

“Home of the Buccaneers”



Parent/Student Handbook

AMS Web site: <https://www.dodea.edu/AntillesMS/index.cfm>

(Revised Summer 2020)

DEPARTMENT OF DEFENSE EDUCATION ACTIVITY (DoDEA)

DoDEA Mission

Educate, Engage, and Empower Each Student to Succeed in a Dynamic World

DoDEA Vision

Excellence in Education for Every Student, Every Day, Everywhere

dodea Americas

MID-ATLANTIC DISTRICT



Purpose Statement

To ensure the college and career readiness of our military-connected students, the DoDEA Mid-Atlantic District is committed to building capacity among all educators to increase the effectiveness of instructional practices.

Mid-Atlantic District Goals

Goal 1: All schools in the DoDEA Mid-Atlantic District will implement research-based practices through the use of the components of the Mid-Atlantic Framework for Teaching and Learning.

Goal 2: All students in the DoDEA Mid-Atlantic District will become empowered learners, innovative thinkers and global collaborators.

MID-ATLANTIC DISTRICT SUPERINTENDENT'S OFFICE

Address
PO Box 70089
Fort Bragg, NC 28307-0089

Phone 910-907-0200
Fax 910-907-1775
[Website](#)

DODEA MID-ATLANTIC DISTRICT SUPERINTENDENT

Dr. Donato Cuadrado



Dr. Donato Cuadrado was named District Superintendent for the DoDEA Mid-Atlantic schools in March 2018.

“Donato brings a wealth of leadership experience to the Mid-Atlantic District,” said Mr. Thomas Brady, DoDEA Director. “Donato is a very talented and dedicated leader who is committed to student achievement and success. He understands the uniqueness of the military culture as a former Soldier, who served four years and as an educator with more than 30 years of experience. Throughout his DoDEA career, he has demonstrated his passion for excellence in education and a commitment to serving students of our nation’s military families everywhere. His familiarity, leadership and expertise in our school operations will serve us well.”

As the Mid-Atlantic District Superintendent, he oversees 26 DoDEA schools located on eight installations serving more than 10,000 students in North Carolina, Virginia, New York, Puerto Rico and Cuba.

“I am humbled and grateful to serve as the Mid-Atlantic District Superintendent,” said Dr. Cuadrado. “I look forward to leading the great educators and administrators of this district and providing each child with an equitable and quality education.”

Dr. Cuadrado was most recently the Community Superintendent of DoDEA Schools in Puerto Rico. He began his career with DoDEA in 1993 and has more than 30 years of education experience. Prior to his career with DoDEA, he taught elementary grades in Puerto Rico public schools. He began his career in DoDEA teaching in grades 6-12 and also taught Advanced Placement courses. Dr. Cuadrado went on to become the Assistant Principal and later Principal of Ramey Unit School. He later became the Assistant Superintendent for DoDEA’s New York, Virginia, Puerto Rico District.

Dr. Cuadrado has won numerous awards. He received the U.S. Presidential Scholars Program Teacher Recognition Award and special Congressional recognition for outstanding service to his community. He was also selected as a DoDEA District Teacher of the Year.

Dr. Cuadrado earned his Bachelors in Elementary and Secondary Education and his Masters in Linguistics from the University of Puerto Rico. He earned his Doctorate in Educational Administration in 2004 from the Inter-American University in Puerto Rico. Dr. Cuadrado and his wife, Oly, currently reside near Ft. Bragg, NC.

PUERTO RICO COMMUNITY SUPERINTENDENT

Dr. Jacob Sherwood



Dr. Donato Cuadrado, the Mid-Atlantic District Superintendent for the Department of Defense Education Activity (DoDEA) Americas, has named Dr. Jacob Sherwood as the Puerto Rico the Community Superintendent. “We are excited about Dr. Jacob Sherwood,” said Dr. Cuadrado. “He brings the skill set that we are looking for in Puerto Rico and is versed in college and career standards.”

