

# LESTER MIDDLE SCHOOL

*Principal:* Altorn Grade  
*Assistant Principal:* Al M. Barney

*School Colors:* Purple and White  
*Mascot:* Wildcat  
*Motto:* Providing Opportunities Today For Success Tomorrow

Main Office: 645-7787, Hours: 0630 – 1530  
Attendance: 645-7787  
Guidance Counselors: 645-7768  
School Nurse 645-7765  
Bus Barn 645-7820

LMS Web Site: [www.wildcatnet.pac.dodea.edu/](http://www.wildcatnet.pac.dodea.edu/)

Teacher Homepages can be found from the LMS Web Site.  
LMS Newsletters are emailed to parents, if you would like a hardcopy, please contact the office.  
Parent/Teacher Conferences may be set up via email or contact the office.

Teacher/Staff email: [firstname.lastname@pac.dodea.edu](mailto:firstname.lastname@pac.dodea.edu)

***School Hours:***  
Students arrive at 0705  
Instructional Day 0720 – 1350

Lester Middle School  
Unit 35015  
FPO AP 96373-5015

Lester Middle School  
Chatan-Cho  
Aza Kuwae  
Camp Lester, Okinawa, Japan

# **Lester Middle School History & Traditions**

Lester Middle School opened in August of 1992 with grades 6, 7 & 8. Lester Middle School was named after Hospital Apprentice First Class Fred Faulkner Lester, U.S. Naval Reserve who was born on April 29, 1926, in Downers Grove, Illinois. During the Second World War he served as a Medical Corpsman with an Assault Rifle Platoon attached to the 1<sup>st</sup> Battalion 22<sup>nd</sup> Marines, 6<sup>th</sup> Marine Division. He participated in the invasion action against the opposing forces on Okinawa Sima Ryukyu chain on June 8, 1945.

He was awarded the Medal of Honor for his outstanding valor and concern for the welfare of comrades. During the invasion he was seriously wounded and yet he helped pull fellow wounded Marines to cover. He then instructed two of his squad on how to care for the wounded, refused medical attention, and directed that they help the others first. He died shortly thereafter. Our school proudly bears the name of this war hero who put the welfare of others before his own well-being.

Lester Middle School serves 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grades and has an enrollment of approximately 600 students. It offers the latest in technology and computer accessibility to students and teachers. While here at LMS you will be able to experience a wide variety of computer software and services that most other middle schools only dream about!

## **Communication between Home and School**

When parents have questions or concerns, they should call the school office who will then give a message to the teacher. The parent and teacher should create a plan that addresses the needs of the student to make the student more successful. If that plan fails it is appropriate to solicit the help of the grade level guidance counselor as well to mediate the situation. If the issue involves any other staff member, parents are asked to discuss this directly with that person, and then contact one of our counselors before referring it to an administrator. If the concern is still not resolved, parents should then ask for the assistance of a school administrator who will try to help them. Any problems, which cannot be resolved by discussing them with the teachers or administrators, may be referred to the office of the District Superintendent.

## **Chain of Command**

Classroom teacher

Telephone: 645-7787

\* Specify problem, create a plan, and give the plan some time to take into affect.

Team Leader

Telephone: 645-7787

Al M. Barney, Assistant Principal

Telephone: 645-7787

Altorn Grade, Principal

Telephone: 645-7787

District Superintendent's Office, Martha Brown

Telephone: 634-1204

DoDDS Pacific/DDESS Guam Deputy Director, Diana Ohman

Telephone: 645-2340

## **2010 – 2011 SCHOOL YEAR CALENDAR**

Wednesday, August 25

Reporting date for non administrative educator personnel for orientation and classroom preparation.

### **FIRST SEMESTER – (92 INSTRUCTIONAL DAYS)**

#### **2010**

Monday, August 30	Begin First Quarter and First Semester
Monday, September 6	Labor Day – Federal Holiday
Monday, October 11	Columbus Day – Federal Holiday
Thursday, November 4	End of First Quarter (47 days of classroom instruction)
Friday, November 5	No school for students – teacher work day
Monday, November 8	Begin Second Quarter
Thursday, November 11	Federal Holiday – Veterans Day
Thursday, November 25	Thanksgiving – Federal Holiday
Friday, November 26	Friday – Recess Day
Monday, December 20	Begin Winter Recess
Friday, December 24	Federal Holiday- (Christmas – December 25)

#### **2011**

Friday, December 31	Federal Holiday (New Year's Day – January 1)
Monday, January 3	Instruction Resumes
Monday, January 17	Martin Luther King, Jr. Day-Fed Holiday
Thursday, January 27	End of Second Quarter and First Semester (45 days of classroom instruction)
Friday, January 28	No school for students – teacher work day

## SECOND SEMESTER – (91 INSTRUCTIONAL DAYS)

Monday, January 31	Begin Third Quarter and Second Semester
Monday, February 21	Presidents' Day – Federal Holiday
Thursday, April 7	End of Third Quarter (48 days of classroom instruction)
Friday, April 8	No school for students – teacher
Monday, April 11	Begin Spring Recess
Monday, April 18	Instruction Resumes – Begin Fourth Quarter
Monday, May 30	Memorial Day – Federal holiday
Thursday, June 16	End of Fourth Quarter and Second Semester (43 Days of classroom Instruction)  Pacific – No school for students – teacher work day
Friday, June 17	No school for students – teacher work day  Pacific – End of Fourth Quarter and Second Semester (43 days of classroom instructions)  Last day for non administrative educator personnel
School Year 2010-2011	Instructional Days – 183 Work Days - 190

## **EDUCATIONAL PROGRAM**

### **ACCREDITATION**

Lester Middle School is fully accredited by the North Central Association Schools and has achieved Candidate Status for Outcomes Based Accreditation. Beginning in 2007, Lester Middle School implemented AdvancEd Accreditation Standards for quality schools. As part of the accreditation process, the school has formed a School Improvement Team (SIT), which developed the Mission and Vision Statements, Target Areas for School Improvement, and the School Improvement Plan (SIP).

### **LMS MISSION STATEMENT:**

To provide an exemplary education that inspires and prepares all DoDEA students for success in a dynamic, global environment.

### **THE LESTER MIDDLE SCHOOL VISION:**

*Lester Middle School students are:*

*Learning to become valued and productive members of a global society,  
Mastering multiple skills to adapt to our technologically changing world,  
Succeeding as life long learners, through Literacy and Critical Thinking.*

### **GUIDING PRINCIPLES**

#### **Lifelong Learners**

- Understand, learn and relate experiences in order to extend knowledge to other situations.
- Develop a range of abilities – They are able to identify problems and ways of adapting, acquiring and applying information effectively.

#### **Global Society**

- Understands how personal actions impact self, community and the world in which we live.
- Increases connectedness and integration of economic, social, ecological, cultural and political arenas.

#### **Diversity**

- Diverse work skills include flexibility, cooperation, and creative thinking to be able to compete in an ever changing society.

## **LMS CSI SMART GOALS:**

By June 2012, all students will increase performance on targeted critical thinking skills using instructional interventions implemented in all curricular areas as measured by the TN3 Mathematics subtest and other system-wide and school based assessments. The targeted skills are using analysis and synthesis to evaluate situations in order to determine reasonableness of solutions.

By June 2012, all students will increase performance on targeted literacy skills of comprehension and writing using instructional interventions implemented in all curricular areas as measured by the TN3 Reading and Language Arts subtests and other system-wide and school based assessments. The targeted skills involve gaining intended information and meaning from a variety of materials, and using written expressions to convey purpose to varied audiences.

## **LESTER MIDDLE SCHOOL PHILOSOPHY**

The Lester Middle School Community is committed to striving for student academic achievement through individual and collaborative work, fostering student self-worth by emphasizing social, emotional, physical, and intellectual needs, and developing student potential to become productive and valued members of a global society.

The faculty of Lester Middle School recognizes the intrinsic worth of every student and the right of each student to develop self-respect, self-understanding, and self-confidence. We believe that our students should have an optimal environment for developing patriotism, citizenship, and intellectual and moral values consistent with our society. We recognize the diverse nature of our society, with respect to a wide variety of races, cultures, religious and social groupings and believe that our students must have the opportunity to develop an understanding of their roles within this complex society. The faculty believes that our students should have maximum opportunities to develop competency in basic skills of reading, writing, and mathematics, so that they can openly express original ideas while maintaining their integrity and respect for others. We recognize the values of creative and critical thinking and the benefits of independent development. We believe in developing the character qualities and command of social skills necessary to live a self-fulfilling life that displays responsible behavior. The faculty recognizes the requirements of an ever-changing society and the need for a citizenry that is capable to adapting to new and different demands.

## **COMMUNITY STRATEGIC PLAN DODEA 2006-2011**

Goal 1 Highest Student Achievement

Goal 2 Performance-Driven Efficient Management Systems

Goal 3 Motivated, High Performing, Diverse Workforce

Goal 4 Promoting Student Development Through Partnerships and Communication.

## **CURRICULAR PROGRAM**

### **DODDS EDUCATION PROGRAM DEVELOPMENT PLAN**

The DoDDS Education Program Development Plan provides periodic review of the curriculum for each subject area. The plan includes evaluating each program, revising objectives, selecting instructional materials, and providing in-service training for teachers. Textbooks, library books, and supplementary materials are selected by curriculum committees made up of teachers, administrators, and subject area specialists.

### **CURRICULUM**

The curriculum at Lester Middle School is designed to meet the needs of students who are making the transition from childhood to adolescence. The curriculum provides for continued emphasis on the basics and for opportunities to explore new subject areas and develop emerging personal skills. Language Arts, Math, Reading Science, and Social Studies are emphasized during the three years. The exploratory and elective program allows students to experience different subjects, yet provides for individual interests. We offer Algebra I, Geometry, Japanese, Chinese, French and Spanish as a high school credit course with recommendations.

## **HOMEWORK**

Homework is defined as assignments to be done outside the classroom. These assignments are designed to reinforce classroom instruction, increase understanding and retention, transfer and extend classroom instruction, prepare for class discussion, and provide curriculum enrichment opportunities. An average student is expected to spend approximately one to one and a half hours per school day completing homework.

DoDDS strongly supports the philosophy that homework is a necessary adjunct to school life that serves different purposes according to the student's grade level. The assignment of academically appropriate homework is an extension of classroom instruction and supports the teacher's instructional objectives. It is DoDDS policy that homework will be assigned within the DoDDS system in accordance with the needs and objectives of individual students and in support of the learning objectives of the particular curricular area. It should be recognized that homework might not always be paper and pencil tasks.

