## **Student Progress/Report Cards**

Report cards are issued through OnCourse at the end of each 18- week grading period. Letter grades are given to indicate student progress. Comments are used by teachers to inform parents of student progress and behavior. Throughout the grading period,

recorded grades may be given for chapter or unit tests, class participation, projects, homework, oral presentations, accelerated reader, and performance tasks.

Students should check their grades regularly on OnCourse so they will know their average throughout the school year. The final grade for the year is figured by using quality points earned for the two 18-week grading periods.

Parents may check their child's grades by going to OnCourse.

## **Visitations and Conferences**

We encourage parents to visit our school, attend programs and events, and become an active part of our school community. All visits to the classroom must have approval of the principal or assistant principal and should be prescheduled. These visits must be purposeful and planned. All teacher conferences will be scheduled through the counselor's office or through the individual teachers. Conferences with teachers should be arranged before school, after school, or during the teacher's planning time.

## **Deliveries at School**

Items will no longer be accepted in the office to be delivered to students in the classroom. Students will not be dismissed from class to retrieve deliveries in the office. This includes but is not limited to items such as lunch money, fees, uniforms, shoes, lunches, practice gear, homework assignments, class projects, etc.

Should such items need to be dropped off at school for students, they will be placed on a table in the commons with the student's name on it. It will then be the student's responsibility to retrieve those items during lunch or the end of the day. The office will not interrupt the classroom to notify students of the arrival of the items. The school will not be responsible for any lost, stolen, or misplaced items.

Because of safety precautions, no special deliveries (flowers, balloons, etc.) for students will be allowed at school.

## **School Telephones**

Our school telephone number is 549-5310. If your call goes to voicemail, please leave a message. The phone messages are checked throughout the day. If you need to speak to your child's teacher, leave a message on his/her voice mail or contact the teacher through email or OnCourse. The teacher will check messages before and after school and during their planning time. Teachers will return calls as soon as possible. The office telephone is used for school business, and it may be used by students only in cases of emergency and with the permission of the secretary. Students cannot be called to the telephone during class time. Students who use the office phone under the pretense of an emergency situation for personal use are subject to consequences. Messages will be sent to students during their lunch break-time or picked up by students at the student window during class change after being notified to do so.

## **Textbooks**

Students are responsible for the care of any issued textbooks. If a textbook is lost or damaged, the student pays the replacement cost of the book.

\*Students who have Internet service at home are encouraged to access available textbooks online. Please let your teacher know if you prefer this option. Teachers have information about online access.

## Student Valuables

Students are cautioned not to bring large amounts of money to school. Students must be responsible for any items brought to school and including electronic devices. If these items are used inappropriately, they will be confiscated and kept in the office until a parent comes to the school to get them. These items will only be returned to parents. Siblings, other relatives, or friends may not recover confiscated items for students. Students are responsible for their personal property. Lost or stolen items are very difficult to recover. Listed and bolded in the following paragraphs is the BPSB policy concerning cell phones and other electronic devices.

## Cellular Telephones and Other Electronic Devices

### Student Privileges

Classroom use of personal mobile learning devices is considered a privilege and must be approved by the classroom teacher. For example, students may not utilize apps, play games, make phone calls, listen to music, access social media accounts, or email unless the teacher has given permission in connection with enhancing a planned lesson.

### Student Expectations

Students choosing to bring personal mobile learning devices to school must:

- ensure that mobile learning devices are in working order, fully charged, and have wireless capability.
- connect the devices to the district's wireless (not wired), filtered network.
- take full responsibility for their personal mobile learning devices.

As stated in BPSB policy, "the School Board shall not be held accountable for the devices due to damage, loss, or theft."

### Student Violation Consequences

Students are expected to adhere to the school district's acceptable-use policy as well as the student code of conduct. Violations of BPSB's policies concerning acceptable use of computers and networks, code of conduct, and classroom procedures established for the use of devices will result in the same disciplinary actions that would result from similar violations in other areas. If a student is causing a distraction, is off task, or is using a personal device inappropriately in the classroom and/or outside of the classroom, the administration/staff will follow the *CELLULAR TELEPHONES AND OTHER ELECTRONIC DEVICES* policy outlined in the BPSB Student Handbook (see BPSB Student Handbook attachment).