Dr. Sherwood spent two years in Honduras months after Hurricane Mitch hit in 1998, so his experience will offer unique insight to the individual needs students and families of Puerto Rico are currently faced with just a year after Hurricane Maria. I know Dr. Sherwood will do a great job in Puerto Rico.”

As the Puerto Rico Community Superintendent, Dr. Sherwood will oversee four DoDEA schools located on Fort Buchanan and Coast Guard Air Station Borinquen serving more than 1,700 students. Dr. Sherwood’s focus in this new role is to provide leadership and support in teacher collaboration to advance student achievement, inspire and motivate teaching and district staff, and support the DoDEA mission in Puerto Rico.

Dr. Sherwood has had various leadership positions in education. He was the superintendent of Omaha School District in Arkansas; the principal and assistant principal roles in Springdale, Arkansas; prekindergarten-12th- grade principal and athletic director for the Bronaugh, Missouri School District; and English Language Learners (ELL) Director in Monett, Missouri. Dr. Sherwood began his career in education as a Spanish and ELL teacher, and junior high basketball coach in Monett, Missouri.

Dr. Sherwood’s education includes a bachelor degree in Spanish Education at Brigham Young University- Idaho and a master's and specialist degrees in educational administration from William Woods University in Fulton, Missouri. He earned his Doctorate in Educational Leadership and Policy Analysis from the University of Missouri-Columbia.

He is married to Rachelle. They have six children, five boys, and a baby girl.

PUERTO RICO COMMUNITY SUPERINTENDENT’S OFFICE

Address

566 Columbus Street
Ft. Buchanan, Puerto Rico 00934-4540

Phone: 787-707-4623

Fax: 707-4618

jacob.sherwood@dodea.edu

TABLE OF CONTENTS

WELCOME MESSAGE..... 7

CONTACT INFORMATION..... 8

MISSION STATEMENTS..... 9

- OUTCOME TARGETS10
- LANGUAGE OF INSTRUCTION POLICY.....11
- AMS PHILOSOPHY, PURPOSE, AND GOALS.....11
- DoDEA COLLEGE AND CAREER READY STANDARDS 12 - 14
- GUIDANCE PROGRAM PHILOSOPHY.....15
- STUDENT RECOGNITION PROGRAM.....16
- EIGHTH GRADE AWARD CEREMONY.....16
- GIFTED EDUCATION PROGRAM.....16 -17
- ENGLISH AS A SECOND LANGUAGE PROGRAM17
- SPECIAL EDUCATION PROGRAM.....17 - 18

GENERAL INFORMATION.....19

- ABSENCES/ATTENDANCE..... 21
- CELLULAR PHONES..... 22
- CAMPUS/SCHOOL PROPERTY.....22
- CHAIN OF CONCERN.....22
- CHEATING AND PLAGIARISM..... 23
- HEALTH SERVICES.....24
- HOMEWORK24
- GRADING SYSTEM.....25
- TECHNOLOGY EXPECTATIONS/COMPUTER POLICY.....25
- INTERIM REPORTS.....26
- LOCKERS.....26
- LUNCH/FOOD SERVICE PROGRAM.....27
- LOST AND FOUND.....28
- INFORMATION CENTER28
- PARENT/TEACHER CONFERENCES.....28
- PHYSICAL EDUCATION.....28
- PRIVATE ENTERPRISES.....28
- REPORT CARDS.....29
- SCHOOL CLOSINGS/DELAYS.....29
- SMOKING/ALCOHOLIC BEV/ILLEGAL SUBS.....29
- TELEPHONE.....29
- TEXTBOOKS29
- VALUABLES AND PERSONAL BELONGINGS..... 30
- VISITORS AND GUESTS VISITATION POLICY.....30
- AMS MORNING DROP-OFF POLICY.....30

SCHOOL RULES AND REGULATIONS.....31

- AUDITORIUM/ASSEMBLY PROGRAM RULES.....31
- CAFETERIA RULES.....32
- SCHOOL WIDE RULES.....32
- HALLWAY PASSES.....32
- DAILY ANNOUNCEMENT..... 32
- COMMON AREA CONDUCT EXPECTATION..... 33
- INFORMATION CENTER(IC) CONDUCT EXPXTATIONS..... 33
- TRANSPORTATION DISCIPLINARY MEASURES..... 33
- ANTILLES MIDDLE SCHOOL DRESS CODE.....34 - 39