## **INFORMATION CENTER**

The Lester Information Center (IC) provides students with access to a variety of resources, print, non-print, and electronic. The mission of the Information Center is to encourage students and staff to become more effective users of information and to promote a love of reading.

**Checkout policy:** Students may check out a maximum of three items at a time for a two week period. Items may be renewed if necessary. If an item is lost or damaged the borrower is responsible for replacing it. Students should make arrangements for an acceptable replacement with the Information Specialist.

**Hours:** The IC is open to students from 0705 until 1400. LMS encourages students to come to the IC on a regular basis. Students coming to the IC from another class are required to have a signed planner. Students coming to the IC during lunch should obtain an IC pass from one of the cafeteria monitors.

## **PLAGIARISM**

What is plagiarism?

“According to the Merriam-Webster Online Dictionary, to plagiarize means

1. to steal and pass off (the ideas or words of another) as one's own
2. to use (another's production) without crediting the source”

In other words, plagiarism is an act of fraud. It involves both stealing someone else's work and lying about it afterwards.

There are several ways to plagiarize:

- 1) Representing someone else's ideas or work as your own
- 2) Allowing someone else to copy your work
- 3) Handing in the same work for more than one assignment

To avoid being accused of plagiarism, be sure to keep copies of your notes, keep track of your sources and include a bibliography. Do not share your homework with others, and do not turn in the same paper twice.

## **SYSTEM-WIDE TESTING PROGRAM**

Students at Lester Middle School participate in the DoDDS System-Wide Testing Program each school year. Copies of test results are mailed to parents. Data obtained from these tests allow parents, students, and staff to better understand each student's progress by providing a comparison with students throughout the United States. Counselors and teachers use this information to recommend student placement and course selection, and for referrals to the Talented and Gifted, AVID, Reading Improvement, and Special Education Programs.

# **COMPUTER TECHNOLOGY POLICY**

## **ACCEPTABLE USE**

Lester Middle School is fortunate to have access to computer technology that plays an important role in the education of our students and provides our staff with the latest tools with which to teach. Computer technology is defined as all hardware, software, pin drives and resources made available anywhere on campus through the services provided. We expect that all students will treat all computer software, hardware, and resources in a responsible manner. Further, it is each student's responsibility to abide by the rules set forth in this policy.

## **STUDENTS MAY HAVE ACCESS TO:**

- 1) Electronic mail communication, possibly with people all over the world.
- 2) The World Wide Web and all of the resources available through this medium such as: commercial databases, university and college databases, government agencies, on-line periodicals, public domain shareware and software, and other resources too numerous to mention.
- 3) Internal resources such as CD-ROM, data produced by staff and students, commercial databases, commercial software, printers, etc.

## **TERMS AND CONDITIONS FOR COMPUTER USE AT LESTER MIDDLE SCHOOL**

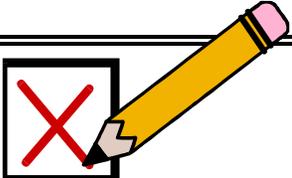
- 1) Acceptable Use - Computer technology is made available at Lester Middle School to facilitate learning and to provide learning experiences consistent with, and in support of, the curriculum. Use for commercial activities is not acceptable. Federal regulations mandate that users protect and conserve Government property and not use such property for other than authorized purposes.
- 2) Privileges - The use of computer technology and pen drives and its associated resources is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Each student who is provided with access to computer technology will be part of a discussion with a Lester Middle School faculty member pertaining to the proper use of computer technology resources. The system administrator will deem what is inappropriate use, and her/his decision is final. Also, the system administrator may deny access and/or close an account at any time as required. The administration, faculty, and staff of Lester Middle School may request the system administrator to deny, revoke, or suspend access to computer technology for individual users.
- 3) Network Etiquette - Students are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:
  - a) Users who send inappropriate messages, visit inappropriate sites, or download inappropriate files will be denied access.
  - b) Transmission or access of material in violation of US, Japanese, or SOFA regulation is prohibited. This includes copyrighted, threatening, or obscene material.
  - c) Users are to be polite and not get abusive in their messages to others. Users are to use appropriate language. The use of vulgarities or any inappropriate language is not permitted.
  - e) Users will not reveal their personal address or phone numbers to other users.
  - f) Note that electronic communication is not guaranteed to be private. The system administrator has access to all mail and may, at her/his discretion provide access to administration and/or faculty.

**The Gagle accounts may be used for chat lines and emails, no other program is allowed.**

# STUDENT PROGRESS

## GRADING SYSTEM

Official reports of academic grades are issued at the end of each marking period. Parents and students should keep these reports. Letter grades are based on a great deal more than marks received on tests, quizzes, and semester exams. They include class discussion, laboratory or hands-on experiences, homework, projects, etc. Parents should expect report cards to arrive through the Military Postal System approximately one week to ten days after the end of all marking periods. The Incomplete (I) grade may be given when the student has not been able to complete the required assignments due to late entry, prolonged illness, or excessive excused absence from school. This temporary grade is not given to students who attended class regularly and could have completed the assignments on time. When a grade of "I" is given, the counselor and the teacher will determine the length of time needed to complete the work, but this should not extend beyond a two-week period. Once the deadline has been established if the required work is not completed, the "I" will become an "F." In preliminary computations of the student's grade point average, the grade of "I" is equivalent to zero grade points. Please contact our Registrar for information about transcripts, registration, revalidation, enrollment eligibility, and review school records.

Grade	DoDDS Grading Scale	Grade Points	
A	90-100 percent	4	
B	80-89 percent	3	
C	70-79 percent	2	
D	60-69 percent	1	
F	59 percent and below	0	
I	Incomplete (until removed)	0	

## GRADESPEED—PARENTCONNECTION

GradeSpeed allows parents to stay connected with their students' education by allowing them to view academic progress, school events, calendars, and providing easy communication channels to teachers via email links. For instructions, go to the GradeSpeed link under Student and Parent Resources.

## REPORT CARDS

Report cards are issued quarterly; approximately every nine weeks (see the school calendar for end-of-quarter dates). A duplicate copy of report cards is kept in each student's confidential file.

## **RESOURCE PROGRAMS**

### **SCHOOL COUNSELORS**

School counselors are here for students. They also work with teachers and administrators to assist students in acquiring the skills necessary to lead productive and fulfilling lives. They may see their counselor for academic and personal concerns and for educational testing. Class time can be made available for students to visit the counselor when appropriate arrangements have been made. Students are responsible for any class work missed while meeting with the counselors. *Please telephone the counseling office if you have concerns regarding the Guidance Program or if you would like to make an appointment with a counselor. 645-7768*

### **COURSE SELECTION**

The guidance counselors assist students and in developing the programs that will best suit their individual needs. Students should be aware that once they are enrolled in a course, that course might only be dropped for valid reasons determined by and with the recommendation of a staff member, placement committee, parent, or the administration. Final approval rests with the principal.

### **STUDENT INTERVENTION**

A Student Success Team exists to collect data, discuss referrals, and make recommendations for program interventions and student placement. This committee will make recommendations to the administration regarding any class placement, which is not routine. They will review student progress to determine what strategies will better meet the needs of the students. Final decisions on grade and program placement are the responsibility of the principal.

### **SCHOOL PSYCHOLOGIST**

A School Psychologist does psychological and intelligence testing, individual, and group counseling, and participates in meetings of the Case Study Committee as needed.

### **ENGLISH-AS-A-SECOND LANGUAGE**

English-as-a-Second Language is a program designed to provide instruction for students who speak little or no English or whose limited knowledge of language may impede their progress in other classes.

### **GIFTED EDUCATION**

Gifted education is offered for students who possess high intelligence, demonstrate high levels of achievement or talent, and are academically motivated. The School-Wide Enrichment Program, which provides enrichment and exploratory activities in various areas of special interest, is available to all students.

### **AVID (ADVANCEMENT VIA INDIVIDUAL DETERMINATION)**

AVID is designed to address the needs of students who are currently shown to be underrepresented in four-year colleges and universities. It is a voluntary intervention program for students with college potential that provides the skills, tutorial support, and encouragement necessary for students to succeed in the rigorous courses required in high school and meet college entrance requirements. Students who are accepted into the AVID program must meet specific requirements to be eligible.

### **SPECIAL EDUCATION**

Lester Middle School has the resources and staff to accommodate the needs of a variety of special needs students. Students who are eligible for an Individual Education Plan (IEP) will be provided with the special education and related services they require in order to experience educational success.

### **CASE STUDY COMMITTEE**

In order to implement the Department of Defense Educational Activity (DoDEA) compliance with Public Law 94-142 and the Individuals with Disabilities Education Act (IDEA) (PL 101-476), Lester Middle School has established a Case Study Committee (CSC). The CSC refers to a multidisciplinary team of special educators, speech and language therapist, regular educators, related services personnel (counselors,

nurse, Medically Related Services, school psychologist), administrators and parents, where appropriate. The Core CSC is personnel who are responsible for a variety of activities involved with the effective functioning of the special education program. They meet to consider referrals, plan and conduct assessments, determine eligibility, and develop programs for students who may need special education and related services.

### **CHILD FIND**

Child Find is the ongoing process used by DoDEA and the Medically Related Services department of the armed forces to seek and, with consent of parents, identify individuals (from birth to age 21, inclusive) who are eligible to receive special education and related services (speech/language, learning, physical, emotional). Child Find activities include the dissemination of information to the public as well as screening, referral and identification procedures. All referrals are confidential. Anyone who has a concern about such youth should contact the Guidance Counselors.

## **HEALTH SERVICES**

### **SCHOOL NURSE**

Primary responsibility for a student's health belongs to the parents. Students who are ill or injured should remain at home, or, if necessary be taken to the hospital. They should not be sent to school with instructions to go to the school nurse. Students who are ill cannot learn effectively, and they might contaminate other students with their medical problem. The school nurse provides services for students who become ill or injured during the school day. Students who are ill or injured should get a pass from their teacher or a lunch monitor. The nurse will contact the sponsor if the student should be taken home or to the hospital. It is expected that parents will make every effort to pick students up as soon as possible. If it is not possible to reach the parents or designated emergency contact, the sponsor's unit will be asked to provide assistance. **The School Nurse does not:** Diagnose or treat any non-school related injury or illness, including Youth Services sports injuries, non-specific rashes and other vague skin conditions, or allergic symptoms, or dispense aspirin or other over-the-counter medications, and excuse students from participating in physical education.