## School Sponsored Trips, Special Activities, Events

Students that have maintained good attendance, good behavior, and have not been suspended from school or the bus during the semester or assigned detention and/or GASP on the date(s) of the field trip or event will be eligible to go on the trip or participate in the event. Each grade level may have specific guidelines for certain trips that will be sent home with the students in the permission slip before a trip. If overnight or out-of-town trips are taken, the administration will establish and enforce specific guidelines for the trip. A school-sponsored dance is an example of a school event in which this criteria would also apply. PBIS trips have different eligibility requirements.

## Academic Student Recognition

Recognizing student excellence and achievement is important. Honor Roll and LEAP Achievement awards are given at academic assemblies to recognize student academic achievement. Academic assemblies are held at the end of each grading period. Other non-academic awards may also be given at these assemblies. Parents are invited to attend.

# Positive Behavior Interventions and Support

Positive Behavior Interventions and Support (PBIS) is a statewide program that strives to accentuate the positive behavior of students thus decreasing the occurrence of negative behavior. Behavior expectations will be taught to our students during the first week of school and as much as needed throughout the school year. Behavior expectations will be reinforced throughout the school year. For minor behavior problems, teachers will make an attempt to correct the negative behavior by talking to the student and engaging help from the parents before formal discipline becomes necessary. We will utilize our counselors effectively to intervene and help teach positive behavior before formal discipline becomes necessary. Students with academic or discipline concerns will be recommended to our Tier II committee. Students and teachers are surveyed throughout the year concerning the effectiveness of our PBIS plan and changes are made based on those surveys. Tier II and Tier III interventions and rewards are also put in place for identified students.

## **Request for Assistance:**

If you or your student needs to request for assistance (RFA) at any time, please go to the Benton Intermediate School website and click on the icon "How Can We Help You?". The icon is located on the right side of the homepage. The icon is a link to the Counselors' Corner website. Please fill out the "request for assistance form", and a counselor will address your concern. You may use this form to request a parent/teacher conference, counseling session, behavior intervention, or any concern you may have that requires assistance.

## **Tier II**

Students are identified through the Tier II Decision-Making Rubric. Once the student qualifies for Tier II interventions, the Tier II committee will implement one of the following interventions. The student will be reevaluated every six to eight weeks. At that time, the committee will decide a different intervention or graduation.

## **Types of behaviors:**

Disruptive  
Disrespectful  
Anger  
Disobedient

## **TIER II INTERVENTIONS:**

### **CHECK IN AND CHECK OUT (CICO)**

CICO is a Tier II, group-oriented intervention, designed especially for students whose problem behaviors (a) are unresponsive to Tier I practices and systems, (b) do not require more immediate individualized interventions, and (c) are observed across multiple settings or contexts. CICO procedures and goals will be defined by the student's team.

### **FOCUS GROUPS**

The student will be assigned to a focus group. The group may consist of one or more than one student and a faculty member.

### **INDIVIDUAL COUNSELING**

Student will meet weekly with his or her counselor.

Counselor will use techniques that alter behavioral patterns through positive reinforcement.



## Our PBIS History and Goals

During the 2020-2021 school year, the 5<sup>th</sup> grade cohort had 76 major referrals and the 6<sup>th</sup> grade cohort had 78 major referrals.

<u>School Year</u>	<u>Number of Major Referrals</u>
2020-2021	154

Our goal for the 2021-2022 school year is to reduce the number of school-wide referrals. We will look at our progress toward this goal during our PBIS team meetings each month and during our regularly scheduled faculty meetings. We will encourage our students and teachers to work together to meet this goal.