EXTRA-CURRICULAR ACTIVITIES.....40

- NATIONAL JUNIOR HONOR SOCIETY.....41
- STUDENT COUNCIL CONSTITUTION.....42 - 44
- STUDENT COUNCIL BY LAWS45- 46

STUDENT BEHAVIOR POLICY.....47

- PARENTAL RESPONSIBILITIES.....48
- STUDENT RESPONSIBILITIES..... 48
- ZERO TOLERANCE FOR VIOLENCE IN SCHOOL.....49 - 50
- ZERO TOLERANCE FOR WEAPONS: APPLICABLE TO ALL STUDENTS.....50
- THREATS.....50
- DRUGS AND/OR ALCOHOL.....50
- DANCE RULES50
- CORPORAL PUNISHMENT.....51
- COMMON AREAS.....51
- TRANSPORATION MISSON.....50 - 53
- PARENT-TEACHER STUDENT ORGANIZATION (PTSO).....54 - 58
- ANTILLES MIDDLE SCHOOL ATTENDANCE POLICY..... 59 - 60
- TARDY TO POLICY.....61
- ANTILLES MIDDLE SCHOOL DISCIPLINE POLICY62 - 68
- DUE PROCESS..... 69

Dear Parents and Students,

At Antilles Middle School (AMS) we are pleased to welcome you and your family to our learning community. Ours is a growing school that has been providing quality education, for many years, in order to attain academic excellence.

The school's experienced staff of teachers is dedicated to providing every child with the best educational opportunities possible; therefore, The Continuous School Improvement CSI Committee continues to be the focus and driving force of the school for student academic achievement. The CSI goals follow the process established by the DoDEA Community Strategic Plan and Cognia, and is aimed at meeting the goals and objectives selected by Mid-Atlantic Americas and the school. We realize the importance of helping each child develop an attitude of self-respect, self-worth, and self-determination. Many special services supplement our regular program and we try to provide a variety of opportunities for students to form meaningful relationships.

This handbook has been prepared in an effort to ensure parents and students are informed of the regulations and procedures of AMS. Parents are our partners in the important job of educating the children of this diverse community. The school has an open door policy, therefore, please come and visit any time. We welcome your suggestions and encourage you to become members of and to actively participate in the Parent Teacher Student Organization (PTSO), thus strengthening school/home partnership relationships.

Together we can make a difference!

Respectfully,

The AMS Administrative Team

CONTACTS

DoDEA Mid-Atlantic
Attn: Antilles Middle School
1081 Patriot Blvd
Ft. Buchanan, Puerto Rico 00934

Telephone Numbers

Main Office	787 707-2461
School Secretary	787 707-2406
Office Fax	787 707-2429
Principal	787 707-2395
Assistant Principal	787 707-2456
Registrar Office	787 707-4242
Counselor	787 707-2447
Administrative Officer	787 707-2402
Nurse	787 707-2463
Cafeteria Office	787 707-2474
Administrative Officer	787 707-2402
Ft. Buchanan Public Affairs	787 707-4486

1. [AMS Web Site](http://www.dodea.edu/AntillesMS/index.cfm)
<http://www.dodea.edu/AntillesMS/index.cfm>
Email (most staff member) `firstname.lastname@dodea.edu`



DoDEA

Mission: Educate, engage, and empower military-connected students to succeed in a dynamic world.

Vision: Excellence in education for every student every day, everywhere.

Antilles Middle School Purpose Statement: To provide an education for student who will be ready for their future, continue to learn, and take opportunities to better themselves.

School Goals:

Goal 1: All students at Antilles Middle School will improve their math performance by demonstrating growth in operations with rational numbers.

Goal 2: All students at Antilles Middle School will improve their reading proficiency.

The mission, vision statements, school goals and instructional focus are the driving force of Antilles Middle School's efforts to create success for all students.