### **MEDICATION**

It is usually possible to schedule a student's medication so that it can be taken at home before and/or after school. In those rare cases when students must take medication at school, the school nurse will keep the medication in a locked cabinet. *Students are to drop off any medications with the school nurse before reporting to classes.* Under no circumstances should a student self-administer medication. This includes aspirin, vitamins, over the counter medication and prescriptions. All medication kept at school must be in the original container from the pharmacy. The label must provide the following information:

Name of the Student	Time to be Taken
Name of the Medication	Dosage

A medication permission form must also be on file with the school nurse. Parents are responsible for ensuring that an adequate supply of medication is provided. Parents, or the student must pick up all medication with permission from parents, two days before the end of the school year, otherwise, they will be discarded.

### **ALLERGIES/CHRONIC/ACUTE CONDITIONS**

Sponsors should inform the schools nurse if the student has chronic or acute health problems including allergies seizures, diabetes, heart condition, orthopedic problems, or any condition, that may require special attention. If a student is allergic to bee stings, a bee sting kit should be brought to school and left with the nurse. Inhalers should be provided for students with asthma.

## **DRUG-FREE SCHOOL AND LEARNING ENVIRONMENT - DODDS POLICY**

Possession of, being under the influence of, or selling or giving away non-prescription, prescription, illegal drugs, controlled substances, or alcohol on the school campus, during the school day, or during any school-sponsored trip or activity is not permitted. Appropriate discipline will be taken if these standards are not met. All prescription drugs must be kept by the nurse (See Medication.)

## **EMERGENCY CONTACT INFORMATION**

Parents should ensure that students know their sponsors unit and both duty and home phone numbers. It is extremely important that the school has at least one emergency contact (name and phone number) in addition to the home and duty phone numbers of parents. Students who are ill or injured will be released to a parent or guardian or to the person designated on DS Form 600, Sponsor Pupil Registration. If these individuals cannot be contacted, it may be necessary to request the assistance of the sponsor's unit or Family Advocacy. When rank, home, phone number (work/home) has changed, please notify the registrar.

## **CHILD ABUSE/NEGLECT**

School officials' reporting of child abuse and neglect is mandated by the Department of Defense Dependent Schools and community regulations. Our primary job is to be a child advocate when faced with issues of child abuse and/or neglect.

Marine Corps Order 5800.2A spells out conditions of neglect that are reportable to the appropriate authorities. Neglect is considered a deprivation of necessities, including failure to provide nourishment, shelter, clothing, health care, education, and supervision. This includes leaving children unattended or without adequate supervision. A child under 10 years old must not be left unsupervised, and if under 12 years old must not supervise younger siblings. Children should not be kept home from school to supervise other children.

Questions of what kind of physical punishment is appropriate discipline, and what is considered abuse, should be referred to the Family Advocacy Center.

# **ATTENDANCE**

## **POLICY**

It is Lester Middle School's expectation that all students will attend school regularly and punctually.

**Regular school attendance is vitally important.** It promotes successful learning as well as development of the habits needed for the responsibilities of adult life, especially in the workplace. Although it may be possible to make up reading and written assignments, it is not possible to replicate teacher-directed lessons, class discussions, laboratory experiences, etc. Missing this instruction may adversely affect the student's learning and, therefore, her/his grades. Students and sponsors are responsible for ensuring that students arrive on time and attend classes regularly unless they are ill, have medical or dental appointments, have followed procedures outlined below for Advanced Notification and Request for Excused Absence, or unless an emergency occurs. Excessive absences or tardies will result in disciplinary action.

## **SIGN IN AND SIGN OUT**

*Students who arrive late on campus **must** be signed in by a parent/sponsor in the registrar's office logbook; otherwise the tardy will be unexcused. Likewise, students who leave school during the school day must also be signed out by a parent/sponsor, and signed back in upon return that day.* Students will not be allowed to leave campus without a parent to sign them out, or without prior arrangements made with the administration via the telephone.

Lester Middle School is a closed campus. Students are not permitted to leave the campus for any reason unless they have permission to leave school with the proper school permission form. Once students come on to campus, either by car, bus, or foot, they are to remain on campus until the end of the school day. Those students who leave campus during the day without authorization will face appropriate disciplinary action.

## **EXCUSED ABSENCE OR TARDINESS**

Parents or sponsors must inform the attendance office by phone, 645-7787, before 0720 hours on the day a student will be absent from school if the absence is due to illness, appointment, or other short-term reasons. If an emergency prevents you from informing the school of short-term absences before 0720, please do so as early in the school day as possible.

Long term (off-island trips) homework requests should be made through the registrar. Requests received before 0720 hours should be available for pick-up at 1500 hours on the following day in the Registrar's office. Requests received after 0720 will be available for pick up two days later at 1500 in the Registrar's office. Students will have as many class meetings to complete and turn in the work as days absent. For example, if a student is absent two class meetings they will have two class meetings to complete and turn in the work.

Every excused absence or tardy to school must be documented by a phone call from the parent or sponsor to the attendance office. This information should include the reason(s) and the exact date(s) and/or time(s) the student was absent or tardy.

It is the student's responsibility (1) to remind her/his parents that a phone call must be made to the attendance office, (2) to report to the attendance office before going to class. If the school does not receive verbal confirmation from a parent regarding a student's absence, the student will not be admitted to school and the absence will revert to truancy resulting in a disciplinary action.

## **UNEXCUSED ABSENCE OR TARDINESS**

Examples of unexcused absence or tardiness are oversleeping, missing the bus, walking the dog, baby-sitting, going home for forgotten homework or school materials, having to take the late shuttle because of suspension, or not having a parent call the school when a student will be absent. Students whose absences or tardies are unexcused will be allowed to make up work. However, appropriate disciplinary action will be imposed. With the case of excessive absences, the school will work with the Command to help with excessive absences.

## **MAKE-UP WORK**

After an absence, students should check with all of their teachers to make sure work missed is complete. It is the student's responsibility to take care of all make-up work. Failure to do so may result in a failing grade. Each individual teacher will determine make-up procedures in his/her class. The rule for time allowed for making up class work due to an absence will be the number of consecutive days the student was absent plus one. For example, if a student is absent Monday and Tuesday, the student will have Wednesday, Thursday, and Friday to make up the missed assignments.

Cases of prolonged illness or family trips off island will be given special consideration. In such cases, assignments may be obtained through the office staff. Homebound instruction may be necessary in some cases. If parents have questions about this, they should call the office staff or counseling center.

The Homework is available on our school's website, students and parents log in and collect assignments. Assignments will be given for core subjects only. Specialist's area assignments will need to be collected from the classroom teacher.

## **ADVANCED NOTIFICATION AND REQUEST FOR EXCUSED ABSENCE**

If a student/sponsor desires to request that class work be provided during the prolonged absence, the request must be submitted through the office staff at least three days prior to departure. When the class work has been provided, it must be turned in to each teacher within the first two days after the return to school. If not turned in as required, all assignments may be recorded as a failing grade in the grade book. Students will be required to sign a memorandum of understanding to this effect with the office staff prior to departure. Please note, if family requests Advanced Notification and Request for Excused Absence after the established authorized departure date for PCSing families, and/or will not be returning until after the last day of school, no class work will be provided and students will receive a grade to date for the quarter. If this is the case, students will be expected to turn in all textbooks and materials, clear their locker, and clear the media center before leaving.

## **TRUANCY**

Any student who is absent from school, and is not under the supervision of a parent or guardian is truant. *Students who choose not to attend class will be suspended from school or other disciplinary action as deemed appropriate.*

## **TARDINESS DURING THE SCHOOL DAY**

Students who are late to class miss the teacher's introduction of the lesson, initial instruction, and/or expectations for that day. They also disrupt instruction for the other students in the class. Unexcused tardiness during the school day is recorded as a violation of the school rules. In the event that a student is repeatedly tardy, the teacher(s) will work together to assist the students, and if the tardies continue, will contact the parents. If the problem is not resolved, disciplinary action will occur.

### **LMS Tardy Policy**

A general warning letter will be sent to parents and guardians of students who have accumulated four tardies during a specific quarter.

The following actions will be taken if your child or student receives additional tardies:

- Five tardies – After School Choices Program is assigned.
- Six tardies –Saturday Detention is assigned.
- Seven and Eight tardies – A parent conference is scheduled with Administration and out-of-school suspension or direct escort is assigned. The suspension letter is sent to the Base Inspector's office and to the Okinawa District Superintendent's office if out-of-school suspension is assigned.
- Nine tardies – Direct escort by parent or out-of- school suspension is assigned. The suspension letter is sent to the Base Inspector's office and to the Okinawa District Superintendent's office.
- Ten tardies – Direct escort by Parent/Guardian will be required or out-of-school suspension will be assigned. The suspension letter is sent to the Base Inspector's office and to the Okinawa District Superintendent's office.

# STUDENT AND PARENT INFORMATION

## STUDENT RESPONSIBILITIES

*The following is an excerpt from the DoDDS Manual 2050.1, Student's Rights and Responsibilities:*  
Student involvement in the educational process is a basic right. Active involvement of students in their education, including planning and evaluation, fosters a spirit of inquiry in which students may freely express their own views and listen to and evaluate opinions of others. Basic to this document is the concept of mutual respect between faculty and students. The school staff, parents or sponsors, installation commanders, and students have the responsibility for working together so that all students have the opportunity to develop to their full potential under a democratic system.

## PARENT PARTICIPATION

The role of parent participation in the education of our children is an important one. In order to prepare our students for success in a dynamic global environment we need to form a strong bond between home and school. Goal 4 of the Community Strategic Plan DoDEA addresses parental participation in promoting the social, emotional, and academic growth of children. To this end, Lester Middle School has several organizations and activities that encourage parental involvement including SAC, Booster Club, and School Home Partnership.

Lester Middle School would like to extend an invitation for Parents and Guardians to take advantage of our open door policy. A 24-hour notice to administration and teachers is required if you wish to shadow your student for part or all of the school day. **All visitors must stop and sign in at the office before they proceed to shadow their student.**

## CANCELLATION OR EARLY CLOSING SCHOOL

On rare occasions, bus transportation may be delayed or canceled altogether. If buses are delayed or canceled, school is also delayed or canceled. Cancellation and delay announcements will be made on FEN starting before 0600 hours. School may be closed early for a number of reasons. For example: Typhoon or Tsunami weather conditions, heating, electrical, or plumbing problems that would endanger the health or safety of the students would be a reason for closure. Announcements of closings and delays will be made on AFN.

It is absolutely essential that each student know where to go in case school is closed early.

## RIGHTS TO AN EDUCATION

All students are entitled to an educational program comparable to those offered in public schools in the United States. In accordance with pertinent directives and regulations governing eligibility for enrollment, this right extends to pregnant and married students.