## Rewards for Good Behavior

- **PBIS Points:** Points will be distributed through the PBIS Rewards App to students caught being safe, responsible, respectful and ready to learn by employees.
  - Teachers will issue points to students for being ready, responsible, respectful and safe. Students will be able to redeem points in the classroom stores as well as the school store.
  - Students will be given multiple opportunities to redeem points throughout the year.
- **Students of the Week:** A student from each grade will be chosen by their teachers as students of the week. These students will be those who have best exhibited that they are safe, responsible, respectful and ready to learn.
- **Bisby's PAWsitive Pals:** Each 9 weeks, students who have received no more than 5 infractions, or no detentions, referrals, assignments to GASP, or suspensions will receive a reward.
  - Students who have been PAWsitive Pals during each nine week period will be rewarded with a special treat.
  - Students who have been PAWsitive Pals during the entire fall semester (first and second nine weeks) will be allowed to participate in an out-of-school trip. However, students may be assessed a fee to cover the charges incurred by the school for the event.
  - Students who have been PAWsitive Pals during the spring semester (third and fourth nine weeks) will be allowed to participate in an out-of-school trip. However, students may be assessed a fee to cover the charges incurred by the school for the event.
- **Various other incentives are given throughout the year by the school and many others are given by the individual teachers. These are just a few of the ways that we will encourage the students to be safe, responsible, respectful and ready to learn. We will be emphasizing the good deeds that they do rather than the incentive that they will earn.**

## Athletics and Support Groups

Various clubs, organizations, and sports are offered for 5<sup>th</sup> and 6<sup>th</sup> grade girls and boys. In order to participate in athletics and support groups certain grade point averages are required. 6<sup>th</sup> grade sports are governed by Bossier Parish Middle School League Guidelines.

A student who has been placed in GASP or suspended cannot attend practice or games during the day(s) they are in GASP or suspended.

## School Organizations

Students may join a school organization such as Fellowship of Christian Athletes, DI, Art Club, 4H, Robotics, Archery, Cross Country, Cheer, Pep Squad and Student Council. Students who fail to exhibit good behavior during meetings or activities may be removed from membership in the organization.

## Lunchroom Expectations

- A. Be prompt and prepared
  - 1. Be on time.
  - 2. Wash hands.
  - 3. Wait in line appropriately.
  - 4. Have money for lunch or sack lunch.
  - 5. Be seated with class.
- B. Respect authority
  - 1. Follow directions of those in charge.
  - 2. Treat the cafeteria staff with respect.
- C. Respect the rights of others in the lunchroom.
  - 1. Keep voices at a proper level for inside.
  - 2. Allow others to eat without disturbance.
- D. Respect property.
  - 1. Dispose of food properly.
  - 2. Treat the lunchroom equipment appropriately.
- E. Display appropriate social skills.
  - 1. Interact with others appropriately.
  - 2. Display an appreciation for the efforts of the cafeteria staff.

All students should purchase a lunch or bring a nutritious lunch from home. Meals from restaurants in containers bearing the restaurant's name are not allowed at school. Also, canned or bottled soda is not permitted in the cafeteria. Any food brought in from a restaurant must be in unlabeled containers. All behavior, conversation and table manners are to reflect careful consideration of others. Visiting from table to table is not allowed. Each student should pick up around their eating area and dispose of lunch supplies in the proper place. Misbehavior in the cafeteria will result in disciplinary action. Students are not allowed to take food or drink from the cafeteria. STUDENTS MAY PURCHASE CONCESSIONS ONLY DURING THE LUNCH BREAK!

Call 549-5326 for school lunch/breakfast prices or any issue concerning your child's lunch account. Additional information can also be found by clicking on the "lunch" badge on the school's website.

## VI.

### RELIGIOUS EXPRESSION AND ACTIVITIES ON CAMPUS AND AT SCHOOL EVENTS

Bossier Parish schools educate students from a variety of religious and non-religious backgrounds, and it is the intent of this policy to respect the Constitutional rights of all students. In order to do so, the following guidelines are established:

#### DEFINITIONS

The following definitions shall apply to this policy. In construing these definitions, the singular shall include the plural and the plural shall include the singular:

1. *Club* means a noncurricular student group that is recognized by the School Board and that qualifies for protection under the safe-haven provisions of the *Equal Access Act* (20 U.S.C. §4071(c)).
2. *Monitoring Committee* means the Bossier Parish Religious Freedom Monitoring Committee established by the Consent Decree and Order in the case captioned *Doe v. Bossier Parish School Board*, No. 5:18-cv-152 entered in the United States District Court for the Western District of Louisiana.
3. *Prayer* means any religious message or communication (written or audible) with a deity, including, but not limited to, a benediction, invocation, prayer, blessing, inspirational message, sermon, devotional pledge, Bible reading, devotion or any other religious message or expression with a deity or any communication calling upon a deity to offer guidance, assistance, or a blessing. Accordingly, *prayer* does not include customary, polite expressions and greetings, including “God Bless You” or “Thank Heavens,” or a student’s religious expression responsive to a legitimate academic class assignment.
4. *Religious service* means a convocation for a religious purpose, including, but not limited to, baccalaureate, religious youth group meeting or event, church service, and Bible study.
5. *Religious venue* means a property, facility, building, or place that is maintained and controlled by or for a religious body that is organized, in whole or in part, to sustain public worship.
6. *Sanctuary* means a room used regularly for public worship in a religious venue and containing religious iconography such as a Latin cross or a stained glass window depicting a religious theme.
7. *School District or District* means the Bossier Parish School District.
8. *School event* means any activity or happening (i) at a School Board facility or (ii) sponsored, conducted, or supervised by a school official acting in his or her official capacity. It includes, but is not limited to, a graduation, grade-promotion ceremony, award program, induction ceremony, pep rally, competition, practice, performance, class instructional time, and a club meeting or event. However, the following activities are **not** a *School Event*:
  - A. A student religious club meeting or event, if school employees and agents are only present at the meeting or event in a *nonparticipatory capacity*, as specified in the *Equal Access Act*;
  - B. An activity at a School Board facility, if (i) it is outside the presence of School District students and (ii) no School Official acts in his or her official capacity; and
  - C. An activity at a School Board facility that is used by a third-party pursuant to a standard facility use agreement.
9. *School official or official* means any member of the School Board, its officers, agents, and employees but only to the extent such a person acts in his or her official capacity. Outside organizations that receive no support from the School Board, do not receive remuneration of any kind from the School Board, are not controlled by the School Board, and are not given preferential treatment or access by the School Board are not school officials, (*e.g.* booster clubs when they satisfy these requirements).
10. *Official capacity* means only that conduct of employees in the performance of their official duties with the school district. A person acts in his or her *official capacity* when (1) performing official duties or furthering the work of the School Board or (2) acting under or with a power or authority granted by virtue of employment by or association with the School Board. However, where the only power or authority the school official exercises is the authority to be present at a School Board facility and the school official is not interacting with or in the presence of a student, then the school official is not in his or her *official capacity* by virtue of subsection (i)(2).
11. *Business day* means a day the Bossier Parish School Board Central Office is open.

## SPEECH, LITERATURE DISTRIBUTION AND CLOTHING

Students in Bossier Parish schools shall have the right to express their ideas verbally and through the distribution of literature so long as their speech does not disrupt the ordinary operation of the school. The following policies shall govern student expression:

1. Students may verbally express their ideas during class so long as their verbal expressions are consistent with the subject matter being taught.
2. Students may verbally express their ideas to other students during non- instructional time so long as their speech is not disruptive to the ordinary operation of the school and does not infringe on the rights of other students.
3. Students may distribute literature during non-instructional time so long as the distribution is not disruptive to the ordinary operation of the school and does not infringe on the rights of other students.
4. Students may wear symbols or articles of clothing which contain written or symbolic expressions so long as such symbols or clothing are not obscene and do not infringe on the rights of other students.
5. Students may pray, discuss their faith, read the Bible or other religious texts, and invite others to participate in such student-lead activities during non-instructional time.
6. As used in this section, the term “non-instructional time” means before or after school hours, between classes, during lunch or recess times, or during such times as may be set aside for student club meetings. Activities during a teacher-led student club shall not be deemed “non-instructional time” for purposes of this Policy.
7. As used in this section, the phrase “does not disrupt the ordinary operation of the school” means that the speaker is the initiator and cause of disruption. This does not mean that other students must agree with the speaker. Disruption by other students in response to the student’s expressions should not be construed to mean that the speaker is causing disruption. “Disruptive to the ordinary operation of the school” includes littering, forcing other students to listen by shouting or preventing passage, or engaging in speech activities during instructional time which are not consistent with the subject matter being taught.
8. As used in this section, the phrase “infringe on the rights of other students” means defamatory expressions against another student.