OUTCOME TARGETS

As part of the school and the system's mission to attain academic excellence, and in accordance with the expectations of what an exemplary middle school should be, the following are outcome target goals governing AMS.

Student will be able to:

1. Use English-language communication skills and vocabulary knowledge, including technical vocabulary, across the curriculum to:
 - a. Follow oral and written directions
 - b. Read independently for pleasure and knowledge
 - c. Locate, organize, interpret, and apply written information to solve problems in all subject areas
 - d. Speak and write fluently, clearly and correctly
2. Perform basic mathematical computations and solve practical problems using a variety of mathematical techniques
3. Test hypotheses using scientific methods
4. Develop technology skills to access, analyze, create, and communicate information effectively; demonstrate personal qualities associated with successful citizenship and responsibility
5. Build self-esteem, self-management, impulse control, courtesy, integrity, fairness, honesty, and sociability
6. Work effectively in culturally and ethnically diverse groups to find common ground and solve common problems

Students are expected to be in school each day and ready to work. Homework completion and preparation for classes are key to success.

We are:

1. Standards Based (College and Career Ready Standards Language/Math)
2. Data Driven
3. Student Focused (we aim for the highest Student Achievement for all)

Language of Instruction Policy for School System

The district operates under 10 USC 2164 which states, “In the case of military installation located in a... Commonwealth... that an educational program may be considered appropriate... only if the program is conducted in the English language.” In keeping with this law, Instruction in classes are conducted in English with the following exceptions:

1. In language classes other than English, full use of the language being studied is appropriate.
2. DoD Directive 1342.20 states that DoDEA shall provide programs designed to meet the special need of individuals with limited English-speaking ability.

AMS Philosophy, Purpose, and Goals

The middle school is an “in-between” school that stands between the elementary school and the high school. It is designed and equipped to serve boys and girls who are between childhood and young adulthood.

AMS is committed to fostering an environment where students are able to develop academically, emotionally, socially and physically to their greatest potential. Antilles MS, through flexibility and adaptability will address the diverse nature of the student population in order to encourage the development of student’s self-esteem in a safe and caring environment.

The House Concept, which can be understood as a “school within a school”, has been implemented at AMS with the belief that each student’s total educational experiences would be enhanced: academic learning, personal development, and group citizenship. Teachers and students are organized and grouped in interdisciplinary teams in order to provide and receive instruction and learning. In these teams or houses, teachers share the same students, the same schedule, the same part of the building, and the responsibility to share in the planning of the major academic subjects which students encounter during the day. Under this model, the following key practices are implemented:

1. Interdisciplinary teams of teachers
2. Professional Learning Communities and Focus Collaboration
3. Flexible and block scheduling
4. Students assigned to seminar/homeroom teacher
5. Critical thinking and problem solving as an instructional approach
6. After school programs and clubs
7. Parents and community members as volunteers
8. Tiered intervention

DoDEA College and Career Ready

The best way to prepare student for college, careers, and life after high school is to ensure that they graduate with a strong foundation in core academic areas that will open doors in the future. Beginning in Pre-K and continuing through grade 12, College and Career Readiness (CCR) is about preparing students with the knowledge, skills and dispositions necessary for successful postsecondary engagement (i.e., life after high school). CCR student goals focus on student achievement (results) that are aligned with college and work expectations and internationally benchmarked toward the larger goal of producing national workforce to stabilize our Nation’s economy. As a natural outgrowth of meeting the charge to define college- and career-ready high school graduates who are equipped with the knowledge, skills and dispositions for postsecondary success, becoming a literate person in the 21st century is expected and widely applicable. DoDEA is committed to engaging its Pre-K through grade 12 students in real learning for real life, college and career readiness.