Students are entitled to enjoy the opportunity to participate fully in school unabridged and unimpaired because of race, religion, sex, creed, national origin, disability or intellectual ability, or marital status. All students will be extended equal opportunities to participate in educational and school-sponsored activities. Additionally, students shall be free from verbal, physical, visual, and psychological sexual harassment, including uninvited sexual advances, from other students and adults.

Handicapped students in Kindergarten through Grade 12 are eligible regardless of age. Students who have been expelled have a right to seek alternate means of obtaining an education. These guidelines have been developed in order to provide an understanding of the rights and responsibilities of all students, both elementary and secondary, in the Department of Defense Dependents Schools. The guidelines are general statements of principle and will be subject to limitations imposed by the laws or customs of a host nation, or by the general authority of the installation commander. The host nation legal agencies and the installation commander share legal jurisdiction in overseas military communities.

## VISITORS

**All visitors are required to check into the main office before entering the school and sign out on their departure.** Although guests are welcomed, former Lester Middle School students or high school students are not allowed to visit. If you would like to invite a visiting relative from off-island or local national friend to visit Lester Middle School, (1) get a permission slip from the office at least two days before the intended visit (2) have the permission slip signed by all your classroom teachers and approved by the administration, and (3) on the day of the visit, bring your visitor to the main office and obtain a visitor's pass. Remember, you are responsible for your visitor who will be required to follow all school rules. Parents are always welcome to visit classrooms. This would include parents that want to "look in," "check on," or spend the day with their child. **Please note that this is not a time for a parent/teacher conference. If a meeting with the teacher is needed, these visits should be planned with the teacher or administration prior to the scheduled day.** There are times when parents are scheduled to participate in a class activity. This is encouraged. However, parents are not allowed to question their child's peers on community or personal issues when on school grounds.

## PARENT NEWSLETTER/ BULLETINS

Parent newsletters are sent home each month. School information and articles about special events are also published in the weekly bulletin. Occasionally, stories develop which may not be accurate, or parents may become aware of problems that have not come to the attention of the school. Parents are encouraged to call the school directly. Daily announcements are given over the in-house TV station to all students in the mornings.

## STUDENT RECOGNITION

### HONOR ROLL

The Honor Roll will be posted after each nine-week marking period. Copies of the Honor Roll are also sent home in the Parent Newsletter. Honors assemblies for each interdisciplinary team are held each quarter. The Honor Roll is divided into three levels. *A failing or D grade in any subject automatically disqualifies the student from the Honor Roll, regardless of the grade point average.*

Level	Grade Point Average
Principal's Highest Honors	4.00
Highest Honors	3.50 - 3.99
High Honors	3.00 - 3.49

### NATIONAL JUNIOR HONOR SOCIETY (NJHS)

The National Junior Honor Society is similar to the National Honor Society found in most high schools. NJHS originated in 1929 and is designed for students in seventh and eight grades. NJHS strives to create enthusiasm for scholarship, leadership, character development, and citizenship.

# LMS STUDENT HANDBOOK

## **SUCCESS PLANNER**

A spiral success planner calendar will be issued to each student at LMS. All students are required to write down their daily homework assignments in all classes and share this information with their parents. When no homework is given, students should briefly state what was studied during class. Success planners should be maintained in the front of the student's three ring binder. It should be treated like any textbook and maintained in good condition. Periodically, teachers will review the planner. Therefore, pages are not to be torn out or folded. If for any reason a student loses their assignment calendar, she/he may purchase an additional copy for a nominal fee.

## **STUDENT ACTIVITIES**

### **PROGRAMS**

The activities program is designed to be in harmony with the middle school philosophy and its goals and strategies as stated in our philosophy. Care is taken to avoid emulating the high school activity program, especially in regard to athletics and those activities surrounding athletics.

Students have an opportunity to explore a wide variety of activities in a non-threatening environment. The activities include both group and individual participation. These activities are selected to help the student make the transition from playtime activities to group and individual participation in areas of interest both now and possibly in the future. The following are examples of, and not limited to, some of the activities that may be offered: Art Club, Computer Club, Cooking Club, National Junior Honor Society, Student Council, Yearbook, Junior Science and Humanity Symposium, Intramural Sports, Chorus & Instrumental Music, and Academic Success Clubs. With a sports physical some high school sports activities may be participated in, check with administration for the specific programs.

Students participating in an after school activity must report to the appropriate area no later than 1355 hours. Any late arrivals to the activity will not be able to participate that afternoon and must immediately leave the campus. Students who are not participating in an authorized after-school activity must leave the campus no later than 1355 hours and are not eligible to ride the afterschool activity bus. Once a student leaves the campus, they are not allowed back on afterschool hours.

### **ACTIVITY BUSES**

Special activity buses are available for students who participate in after school activities and who have a regular bus pass. If students do not ride the bus home after these events, parents are responsible for ensuring that students have transportation home immediately following school-sponsored activities. Students should ensure they have parent permission to attend after-school activities prior to the day they want to stay and that arrangements have been made for them to get home. Special bus passes obtained from activity sponsors are required to board the activity buses home. These special passes along with the students regular bus pass must be shown to the adult responsible for loading the bus before a student will be allowed to board. **In addition, students must have an official bus pass or I.D. card to ride any school bus.**

Students are responsible for their own behavior on the activity buses. Should a student choose to misbehave, disciplinary action will follow to include suspension from the activity and regular bus. The expectations and consequences for activity bus behavior are the same as for the regular buses. (See the guidelines issued by the School Bus Office.) In cases of serious misconduct, an activity bus may be canceled pending an investigation. Additionally, students may be required to attend a safety briefing prior to having the privilege of riding the activity bus reinstated.

Any student suspended from regular bus privileges is automatically suspended from riding the activity bus. Any student who abuses after-school activity bus privileges will lose the right to ride the regular bus and the right to attend after school activities. Bus regulation prohibits any student staying after school for detention from riding the after school activity bus home. Parents will be responsible for ensuring students transportation home in all cases of after school detention.

## **POLICY REGARDING DANCES**

Only those students currently enrolled at LMS may attend school dances. The School's dress code will be maintained. Loitering in the parking lot or other areas of the school campus will not be allowed. All students are to depart the school campus no later than 15 minutes past the ending time of the dance. Once a student leaves the dance, the student will not be permitted to re-enter and must immediately leave the campus. Parents are responsible for students' transportation home immediately after school dances. In the rare case where a parent does not pick up their child in a reasonable amount of time PMO will be contacted to assist.

## **LUNCH PROGRAM**

### **MEAL AVAILABILITY**

The hot lunch program is provided by AAFES. Lunch credit may be purchased from the customer service counter at the AAFES BX or PX. School lunch menus are prepared using available commodities and available kitchen equipment. All lunches served meet the USDA pattern meal requirements to provide approximately one third of a student's daily nutritional needs. Free and reduced price lunches are available. Parents are strongly encouraged to participate in the School Meal Program.

### **LUNCHROOM BEHAVIOR**

Students who intend to eat lunch will enter the cafeteria through the entrance door only. They will (1) get in line to buy lunch, milk, or juice, or (2) find a seat to eat their sack lunch. Students must get in line immediately if they are buying a lunch, ala-carte, or drink. This ensures that all students will be served a lunch before anyone is allowed to buy a second lunch. The lunch serving line will close ten minutes before the bell rings each lunch shift. Students will treat the cafeteria personnel with respect at all times.

*No cutting is allowed. Anyone caught cutting or allowing other students to cut will be sent to the end of the line. Once seated, students will remain seated until they finish their lunch. There will be no table-hopping, standing to eat, food throwing, or eating off of other student's plates. It is also understood that inappropriate behaviors such as shouting, yelling, screaming, running, play fighting or other such activities are prohibited.* Once finished, students will be responsible for cleaning their area and placing all trash and lunch trays in the proper receptacles. When returning trays to the designated window, students will be expected to stack the trays correctly, fitting them one on top of the other. Students who elect an outdoor break option will then be expected to depart the cafeteria through the exit door with all their possessions. Once students have exited the cafeteria, they will not be allowed to re-enter. No food or drinks may be consumed outside of the cafeteria; food is only to be eaten in the cafeteria. Only candy and soda's during lunch. A security system is in place to monitor student conduct.

Lunch break options include the courtyard where students may sit and stand to visit with friends, the basketball, tennis and tetherball courts, or remain in the cafeteria. With a pass, students may also go to the library, to a teacher's classroom, nurse's office or to the counseling center (except in cases of an emergency.) They may also remain seated in the cafeteria once they have cleared their tables. However, table-hopping is not allowed. Students must have a pass to enter the building during lunch.

On rainy day mornings, the cafeteria will be opened to accommodate students. During rainy day lunch, students must remain in the cafeteria during their normal scheduled break period. On rainy days, crowded conditions require that students remain seated and visit with their friends once they have finished their lunch and cleared their table. It will remain in force throughout all lunch periods unless rescinded by the administration, weather permitting. Please note that the courtyard will be the only break option once the rainy day has been rescinded.

# STUDENT CONDUCT

## EXPECTATIONS

- Our policy at Lester Middle School is to strive to maintain a school environment that is safe and free from intimidation, threats, or violent acts. This includes, but is not limited to fighting, *play fighting*, *pushing*, shoving, slapping, shouting, scuffling, *horseplay*, running, *intimidating*, *threatening*, *bullying*, vandalism, arson, sabotage, possession or use of weapons, or any other act, which, in the administration's opinion, is inappropriate to the school environment. In addition, bizarre or offensive comments regarding violent events and/or aggressive behaviors will not be tolerated.
- Any student who instigates, cheerleads, promotes, or displays behavior that encourages peers to participate in any unsafe and/or negative practices will be held accountable for their actions. Incident reports will be filed and disciplinary steps will follow.
- At all times, appropriate social behaviors will be expected. Lester Middle School believes in and promotes mutual respect among staff, students, and parents. *No verbal or written put-downs (slam books), cyber-bullying, teasing, name calling, vulgar language, harassment; racial or ethnic slurs will be tolerated.* Students are expected to mediate any conflict with a peer only in the counselor's office or administrative office. Any student who fails to comply with this expectation will be held accountable for their actions. Disciplinary steps will follow.
- Students who feel subjected to any of the behaviors listed above should immediately report this to a counselor, teacher, or administrator. All complaints will receive attention and the situation will be investigated. Based on the results of the inquiry, disciplinary action deemed appropriate by school administration will be taken.
- During assemblies, students will listen attentively, respect the feelings of others, behave courteously toward speakers, performers, and guests and applaud at appropriate times. Booning is not permitted.
- School policies and procedures for student conduct apply in the school, on school grounds, and at school sponsored activities. This includes any time students are on campus before and after school, while students are participating in or observing school-sponsored activities, and on all school-sponsored trips.
- Management of student behavior is a responsibility shared by students, parents, the school, and the community, and consists principally of teaching and reinforcing positive student attitudes and behaviors.
- Discipline is handled first by the classroom teachers/specialist/paraprofessional. For repeated offenses or more serious infractions, the student is referred to the administration. At times, the counselor(s) may be called upon to suggest intervention strategies and conflict resolution/peer mediation.
- Infractions are categorized as minor and major and consequences follow a rubric established by each school. These consequences range from a verbal warning, conferences, "time out" rooms, Choices, Saturday Beautification, parent shadowing community service, counseling programs, lunch detention, and other behavior modification techniques that are within the experience of the teacher, to in-school suspension, out-of-school suspension, and in extreme cases expulsion. The above mentioned behavior modifications techniques must be exhausted prior to resorting to disciplinary consequences that remove a child from the school, except when a child poses an immediate threat to his or her safety or the safety of others in the school.