While students are free to share and promote their personal religious beliefs pursuant to federal and state law, the School District and its officials may not endorse or sponsor religious activities in schools. For example, school officials are not permitted to encourage, solicit, invite, or arrange for any person, either implicitly or explicitly, to deliver or offer a prayer during or in conjunction with any school event; to set aside a time for prayer during or in conjunction with any school event; or to participate in or cause prayers to be offered during school or in conjunction with school events.

## STUDENT SPEAKERS AT SCHOOL EVENTS

If school officials select persons to make an address during or in conjunction with a school event, they shall do so by a selection process that is neutral with respect to religion. School officials shall contemporaneously document the neutral basis for any such selection in writing and maintain such records. The content of such student’s address shall be left to the student, provided that it contains no lewd, indecent, obscene or vile content. To the extent that school officials permit a person during or in conjunction with school events to give an address that a school official does in any degree shape, review, or edit for content, substance, message, style, or theme, then school officials will ensure that the address excludes prayer, religious proselytization, and promotion of religion.

## OFF-SITE SCHOOL EVENTS

School events within the District may be held at off site venues only when a school venue is not available and reasonably suitable.

All provisions of this policy shall apply to school events conducted off site.

When it appears necessary for a school event to be held at a religious venue, the secular justification for the use of the religious venue shall be documented by the school principal as follows:

1. the religious venue's physical address;
2. the religious venue's affiliation with a house of worship or congregation, if any;
3. the nature of the school event and the expected number of attendees;
4. why no school site is available or adequate for the event;
5. the amount that will be paid to use this religious venue;
6. the amount typically paid to use this religious venue, if known;
7. the distance between the applicable school and the religious venue;
8. a description of the other venues considered, and why they were not suitable for the School Event;
9. a statement as to whether all religious iconography or messages that would be otherwise visible to students at the Religious Venue during the School Event will be covered or removed for the duration of the event;
10. the identity of the school officials involved in selecting the religious venue; and
11. a certification that no other, available venue that is not a religious venue would be reasonably suitable for this school event.

Such information shall be documented on the applicable district facility form, verified by the signature of at least one school official. A copy of such form shall be transmitted to the Monitoring Committee and to the superintendent's office or his designee for maintenance and review by the public.

School events within the District may not be held in at a religious venue without prior written approval of the Monitoring Committee and may not be held in the sanctuary of a

religious venue. The cost of using a nonreligious venue may not serve as the sole justification for holding a School Event at a Religious Venue.

Should a student or employee choose not to participate in an activity at a religious venue, an alternative assignment shall be offered.

#### PROMOTION OF PERSONAL RELIGIOUS BELIEFS

Pursuant to federal and state law, school employees are not permitted to promote their personal religious beliefs to students in class or during or in conjunction with a school event. In this regard, the following guidelines shall be in effect:

1. School employees shall not participate in any way in a prayer with students during or in conjunction with instructional periods or any school event. School officials shall not offer a prayer, recite a prayer alongside or with students, kneel, join hands or otherwise posture in a manner that is likely to be perceived as an endorsement of the prayer. If, during a prayer a school official chooses to remain still and silent with hands folded, as a sign of respect, such action shall not alone constitute an endorsement.
2. School officials during or in conjunction with a school event shall not solicit, encourage, or discourage students to engage in religious activity or attend a religious service.
3. School officials shall not express personal religious beliefs to students during or in conjunction with instructional time or any school event, either through oral, written or symbolic means. Nothing herein shall prohibit a teacher from using or referencing religious literature, quotations, articles, or symbols in class, if appropriate to the course or subject and if presented objectively, as part of a secular program of education.
4. Pursuant to prevailing court precedent, a school official is permitted to wear items of jewelry that may include symbols associated with religion.

5. School officials shall not solicit or invite any person to deliver or offer a prayer during or in conjunction with any school event.

#### TEACHING ABOUT RELIGION

The inclusion of religion in the study of history, culture, literature, music, drama, and art may be essential to a full and fair presentation of the curriculum. The inclusion of religious elements is appropriate as long as the material included is intrinsic to the field of study in which it is presented and is presented objectively.

The School Board's approach to teaching about religion shall be academic and not devotional. Emphasis on religious themes in the arts, music, literature, and history shall be only as extensive as necessary for a balanced and thorough study of these areas. Such studies shall not foster any particular religious tenet nor demean any religious beliefs but shall attempt to develop mutual respect among students and advance their knowledge and appreciation of the role that religion has played in the social, cultural, and historic development of civilization.