College and Career Readiness Standard Literacy (6th grade)

A Sample of What Your Child Will Be Working on in 6th Grade:

1. Gaining knowledge from materials that make extensive use of elaborate diagrams and data to convey information and illustrate concepts
2. Evaluating the argument and specific claims in written materials or a speech, and distinguishing claims that are supported by reasons and evidence from claims that are not
3. Presenting claims and finds to others orally, sequencing ideas logically, and accentuating main ideas or themes
4. Writing brief reports that examine a topic, have a clear focus, and include relevant facts, details, and quotations
5. Conducting research in response to a specific question by drawing on evidence from several credible literary or informational sources to support an analysis or reflection
6. Avoiding plagiarism and following a standard format for citations (e.g., footnotes, bibliography)
7. Evaluation a speaker’s key points and reasoning, asking questions, and stating his or her own well-supported ideas in discussions
8. Presenting claims and findings to others emphasizing main points, making eye contact, speaking loudly enough, pronouncing words clearly, and using formal English when the situation calls for it
9. Using common, grade-appropriate Greek or Latin affixes and roots as clues to defining the meaning of a word (e.g., semi-semiannual, semicircle)

College and Career Readiness Standard Math (7th grade)

A Sample of What Your Child will be working on in 7th grade:

1. Analyzing proportional relationships (e.g., by graphing in the coordinate plane), and distinguishing proportional relationships from other kinds of mathematical relationships (e.g., buying 10 times as many items will cost you 10 times as much, but taking 10 times as many aspirin will not lower your fever 10 times as much)
2. Solving percent problems (e.g., tax, tips, and markups and markdowns)
3. Solving word problems that have a combination of whole numbers fractions, and decimals (e.g., a woman making \$25 per hour receives a 10% raise; she will make an additional $\frac{1}{10}$ of his or her salary an hour, or \$2.50, for a new salary of \$27.50)
4. Solving equations such as $\frac{1}{2}(x-3) = \frac{3}{4}$ quickly and accurately, and writing equations of this kind to solve word problems
5. Solving problems involving scale drawings
6. Using statistics to draw inferences and make comparisons (e.g., deciding which candidate is likely to win an election based on a survey)

College and Career Readiness Standard literacy (8th Grade)

A Sample of What Your Child will be working on in 8th grade:

1. Citing evidence that most strongly supports an analysis of what is explicitly stated and/or implied from a book, article, poem or play
2. Analyzing where materials on the same topic disagree on matters of fact, interpretation, or point of view
3. Building writing around strong central ideas or points of view; supporting the ideas with sound reasoning and evidence precise word choices, smooth transitions, and different sentence structures
4. Planning and conducting research projects that include several steps and use many credible and documented print and digital sources
5. Analyzing the purpose of information presented in diverse media (e.g., print, TV, web) and evaluating in social, political, or commercial motives
6. Presenting findings and claims to others, emphasizing key points with relevant evidence and sound reasoning, adapting speech to the audience and the formality of the setting, and responding to questions and comments with relevant observations and ideas
7. Using strong, active verbs to create a clear picture for the reader (e.g., walk, skip, meander, lurch, limp)
8. Interpreting figures of speech (e.g., irony, puns) and developing a large vocabulary of general academic words and phrases

College and Career Readiness Standard Math (8th grade)

A Sample of What Your Child will be working on in 8th grade:

1. Understanding slope, and relating linear equations in two variables to lines in the coordinate plane
2. Solving linear equations (e.g., $-x + 5(x + 1/3) = 2x - 8$); solving pairs of linear equations (e.g., $x + 6y = -1$ and $2x - 2y = 12$); and writing equations to solve related word problems
3. Understanding functions as rules that assign a unique output number to each input number; using linear functions to model relationships
4. Analyzing statistical relationships by using a best-fit line (a straight line that models an association between two quantities)
5. Working with positive and negative exponents, square root and cube root symbols, and scientific notation (e.g., evaluating $036 + 64$; estimating world population as 7×10^9)
6. Understanding congruence and similarity using physical models, transparencies, or geometry software (e.g., given two congruent figures, show how to obtain one from the other by a sequence of rotations, translations, and/or reflections)

Guidance Program Philosophy

The school counseling program at AMS is an essential service of the school, directed toward helping its students develop College and Career Readiness in the domains of: Academics Career Personal and/or Social. The counseling program strives to use democratic methods to lead students to rational and positive goal formation in the areas of personal, social, educational, vocational and career decisions.