- All students who are suspended from class or school must complete all assignments of work and exams missed during that period to earn credit. If the suspension period coincides with an exam period, the principal has the option to suspend and offer make-up examinations or to defer the suspension until after the exam period (including deferment to the start of the next semester). In the case of excessive discipline (over 10 incidents) the next severe offense will carry the consequence of suspension, minor offenses will result in parent shadowing.
- For those instances where the consequences of an infraction will result in a student being suspended from school in excess of 10 days (consecutive or cumulative) or expulsion, a Discipline Committee Hearing will be held in accordance with existing DoDDS regulations. These regulations and students' due process rights are available in the main office of each school.
- In all cases, parental cooperation and support are essential in eliminating inappropriate behaviors and creating a positive learning experience for the student.

### **DISCIPLINE FOR MINOR OR FIRST OFFENSES**

A student may be disciplined for relatively minor or first offenses, with written or oral reprimands or notice to parents, suspension of school or extracurricular privileges, in-school suspensions, time outs, teacher/student/parent conferences, and by any other teacher intervention deemed by the teacher to be appropriate. These minor offenses include any conduct that is not conducive to the good order and discipline of the school. Examples of conduct for which minor discipline may be appropriate include, but are not limited to:

- tardiness
- unexcused absence
- inappropriate dress
- chewing gum or eating food in class
- being unprepared for class
- running or horseplay in the halls or classrooms
- cheating or lying
- possessing items in violation of school rules
- use of offensive language
- minor damage to rooms or materials or to the property of any other person on or about school grounds
- failing to follow instructions
- disrupting the class by talking, laughing, or wandering about when the teacher determines that such conduct is inappropriate to the classroom activity
- engaging in inappropriate behavior on the school bus.

Nothing in this paragraph precludes the impositions of more serious discipline, such as suspension or expulsion, when a child engages in repeated or multiple acts of misconduct, which individually might not warrant suspension, or expulsion. The teacher or administrator may determine that the nature of the offense, in the context of all circumstances, warrants a more severe consequence. In addition, the disciplinary authority must decide whether conduct described in this paragraph, which may also be described below, should be disciplined under one of the succeeding paragraphs.

## **GENERAL DISCIPLINE**

### **DISCIPLINE OF STUDENTS WITH DISABILITIES**

Except for short suspensions and minor discipline, the schools must give the notices required under DoD Instruction 1342.12 for convening, and convene, a Case Study Committee meeting prior to beginning any disciplinary processes that would change the student's placement (such as by removing the student from school, or the school bus for a period in excess of 10 days, consecutively or cumulatively.)

## **DISCIPLINE COMMITTEE**

The LMS Discipline Committee may be comprised of school personnel, parents, community members, or command representatives and meets to decide disciplinary matters in which an expulsion has been recommended. The principal appoints members to the committee. Additionally, this committee convenes to consider the principal's recommendation that a student be suspended for more than 10 days (cumulative) in the school year and add input to the school discipline policy. The disciplinary committee will hear the evidence and shall forward their findings and recommendations to the school principal.

## **STUDENT DUE PROCESS RIGHTS**

In enforcing attendance and discipline policies, it is essential that due process be followed. DoDEA 2051.1, "Disciplinary Rules and Procedures", dated August 16, 1996, defines the DoDDS policies on student discipline and due process. In essence, due process affords students the right to protection from arbitrary, capricious, and unreasonable decisions. Four important elements in due process procedures are

1. Students have the right to be informed in writing of the rules which regulate behavior as well as situations that will result in disciplinary measures.
2. Students have the right to an informal hearing in all disciplinary actions, including the suspension process.
3. Students have the right to a formal hearing in the expulsion process.
4. Students have the right to appeal all decisions and be informed of all appeal procedures available to them

## **CORPORAL PUNISHMENT**

Corporal punishment is not practiced or condoned in DoDDS. Permission to administer corporal punishment will not be sought by school officials or accepted from any parent or guardian.

## **OTHER MISCONDUCT CONSTITUTING GROUNDS FOR DISCIPLINARY ACTION**

In addition to the specific grounds for imposing discipline, students who have knowledge of, or who participate in, the misconduct of others may also be disciplined as deemed appropriate. Students must promptly report to their teacher or principal knowledge of offenses that violate law or regulation, or that threaten the safety or personal security of any student or other person on school grounds or engaged in school activities. Failure to do so will be grounds for discipline.

## **NOTICE TO LAW ENFORCEMENT AUTHORITIES**

Incidental to suspending any student, the principal of the school, or his/her designee, shall notify the installation commander, or his/her designee for law enforcement or legal affairs, of any acts that may violate local laws.

Students, teachers, and other staff members have the right to a safe and orderly school environment. *It is expected that students will be courteous to other students, staff members, and visitors to the school.* Students will exhibit cooperation and respect for the judgment of their teachers and other school staff members. The responsibilities and privileges of students are fully explained in DoDEA Manual 2051.2.5, "Student Responsibilities and Privileges".

Students, regardless of age, are responsible for conducting themselves in a manner that does not disrupt the educational opportunities of others or disturb the orderly operation of the school. Students are responsible for regular attendance, conscientious effort in classroom work, properly maintaining textbooks and other school equipment, and conformance to school rules and regulations. *Students have a responsibility to notify school staff of behavior that may endanger the safety and well being of others.* These responsibilities are more fully explained in DoDEA Regulation 2051.1, "Disciplinary Rules and Procedures", dated August 16, 1996.

For example, fighting at school is prohibited. Students involved in a fight will be suspended out-of-school. The discipline rubric allows one to three days out-of-school suspension for a first offense based on a student's involvement in a fight. The number of days suspended will be assigned by the administration after the incident is investigated. The number of days assigned out of school will be based on but not limited to such things as premeditation, severity of injuries, and potential to threaten the safety of self and others.

## **SCHOOL-WIDE BEHAVIOR MANAGEMENT PLAN**

The following rules apply to all students at all times, including before school, at dismissal, and all school sponsored activities and trips. The student will:

- I. Be Present and On Time
  - A. Good attendance is important to succeed in school.
  - B. If a student is absent it is his/her responsibility to ask for and complete the assignments.
  - C. The tardy policy will be enforced by the classroom teacher. The student is to remain in his/her seat until dismissed by the teacher.
- II. Bring Learning Materials
  - A. The student is expected to come to every class with the required materials including the school planner.
  - B. Passes to lockers for materials will not be issued.
- III. Respect Other People and Their Property
  - A. At all time the student should act and speak with courtesy toward adults and other students.
  - B. The student should keep all school property in good condition.
  - C. The student will exhibit proper classroom behavior.
- IV. Be Prepared to Participate
- V. Comply With School Guidelines
  - A. The student will read and demonstrate knowledge of the LMS Handbook.
  - B. **No gum is allowed at school.**
  - C. Students will comply with the LMS dress code.
  - D. Students will store their book bags in their lockers.
  - E. All beverages must be in cans or foil packets, if they are part of the student's lunch. No glass bottles are to be brought to school, water in plastic bottles.

Teachers and administrators will use judgment, discretion, circumstances of the incident(s), and their knowledge of individual student's needs in their application of consequences for negative classroom and and/or school behavior. Each classroom teacher has an approved behavior plan that addresses teacher expectations in the classroom. Team approved behavior plans may also be used in lieu of individual plans. Behavior plans will be sent to parents at the beginning of the school year.

The following procedures are administrative guidelines for chronic disregard of school and classroom rules. Consequences will be progressive for offenses that are repeated or excessive numbers of total offenses. In addition, as the period of time that the student has been enrolled increases, the expectation is that the student will come to understand and support the policy of the school. Consequences may increase in severity for initial offenses as the amount of time the student has been enrolled increases. Students will receive consequences within their classroom, in accordance with the teacher's classroom discipline policy, prior to referral to the office unless the nature of the offense is severe enough warrant immediate support from the administration. Consequences from the administration may include, but are not limited to, a warning, counseling from an administrator or counselor, parent phone call, retention in the office, lunch detention in the office, Choices, Saturday Beautification, parent shadowing, suspension, or recommendation for expulsion.

### **SMOKING**

Smoking by students during attendance at DoDDS schools is not permitted. Violation will result in appropriate disciplinary action. This policy extends to the school, and school grounds. This policy will be enforced for all school-sponsored programs, activities, and trips during the school day and after school. Adults as well as students are prohibited from smoking on school grounds at any time

### **PUBLIC DISPLAY OF AFFECTION**

Students must refrain from such behavior when at school or at school functions. Parents will be notified. Continual disregard of this rule will result in a disciplinary action.

## **RESOLVING STUDENT CONFLICTS**

Because of concerns for safety and the educational environment, students who have altercations should expect to be sent home. This type of behavior is not conducive to an educational environment and has a pervasive negative effect upon other students. If students are unhappy with their peers, they should seek positive alternatives for resolution rather than to confront others publicly. One alternative would be to go to the counselors so that the situation can be resolved peacefully through such means as mediation.

## **BULLYING BEHAVIOR**

The biggest issue that faces middle schools is the prevalence of bullying behavior. This behavior is demeaning to other students and will not be tolerated. Any behavior that hurts someone physically, or emotionally is considering bullying. It is disrespectful and can range from mild teasing to criminal assault:

Physical Aggression: Pushing, shoving, hitting, tripping, fighting

Social Alienation: Gossiping, rumors, making fun or embarrassing, isolating

Verbal Aggression: Name calling, teasing, threatening

Intimidation: Stealing, blackmail, extortion

Racial and Ethnic Slurs: Unwelcome disrespectful comments about one's ethnicity

Sexual Harassment: Any comment/action of a sexual nature that makes another person uncomfortable

Cyber-Bullying: Any inappropriate electronic communication.