Music, art, drama, and literature having religious themes or bases are permitted as part of the curriculum for school-sponsored activities and programs, if presented objectively. For instance, a music curriculum may expose students to a full array of music culture, and an instructor may select such pieces as would be useful to teach a variety of music skills.

Pursuant to prevailing court precedent, the School Board allows for student courses and instruction in the study of comparative religion and/or the history of religion and its relationship to the advancement of various aspects of civilization. For instance, the presentation and study of the Bible for its literary and historic qualities, when presented objectively as part of a secular program of education, is permitted by law and this policy.

A parent or person standing in parental relation may remove the parent's child from a class or other school activity that conflicts with the parent's religious or moral beliefs, if the parent presents or delivers to the teacher a written statement authorizing the removal of the child from the class or other school activity. At the same time, a parent or person standing in parental relation is not entitled to remove the parent's child from a class or other school activity to avoid a test or to prevent the child from taking a required subject for an entire semester. This policy does not exempt a child from satisfying grade level or graduation requirements.

#### STUDENT CLUBS

Student clubs are a traditional and vital part of a student's educational process. These nondiscriminatory guidelines shall govern the continued operation of student-initiated clubs.

1. No school shall deny equal access or a fair opportunity to, or discriminate against, any students who wish to conduct a meeting on the basis of the religious, political, philosophical, or the content of the speech at such meetings.
2. A school is a limited open forum whenever such school grants an opportunity for one or more noncurriculum-related student groups to meet on school premises during non-instructional time.
3. Schools shall be deemed to offer a fair opportunity to students who wish to conduct a meeting within its limited open forum, if such school uniformly provides that —
  - A. the meeting is voluntary and student-initiated;
  - B. there is no sponsorship of the meeting by the school, the School Board, or its agents or employees;
  - C. employees or agents of the school or Board are present at religious meetings only in a nonparticipatory capacity;
  - D. the meeting does not materially and substantially interfere with the orderly conduct of educational activities within the school; and

- E. nonschool persons may not direct, conduct, or control the activities of student groups.
- 4. School officials shall be present at student religious clubs only in a nonparticipatory capacity. Nothing in this section shall be construed to limit the authority of the school or school employees to maintain order and discipline on school premises, to protect the well-being of students and faculty, and to assure that attendance of students at meetings is voluntary.
- 5. The assignment of a teacher, administrator, or other school employee to a meeting for custodial purposes does not constitute sponsorship of the meeting or the participation in same.
- 6. This policy shall in no way lessen or alter the rights afforded student clubs by the *Equal Access Act*. School officials shall comply with said law at all times.
- 7. The term “non-instructional time” means time set aside by the school for club meetings or time before actual classroom instruction begins or after actual classroom instruction ends.

#### COMPLAINT RESOLUTION

Any student, parent of student, or any employee who believes this policy has been violated is encouraged to report the alleged acts of violation. Complaints may be submitted anonymously to the school principal or to the Superintendent.

- 1. Reports shall be investigated by the principal or the Superintendent, within ten (10) business days.
- 2. If, following an investigation, it is determined that a violation has occurred, the principal or the Superintendent shall undertake necessary corrective action to preclude reoccurrence and shall provide the complaining party, if identified, with written notification of his/her findings.
- 3. If the principal or the Superintendent has not resolved the complaint to the satisfaction of the complaining party within ten (10) business days, the complaining party may then bring the complaint to the attention of the Monitoring Committee (or a member thereof), formally or informally, which will attempt to resolve the complaint in accordance with its procedures.
- 4. The School Board prohibits retaliation against any individuals who file complaints or who participate in the investigation of complaints.



## MEDIA RELEASE FORM

I hereby agree I am the parent or legal guardian of \_\_\_\_\_ and understand various events and activities in which my child is participating may be photographed and videotaped by Bossier Schools and/or the news media for the purpose of publication, illustration or advertising in any manner and form. Parental consent will be implied **unless** the child's legal guardian signs and returns this form to the school office.

Please **exclude** my child from being included in all forms of media

Parent or legal guardian's name \_\_\_\_\_

Parent or legal guardian's signature \_\_\_\_\_

Child's school \_\_\_\_\_