The counseling program will include the following services:

1. Individual and group personal and social counseling
2. Student orientation
3. Educational and career planning and placement
4. Evaluation of academic progress
5. Child study components:
 - a. Tests of ability and achievement
 - b. Measures of interest and personality
 - c. Observation
 - d. Self-reports
 - e. The child study team
6. Faculty in-service training and coordination
7. Grade level and house counseling/coordination
8. Parent assistance

Comprehensive developmental school counseling programs positively impact students, parents, teachers, and the community. As adopted from American School Counseling Association (ASCA): The National Standards for School Counseling Programs, benefits each of these groups by:

1. Preparing students for the 21st century through academic, career and personal/social development
2. Relating educational programming to future success
3. Facilitating career exploration and development
4. Developing decision making and problem solving skills
5. Assisting in the acquisition of knowledge of self and others
6. Enhancing personal development
7. Assisting in developing effective interpersonal relationship skills
8. Broadening knowledge of an ever-changing world
9. Providing advocacy for students
10. Encouraging facilitative, cooperative peer interactions
11. Fostering resiliency in students
12. Assuring equitable access to educational opportunities

Student Recognition Program

Honor Roll

Three levels of academic achievement are recognized at AMS:

1. Principal's List = 4.00 grade point average
2. High Honors = 3.50 – 3.99 grade point average
3. Honor Roll = 3.0 – 3.49 grade point average

Honor roll students will be provided an appropriate achievement certificate per semester.

Our student recognition program is dedicated to positively awarding our students. The program is comprised of the following components:

1. Principal's Honor Roll – students in this category have earned straight A's. We will give awards using SEMESTER grades, not quarter grades.
2. A/B Honor Roll – Students in this category have earned all A's and B's. We will give awards using SEMESTER grades, not quarter grades.
3. Citizenship, Leadership, Service (year)
4. Academic Awards of Excellence: outstanding scholarship in the areas of English, Math, Science, Social Studies, and Reading, and all elective classes (year)
5. Presidential Awards of Achievement and Excellence will be given to our exit class – the eighth graders. Strict national criteria apply.
6. Citizenship (Students shall have no suspensions or no more than two discipline referrals)
7. Perfect Attendance for the semester

Eighth Grade Award Ceremony

Eighth graders will be invited to attend this promotional ceremony at the end of their school year. It is not a graduation ceremony. Rather, it is a ceremony celebrating the growth of the students as they have journeyed, with their peers, through their last year of middle school. All eighth grade Students are eligible to participate in the ceremony. Contact your child's eighth-grade team sponsor for further information.

Gifted Education Program

The Gifted Education Program is based upon the premise that optimum development is reached when the regular curriculum is differentiated to meet the needs of the gifted students. The intent of the Program is to be inclusive rather than exclusive, thereby ensuring that each student eligible for participation is considered for program placement.

The school is required to establish a gifted review committee to receive referrals, review findings, and to determine the eligibility of students to receive educational services that match with their abilities. The committee shall employ the DoDEA procedure for the identification, eligibility, and placement of students in the program. The standing committee will consist of, but not be limited to, the following members:

1. A professional who knows the child

2. Classroom teacher(s)
3. Assessment specialist(s)
4. Gifted program staff
5. School administration
6. Any others as deemed appropriate

Criteria used to develop a student profile for identification and eligibility is data gathering of multiple criteria sources.

Incoming students transferring from gifted education programs shall be placed in DoDEA's program.

The standing committee shall conduct an annual review of enrolled students for continued eligibility in the program.

English as a Second Language Program

Since English is not the first language of all Antilles students, mastery of English as a Second Language (ESL) is a vitally important part of the instructional program. The district ESL program is designed to assist students whose need for English language proficiency precludes satisfactory achievement within our district.

To learn more about how ESL students will be placed you can talk with your child's ESL teacher or the school counselor.