## **DRESS CODE EXPECTATIONS**

Students' dress and personal grooming are expected to be appropriate. There are many reasons why schools have found dress codes to have a positive effect. To summarize the research from schools across the country, appropriate dress can help:

- Enhance the climate and tone of the school
- Create a focus on education, not on the clothes that children wear
- Improve student's behavior and achievement
- Increase student's self-esteem

### **Repeated offenders will receive disciplinary action from the administration.**

Students' dress and personal grooming are expected to be appropriate. Clothing that distracts other students and/or interrupts the learning process is inappropriate, clothes may not be worn in a manner that might indicate group membership. Short shorts, halter tops, bare midriffs, see-through shirts, tank tops, T-shirts designed as underclothing or with offensive or inappropriate language or graphics to include anti-social messages, sagging pants, hats, sunglasses, headbands, berets, gloves, and clothing which is excessively torn, house shoes, slippers, Zories, Heelies, clothing that promotes violence, alcohol, drug, or tobacco use, is racially or sexually offensive, bears logos of musical or other groups that convey an anti-social message are examples of inappropriate school attire, unless medically approved will not be worn inside the school complex.

### **Check list for School Dress Code:**

*The dress code expressed below definitely is in keeping with idea and scheme of what Marine Corps Base Camp Butler considers to be appropriate civilian dress. It is the intent of Marine Corps Base to enlist the help of all members of our community in upholding the image of the United States and to practice the "good neighbor" policy. One way to do this is to dress appropriately in public both on and off base. Unfortunately, the Marine Corps lacks "jurisdiction" to impose a strict dress code on civilian members. However, within organizational confines (such as schools), dress codes are permitted and Marine Corps Base will do all possible to support them.*

*Respectfully, Office of the Inspector*

*Marine Corps Base Camp Butler*

*Marine Corps Bases Japan*

Shirts, T-shirts and Tops - Students should be able to hold their hands straight over their head and the tail of their shirt fall so that no skin or undergarment is exposed, the majority of the shoulder must be covered.

Pants, Shorts and Skirts - All items should fit modestly. No under clothing of any kind should be visible above the outside garment when top is raised to waist level. Pants length should not exceed the top of the shoe heel. *Shorts and skirts must cover the majority of the student's thigh regardless of what is worn under the shorts or skirt, e.g. leggings and tights.* Baggy, saggy, or oversized pants or shorts are not appropriate at school.

Headgear and sunglasses - are not to be worn inside the school building. Hats may be worn outside and correctly.

Shoes - No house shoes, bedroom slippers or sports slides may be worn at school.

All students are expected to arrive at school properly attired. Failure to do so will result in the student changing into appropriate apparel from the office wardrobe before attending class. To minimize the time that students are not in class, the office maintains a wardrobe from which to issue clean clothing. In this way, the student does not have to wait until the parent can bring a change. Before leaving at the end of the school day, the student will exchange the borrowed clothes for his/her own. The school assumes the responsibility for washing the garments before they are reissued. Repeat offenders will receive disciplinary action such as detention, being sent home with parent, etc.

Students are not permitted to wear apparel that identifies or imitates gang or group membership. Dangling belts with tails that hang, one rolled or pulled-up pants leg/sock/sleeve/etc, elastic headbands, bandannas, wave caps, Du rags, goggles, chains of any length or weight, hair combs/picks, headgear worn upside down, sideways, backward, etc., or *any other item which might be considered regalia will not be tolerated.* This administration takes a pro-active approach to gang related items. Chains that are attached to wallets are not allowed. Any items associated with potentially illegal activities will be turned over to the Military Police. It is also inappropriate for shorts or pants to be pulled down from the waist regardless of what the student may be wearing under them. Belts and pants must be worn at the waist. Oversized or non-fitted pants are not allowed to be worn at school.

### **NON-EDUCATIONAL ITEMS**

Students should bring to school only those items that are needed in order to do their schoolwork. Cellular phone use is not permitted on campus.. A cell phone powered on or in view is considered in use. **Cell phones will be retained in the office for sponsor pick up.** Non-educational items are distracting to their owners and to other students, may be a safety hazard, and/or may present an unnecessary temptation to other students to take or misuse them. The following are examples of, but not limited to, items that are not allowed at school, on school buses, on study or incentive trips, or on any school-sponsored activity: Collectible cards (baseball, football, Dragonball, etc.), paintballs, skates (roller blades), scooters or skateboards, video games, radios, stereos, iPods, mp3 players, walkmans, electronic games, CD players, cellular, beepers, electrical equipment (hot rollers, irons, etc.), aerosol products (Binaca, shaving cream, air freshener, cheese, etc.), medications, (except those kept for students by the nurse), household cleaners and chemicals, aerosol toilet items (deodorant, body sprays, after shave, hair items), personal sports items or equipment, toys, slam books, and clothing or book bags which advertise drugs or display logos with inappropriate language, alcohol, tobacco products or offensive messages. These items will be retained in the office for sponsor pick up.

Repeated disregard of the above will result in disciplinary action. Any potentially illegal or stolen items will be turned over to the Military Police. If the item is considered high value, students will be sent to the office to phone their parents to come and claim it.

Furthermore, as bringing non-educational items to school is a violation of school rules, the school will not be responsible for loss or theft. It will be the student's responsibility, in concert with his/her parents, to search for it and to file the necessary police reports. While cameras are a non-educational item, we recognize that our student body is transient. Additionally, many students live far away from their friends, and school is the only place that they see each other. Cameras will not be confiscated unless they threaten the educational environment and/or safety. While students are not to bring high value cameras to school, there are several models that cost under ten dollars. Students who choose to bring cameras to school will bear responsibility for loss or theft.

# CONSEQUENCES

## CHOICES

Choices is an after school session that focuses on decision-making. An administrator may assign students to this session if they have problems making good decisions, such as in following school rules. Sessions are scheduled from 1355 to 1450 on a weekly basis and are conducted by school personnel. In this help session students will complete a paper explaining their problem, reflect on how they should have acted, and detail how they will respond the next time. When this task is completed, they will discuss quietly “right choices” with the sponsor.

When a “Choices” session is assigned, parents will be notified by the school or by the student.

If a student fails to report to a session, additional consequences will follow. If it appears that the sessions are not modifying student behavior, as designed, alternate disciplinary actions will be taken.

It is expected that all assigned time to “Choices” will be served before the end of each quarter. This may require students remaining home with parents until the time is served. Once the time is served at home, parents are welcome to bring their child to school for the remainder of the school day. It is understood that when students are retained at home with parents, students may not be on school grounds during the designated time period. The final decision will rest with the administration.

## DETENTIONS

Individual teachers, teams, or administration may hold detention sessions after school or during lunch periods. Parents will be notified by the school or by the student when a detention is assigned after school. When a student is assigned a detention after school, bus regulations prohibit the student riding the after school activity bus

## SEVERE PROBLEMS

Severe problems that could carry suspension consequences include, but are not limited to the following:

- Behavior which causes, attempts to cause, or threatens to endanger the safety of self or others
- Fighting
- Possession of dangerous items, fireworks, “poppers”, rubber bands, lighters, matches
- Possession, furnishing, using, or being under the influence of tobacco, alcohol, illicit or OTC drugs
- Theft or destruction of personal or school property
- Possession of stolen item(s)
- Possession of prohibited items such as super glue, whiteout, or laser pens
- Selling any prohibited items
- Insubordination, to include arguing, yelling, and/or refusing to obey the reasonable request of an adult
- Truancy to include skipping a class
- Committing any lewd, indecent act, habitual profanity or vulgarity
- Profane or vulgar language, lewd acts, sexual harassment, negative racial or ethnic comments, obscene clothing, words, or actions.
- Repetition of any other offense

If there is a severe problem, the following procedures are recommended:

The student will be removed from the area. The office staff will be informed that the student is being sent to the office and a discipline referral will be sent to the office immediately. After investigation, the parent/sponsor will be contacted and appropriate disciplinary action will be taken.

In cases dealing with stolen items (non-educational or personal), substance abuse or life endangering situations, an administrator or designee may search the student and the military police will be notified and a report filed. Parents will be notified before students are questioned by the military police.

# SUSPENSION & EXPULSION

## SUSPENSIONS

A student may be suspended from school for a period of time that usually does not exceed ten days. Students who are suspended from school will not be permitted on school grounds, to attend any classes or any school-sponsored activities for the duration of the suspension. Students who are suspended are permitted to make-up all class work and homework assignments. Our objective in removing a child from

school is to modify inappropriate student behavior; it is not our goal to jeopardize academic growth. The makeup policy is the same procedures and responsibilities for a student as after an absence. Parents may provide direct escort with students to all classes in lieu of suspension when result is deemed effective by administration. LMS encourages parents to take advantage of this alternative to suspension when presented the opportunity. All detention, suspensions, or other disciplinary actions must be served in a timely manner.

If a student is to be suspended from school, the student and parents/sponsor are informed of the suspension and the reason(s) for this action. The sponsor is notified in writing. Copies of suspension notices may be sent to the sponsor's Command, the Provost Marshall and the Inspector General's Office. A re-admission conference may be requested by administration.

The purpose of suspension from school is to communicate clearly to the student and to the sponsor that the behavior that precipitated the suspension will not be tolerated at school. In order for suspension to be an effective deterrent to future behavior problems, it is extremely important that students be under the direct supervision of an adult when out of school. Suspended students may not be on, or near the school campus, or attend any school functions.

### **GROUNDINGS FOR SUSPENSION AND EXPULSION**

A student maybe suspended or expelled from school, if the principal or, in the case of suspension over 10 days or expulsion, the disciplinary committee, determines that the student has:

1. Caused, attempted to cause, or threatened to cause physical injury to another person, or has threatened to use or has used physical force against any person
2. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or dangerous object.
3. Possessed, used, offered or arranged to sell, sold, or otherwise furnished, or been under the influence of, any mind altering substance. A mandatory expulsion recommendation is required for a second offense. Expulsion remains an option for a first offense, if the principal so recommends and the disciplinary committee concludes such measures are necessary.
4. Committed or attempted to commit robbery or extortion,
5. Caused or attempted to cause damage to school, government, vendor, or private property.
6. Stolen or attempted to steal and/or knowingly received stolen school, government, vendor, or private property.
7. Possessed or used tobacco, or any product containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove, smokeless tobacco, including snuff, chew packets, betel., lighter and or matches.
8. Committed any lewd, indecent or obscene act or engaged in habitual profanity or vulgarity.
9. Going into or pushing someone into the opposite sex bathroom.
10. Had unlawful possession of, or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia.
11. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
12. Gambling in any form.
13. Conduct, including fighting, that endangers the well-being of others.
14. Unauthorized presence in the school, on the school grounds, or on school buses or failure to leave promptly after being told to do so by the principal or staff member in charge.
15. Use of a cell phone on school property during the school day.
16. Cursing, gesturing, or verbally abusing any person, including but not limited to abuse or harassment based on that person's race, religion, gender, creed, national origin, personal or physical attributes, disability, or intellectual ability, and matters pertaining to sexuality.
17. Vandalism, arson, or any threat to bomb, burn, or destroy in any manner a school building or school property.
18. Forgery, cheating, or plagiarism.
19. Use or possession of fireworks
20. Violation of attendance regulations

21. Unauthorized or illegal use of, or access to, computers, software telecommunications, and related technologies; any willful act that causes physical or financial damage, or otherwise disrupts information technology; any use of a computer to communicate threatening, harassing, or indecent messages; or to download obscene material.
22. Violation of any law, regulation of the military installation or school, or policy of the DoDDS system
23. Complicity in the violation of any rule described above.

**This does not list every offense that might be subject to a consequence.** Students conduct expectations apply to student conduct that is related to all school activities:

1. While on school property,
2. While en route between school and home, to include school buses,
3. During the lunch period whether on or off campus,
4. During or while going to or coming from all school-sponsored events/activities that affect the missions or operations of the school or district including study trips, sporting events, stadium assemblies, and evening school-related activities.

### **GROUNDS FOR EXPULSION**

The principal shall recommend a pupil's expulsion for such acts as the following:

1. Causing physical injury to another person, except in self-defense
2. Possession of any firearm, knife, explosive, other dangerous object of no reasonable use to the pupil at school or at a school activity on school grounds. A minimum 1-year expulsion is required for the possession of firearms.
3. Unlawful sale of any mind-altering substance
4. Making or participating in the making of a bomb threat.

When a student is subject to a prolonged suspension (over ten days) or expulsion, a written notice will be sent to the parents advising them of the reasons for the proposed discipline. Additionally, a hearing of the disciplinary committee will be scheduled, unless waived by the parent, to hear the evidence. For more information, consult DoDEA Regulation 2051.1, which is available through the official DoDEA, website: [www.odedodea.edu](http://www.odedodea.edu).

### **DANGEROUS ITEMS/WEAPONS**

DoDEA has a zero tolerance for weapons and dangerous items. This includes, but is not limited to, chains, clubs, razors, laser light pointers, knives, firecrackers, pellet, BB guns, replicas, sling shots and toy guns. Students are not to have these items in their possession at any time while on school property, traveling to and from school, during the lunchtime on or off campus, or at any school-sponsored events or activities.

\*Laser light pointers are prohibited from DoDEA student possession or non-staff supervised use in schools or during school sponsored activities. The Food and Drug Administration (FDA) regulates lasers under the Radiation Control for Safety and Health Act. The FDA has determined that hand-held laser pointers can cause serious eye damage. Please ensure that your child does not bring these items to school.

We consider possession of a weapon a very serious offense, and those breaking the rule should expect extreme consequences. In addition to reporting all cases to the Base Inspector and Military Police, disciplinary action will be imposed by the school. Students who have weapons should expect severe penalty and could be expelled for the remainder of the semester or school year. In some cases, students may be expelled into the following school year.

Furthermore, students who have knowledge of others who have these items are to report this to the main office immediately. *Those who have knowledge and do not report this will receive disciplinary action.*

We live in a society where violence in schools is becoming more and more prevalent. Though we are somewhat protected in our overseas environment, we need to be both aware and proactive so that we can maintain a safe environment as well as establish sound practices for our students as they make the transition to Stateside schools.

*For more information, see DoDEA Regulation 2051.1 and DoDEA Manual 2051.2.*

## Discipline Referral Procedure

Teachers handle minor cases of disruptive behavior using their own in-class behavior management plans, which may include such actions as warnings, conferences, detentions, parental contact, and reassignment of seats.

It is understood that when a teacher refers a student to administration, previous disciplinary steps have been taken and the referral is due to the fact there has been no improvement in the student's behavior. It is also understood that teachers may refer serious disciplinary issues (immediate referrals) directly to the administration.

### Referral Procedures:

1. Staff maintains a classroom behavior management plan.
2. When the classroom behavior management plan is no longer effective, the staff member will:
  - Submit the Discipline Referral Form.
  - Send student(s) to administration.
3. Upon arrival at the front office Students will complete the Student Incident Report.
4. The administration will:
  - Review the completed referral form from staff and make further inquiries when appropriate.
  - Determine the number of discipline referrals for the student.
  - Determine action using LMS Behavior Rubric and collected information.
  - Complete the Discipline Referral Form
  - Notify referring teacher, counselor, and parent

## Behavior/Consequence Rubric

<b>A Category Behaviors</b>				
<ul style="list-style-type: none"> <li>• Public displays of affection</li> <li>• Disruptive behavior, in classroom or common areas</li> <li>• Littering on campus</li> </ul>		<ul style="list-style-type: none"> <li>• Nuisance items</li> <li>• Profanity/vulgarity—in general, public conversation or class</li> <li>• Gum Chewing</li> <li>• Excessive Tardiness (See LMS Tardy Policy)</li> </ul>		
<b>A Category Consequences</b>				
<u>1<sup>st</sup> Referral</u> Counseled by Admin, possible detention assigned	<u>2<sup>nd</sup> Referral</u> Parent Notified, Choices, or detention assigned by admin	<u>3<sup>rd</sup> Referral</u> Saturday detention	<u>4<sup>th</sup> Referral</u> 1 day Suspension	<u>5<sup>th</sup> and subsequent Referrals</u> 2 Days suspension
<b>B Category Behaviors</b>				
<ul style="list-style-type: none"> <li>• Computer Abuse</li> <li>• Disrespectful or disobedient to school personnel</li> <li>• Extortion</li> <li>• Fighting</li> <li>• Forgery</li> <li>• Horseplay</li> </ul>		<ul style="list-style-type: none"> <li>• Skipping class or Teacher/Admin detention</li> <li>• Slander</li> <li>• Theft/possession of stolen items</li> <li>• Tobacco products or related paraphernalia</li> <li>• Truancy, failure to appear</li> </ul>		

<ul style="list-style-type: none"> <li>• Profanity/Vulgarity – if directed at an individual</li> <li>• Lewd Acts or behavior</li> <li>• Sexual Harassment – Verbal <ul style="list-style-type: none"> <li>○ Jokes</li> <li>○ Comments</li> <li>○ Sexual Remarks</li> <li>○ Other Types</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Unsafe behavior</li> <li>• Vandalism—depending on severity</li> <li>• Cheating/Plagiarism</li> </ul>			
<b>B Category Consequences</b>				
<u>1<sup>st</sup> Referral</u> Parent/Teacher/Admin Conference - Detention	<u>2<sup>nd</sup> Referral</u> 1 Day Suspension	<u>3<sup>rd</sup> Referral</u> 2 Days Suspension	<u>4<sup>th</sup> Referral</u> 3 days Suspension	<u>5<sup>th</sup> and subsequent Referrals</u> 4 days Suspension – Expulsion Hearing

<b>C and D Category Behaviors</b>				
These behaviors are considered severe and warrant immediate referral.				
<b>C CATEGORY BEHAVIORS</b>				
<ul style="list-style-type: none"> <li>• Fighting</li> <li>• Fire alarm, false</li> <li>• Fireworks – See DoDEA Policy</li> <li>• Threat of physical violence to staff</li> <li>• *Sexual harassment—physical, any unwelcome <ul style="list-style-type: none"> <li>○ Bumping</li> <li>○ Touching</li> <li>○ Stroking</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>○ Pinching</li> <li>○ Kissing</li> <li>○ Hugging</li> <li>○ Grabbing</li> <li>○ Cornering</li> </ul>			
<b>C CATEGORY CONSEQUENCES</b>				
<u>1<sup>st</sup> Referral</u> 3 days suspension	<u>2<sup>nd</sup> Referral</u> 5 days suspension	<u>3<sup>rd</sup> Referral</u> 7 days suspension – expulsion hearing		
<b>D CATEGORY BEHAVIORS</b>				
<ul style="list-style-type: none"> <li>• Alcohol, possession or use</li> <li>• Assault (criminal act)</li> <li>• Bomb threats—(DoDEA policy)</li> </ul>	<ul style="list-style-type: none"> <li>• Drug possession/sale—(DoDDS policy)</li> <li>• Vandalism—depending on severity</li> <li>• Weapons—see DoDEA policy</li> </ul>			
<b>D CATEGORY CONSEQUENCES</b>				
<u>1<sup>st</sup> Referral</u> 5-10 days suspension; expulsion hearing		<u>2<sup>nd</sup> Referral</u> 10 days suspension; expulsion hearing		

<b>Grade</b>	<b>Inherentl y Dangerou s Weapons</b>	<b>Dangerous Weapons</b>	<b>Potentially Dangerous Weapons</b>
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	First Offense	First Offense		Second Offense		Third Offense	First Offense	Second Offense	Third Offense	Fourth Offense
	All Cases	No Injury	With Injury	No Injury	With Injury	All Cases				
K – 3	36 week Expulsion	5 day Suspension	10 day Suspension	10 day Suspension	20 day Suspension	18 week Expulsion	1 day Suspension	2 day Suspension	3 week Suspension	18 week Expulsion
4 – 6	36 week Expulsion	10 day Suspension	20 day Suspension	20 day Suspension	40 day Suspension	18 week Expulsion	3 day Suspension	5 day Suspension	5 week Suspension	18 week Expulsion
7 – 8	36 week Expulsion	20 day Suspension	30 day Suspension	30 day Suspension	18 week Suspension	18 week Expulsion	4 day Suspension	6 day Suspension	6 week Suspension	18 week Expulsion
				All Cases						
9 – 12	36 week Expulsion	9 week Suspension	9 week Expulsion	18 week Expulsion			5 day Suspension	10 day Suspension	9 week Suspension	18 week Expulsion

## **Consequences for Violation of DoDEA Zero Tolerance Weapons Policy**

### **INHERENTLY DANGEROUS ITEMS: DEADLY WEAPONS**

- Firearms, knives, explosives, or other dangerous objects of no reasonable use to the pupil at a school activity. It is not necessary to determine if the student was going to use the weapon.

### **DANGEROUS ITEMS: REPLICAS AND OTHER ITEMS (NOT INHERENTLY DANGEROUS) USED IN SUCH A WAY AS TO INJURE OTHERS OR INSTILL FEAR**

- Small pocketknives, small firecrackers, tools, laser pens, and other objects used to threaten, frighten, or harm others.

### **POTENTIALLY DANGEROUS ITEMS: REPLICAS OR OTHER ITEMS INAPPROPRIATE (NOT INHERENTLY DANGEROUS) ON SCHOOL GROUNDS THAT ARE NOT USED TO INJURE OTHERS OR INSTILL FEAR**

- Unrealistic replicas, toys, or other inappropriate items at school or at a school activity without any intent to use them as weapons.
- Small pocketknives, small firecrackers, tools, laser pens, and other objects used to threaten, frighten, or harm others.

## **GENERAL INFORMATION**

### **CLOSED CAMPUS**

All Lester Middle School students will remain on campus throughout the school day including lunch period and after school activities. **Students are not allowed to go to the hospital snack bar/game room, Shoppette or any other facility on Camp Lester from the time they arrive on campus until they leave campus.** Students abusing this rule will face disciplinary action. If a student must leave during the school day, the sponsor or the emergency contact person listed on DS Form 600, Student Registration, must sign the student out in the office. Should it be necessary for anyone else to sign the student out, this must be documented in advance by a note from the parent or sponsor. Students returning to school during the school day should be accompanied to the office for re-admittance.

### **STUDENT USE OF SCHOOL TELEPHONES**

School telephones are for official school business only. Students are only permitted to use the school telephones between: 0705 - 0715 and 1350 - 1450 hours. If an emergency situation arises, students may be granted permission to use the phone by the front office staff. Please help us avoid unnecessary classroom interruptions by planning your day prior to sending your children to school. Forgotten homework or lunch money, messages for parents, requests to go home or requests to go to base facilities with friends are not considered emergencies.

### **MESSAGES FOR STUDENTS**

It is important that classes not be interrupted when instruction is in progress. Only emergency messages from home can be accepted. Students will be called out of class to answer a call only for true emergencies. Parents should ensure that students know how they are getting home before they leave home in the morning and what their after-school options are. Classes should not be interrupted for this type of message.

### **HALL PASSES**

Any student who must be in the halls during any time other than regular passing times must have a bathroom pass or other approved authorization in the student's possession that states student's name, date, time, destination, and teacher's signature. This includes before school, during classes, during lunchtime, and after school. It is the responsibility of the student to obtain an appropriate pass.

### **LOST AND FOUND**

Books, keys, coats, etc., which are found in the building or on the campus should be turned in to the office. Larger lost items are placed in the supply room. Smaller lost items, such as keys or glasses, can be claimed in the office. Unclaimed lost and found items will be given to charity organizations at the end of each quarter.

Parents and students are strongly encouraged to mark clothing, especially hats and jackets, and school supplies with the student's name. Since many students' possessions are purchased at the same BX/PX, it is often difficult or impossible to determine the rightful owner of unmarked property.

Loss of personal property due to thefts by other students is a serious matter. Students should take all possible precautions to safeguard their property. At all times lockers (book and PE) must be secured with a lock. Students should not share their lock combinations and keys or lockers with peers. Additionally, they should not leave personal items unattended. If a theft does occur, it should be reported in writing to the main office. Standard procedure is to attempt to resolve issues of this nature at the school level. In our experience, the majority of items lost or stolen are located within twenty-four hours. The military police will only be called when the administration deems it appropriate. However, parents may wish to file an official report with the military police on their own. The school will cooperate fully in investigations involving theft of personal property.

### **LOCKERS**

Each student is assigned an individual locker that may not be shared. Use of the locker is both a privilege and a requirement. Locker use is encouraged to decrease the possibility that property and books are stolen

or misplaced. Students should not share their keys or lock combinations. The school is not responsible for personal property kept in lockers. Students are not allowed to paint, attach stickers, mount pictures, or deface the locker in any manner (inside or outside). Students who violate this rule will be held responsible for the destruction of government property, and face disciplinary action. Lockers must be maintained properly and must be locked at all times. A locker may be opened by a school official or the Military Police, to search for stolen or prohibited items, may also be opened by the sponsor, or in the case of reasonable suspicion. Locker checks are conducted a minimum of once each quarter.

### **BOOKBAGS**

Book bags must be of reasonable size and easily able to fit in a student's locker. Once students arrive at school book bags, tote bags, or any other carrier, **must be left in the student's assigned locker** until they leave campus. This procedure provides personal and property safety. Students will be expected to organize their daily routines to best meet their schedule needs.

### **SIGNING YEARBOOKS, MEMORY AND AUTOGRAPH BOOKS**

Students are to exercise respect and good judgment in signing yearbooks, autograph books and memory books. Students who write inappropriate comments can expect to have their parents called and, in some cases, payment made for the book.

### **BOOKS AND OTHER SCHOOL PROPERTY**

Textbooks and planners are furnished free of charge. However, students are held financially responsible for loss or damage of these books and planners. The office has a limited number of replacement planners and pin drives, which can be purchased.

For any missing textbook or library book is lost, a loss of government property letter will be issued to the sponsor with DD Form 1131. Payment for missing books will be due within three weeks at the Dispersing Office of Accounting and Finance (Bldg. 721, Kadena Air Base) with the DD Form 1131 for lost or damaged books. If the book is found, parents must bring the book and paid receipt to the school supply office for paperwork that must be taken back to the Finance Office on Kadena for reimbursement.

Students are required to sign for books and must return the same numbered books when withdrawing or at the end of the school year. Sponsors are also responsible for payment in case of loss or damage to laboratory equipment, audiovisual equipment, computer materials, musical instruments, and any other school property or equipment that may be lost or damaged.

### **BICYCLES AND SPORTS EQUIPMENT**

Students may ride bicycles to school, but not on school grounds during the school day, before school, or at dismissal. Students are to get off their bicycles at the curb by the street and walk them to the bike racks. Bicycles must be locked. **The school is not responsible for bicycles ridden to school or parked on school grounds.** Any student who chooses not to follow these rules will lose the privilege of riding a bicycle to school. **Skateboards and scooters are not allowed on school grounds.**

**Athletic equipment**, such as basketballs, soccer balls, basketballs, bats, tennis balls, paintballs, etc., may not be brought to school. These items are considered non-educational items.

### **BUS TRANSPORTATION AND DISCIPLINE**

Buses arrive to school at 0705 hours at which time students will be dismissed to the school courtyard to await the start of school at 0720 hours. Once the bus doors close, no one will be allowed back on the bus for whatever reason, as this is a safety issue. **All students must have a valid bus pass or I.D. in order to ride the bus.**

The School Bus Office located in Building 5821 on Camp Foster is responsible for all student transportation issues. For matters' concerning bus passes, bus stops/routes, safety or bus operations contact 645-7820/2036. The school does not have this information. Concerns with student discipline on daily commuting school busses, bus monitor or reduced lunch contact 645-2360/2431.

After-school activity bus discipline is the responsibility of school administration. Suspension for misconduct on regular buses will also result in suspension from after-school activity buses and vice versa. After-school activity bus misconduct may also result in the right of a student to participate in after-school activities. Furthermore, shuttle buses being used by students who have been suspended for misconduct on school buses is prohibited unless accompanied by an adult or sponsor.

**Bus Monitor Policy Reminders:** the Bus Transportation Office/Officer prepared the following:

1. Parents, brief your children on School Bus Safety Practices and expected behavior.
  - (1) Sit in the same seat to and from school.
  - (2) Sit in your seat with your back to the seat.
  - (3) Do not stand up on the bus.
  - (4) File out of the bus by rows from front to rear.
  - (5) Do not take food or drink on the bus.
  - (6) Use inside voices while on the bus.
  - (7) Do not litter.
  - (8) Follow directions the first time you are told.
  - (9) Keep all windows closed unless the driver or monitor gives permission to open them.
  - (10) Respect all adults and peers.
2. Parents and children should be aware of the penalties, which will be imposed for various violations of good order and safety. These are listed in Kadena Air Base Regulation 30-1. Each parent will receive a copy of this regulation when they sign their children up for bus passes.
3. Block scheduling (which is consecutive days) or double run (AM & PM on the same day) will not be changed regardless of the circumstances.
4. There will be cameras filming at all times on the buses. Film, with incidents, will be available for 5 duty days for parents to view before it is reused. After the 5 days, the incident will be recorded on paper and filed.
5. Complaints against other children must be in writing and not called into the Student Transportation Office.
6. If your child is no longer riding the bus, you must come to the Student Transportation Office in person to deregister the child. It depends on when you deregister from the bus as to how many days of monitoring duty will still need to be fulfilled per child.

These are only highlights of the regulation regarding the school bus monitoring program. Sponsors should read the complete base regulation so they know and understand the rules that they and their children need to follow.

### **PEDESTRIAN/NON-BUS RIDERS**

Students are to exercise prudence and NOT walk between the busses when coming to school in the morning or departing in the afternoon.

Students who walk or ride bikes to school should arrive no earlier than 0705. Additionally, they are to depart from school grounds before 1355 and must use the crosswalks only. Students are not allowed to loiter for any reason and should maintain movement via the crosswalk nearest the front of the school, toward their final destination, until reaching that final destination. Students riding the shuttle bus should congregate at the end of the front office building closest to the crosswalk. Repeated offenses will result in disciplinary action. Students must not play or ride skateboards/scooters/rollerblades/roller shoes/bicycles/etc. in any area near the school grounds, even if off school grounds, as buses are departing. This is a school safety issue for students even if they are off campus.

### **SAFETY AND SECURITY**

The school is inspected regularly for compliance with fire and safety regulations. Evacuation drills for storm, fire, and/or bomb threats, which are required by military and DoDDS regulations, are held by-month through the year. Each office and instructional area has a posted evacuation plan. The school is provided security protection at the level currently in force or the military community.

On a few occasions students have set off a false fire alarm. As a result, valuable class time has been lost because of a prank. In an effort to reclaim this lost instructional time and discourage students from setting a false fire alarm, students may be required to make up class time missed in ten minute increments during their noon break period. An example of this procedure is if students are held outside for 30 minutes for a false alarm, they will remain in their period prior to lunch 10 minutes longer on the next three days.

Students are expected to practice good safety habits in all common areas at school, i.e., courtyard, hallways. Any time conflict with a peer erupts, students should immediately report to the counselor's or main office where they can discuss and work out the problem. If for any reason students do not leave the common area where the disruption occurs to work through a problem, both students will immediately be sent home with parents.

### **EMERGENCY AND EVACUATION PROCEDURES**

In case of fire drill, fire, or other emergency evacuation procedure, a loud continuous ringing bell will be sounded. Students will follow the evacuation plan posted in the room and leave the room in an expeditious and orderly manner. Students are not to return to classrooms during or after emergency evacuation procedures until given permission by an appropriate authority.

Emergency evacuation procedures will be practiced every week during the first month of school and every other month thereafter.