Special Education Program

Department of Defense Instruction Number 1342.12 June 17, 20150, *Provision of Early Intervention and Special Education Services to Eligible DoD Dependents*, defines Special Education as specially designed instruction, which is provided at no cost to the parents, to meet the unique needs of a child with a disability, including instruction conducted in the classroom, in the home, in hospitals and institutions, and in other settings, and instruction in physical education. The Special Education Department is the school-based team>

1. The following categories of disabilities may serve as a basis for an eligibility determination and development of an Individualized Education Program (IEP) designed to provide delivery of special education and related services in the least restrictive environment (LRE).
2. Autism Spectrum Disorder
3. Deafness
4. Deaf-Blindness
5. Developmental Delay
6. Emotional Disturbance
7. Hearing Impairment
8. Intellectual Disability
9. Orthopedic Impairment
10. Other Health Impairments
11. Specific Learning Disability
12. Speech or Language Impairments

13. Traumatic Brain Injury
14. Visual Impairment, Including Blindness

Antilles Middle School CSC members include the following certified professionals:

1. Classroom Teachers
2. Special Education Teachers
3. School Counselor
4. School Psychologists
5. School Nurse
6. Speech-Language Pathologist
7. Occupational Therapist
8. Physical Therapist
9. Assessors (Special Education and Speech-Language Pathologist)

Parents are essential members of the Case Study Committee (CSC). They are equal participants in meetings including the referral, assessment planning, eligibility determination, IEP development and/or modification, change of placement, and annual and/or triennial review meetings.

GENERAL INFORMATION



Absences/Attendance

Regular attendance and punctuality are essential to progress in school. Students are urged to attend school regularly unless they are ill.

Notify the school by calling the attendance line at (787) 707-2461 or contact the school via email at AMSAttendance@dodea.edu. Please state the date(s), time, and reason for the absence, do so no later than 0800 on the day your child will be absent from school. Following an absence, if you reported by phone and did not email the school, the student is required to bring a note from you, the sponsor/guardian stating the date(s), time and reason for the absence. We encourage the use of email on the first day the child will be absent. In addition, please encourage your child to arrive at every class on time throughout the school day. Students are to report to the school by 7:35 am and the school day will end at 2:22 pm (except on Wednesdays at 1:28 pm).

If a student is late, a parent/guardian must accompany the student and sign him or her in at the front office. If you do not accompany your child into school he/she will be considered tardy (unexcused). Please don't drop students off before 6:45 am. There is no supervision.

1. **Excused absences:** Excused absences will be granted only for illness, family emergencies, educational trips shared by members of the family, religious observance, medical necessities that cannot be cared for during non-school time and special family events acceptable to the administration. The main office will determine the status of the absence (excused or unexcused). Excused absences or more than three (3) days require a form to be filled out and then approved by an administrator, before the absence will be considered excused.

With an excused absence, a student has full makeup privileges for all missed class work, or tests. A student who has been absent is expected to make up work, including tests, within a time limit not to exceed the length of the time absent unless the school determines there are extenuating circumstances. (Example: two A days absence would afford the student two A days to make up work.)

2. **Unexcused absences:** Students without a note will be given one additional day to bring in a note. Failure to bring the required statement explaining a student's absence by the end of the second day will make that absence unexcused. A medical excuse is required for any student missing three (3) or more consecutive school days.

The unexcused absences are: personal, family vacation trips. Vacation trips and/or appointments should not be scheduled during Summative Assessments, if possible.

3. Unexcused absences include truancy and suspensions. Suspension indicates that the student loses the privilege of attending classes and interacting with peers. In the case of either truancy or suspension, students are entitled to complete all assignments of the work missed during that period. Teachers will give a reasonable penalty for work that is late. Truant or suspended students may not take part in any extracurricular, athletic, or school-sponsored event scheduled that day or evening. **(DoDEA Regulation 2092.01) page 9.**
4. **Early Dismissals:** Parents picking up children during the school day **must** come to the office first. The child will then be called from their classroom. Parents will sign the child out in the student's early

dismissal folder in the office. No student will be allowed off the school premises without the parent or guardian. 100% ID Check is required to pick up students.

5. **Truancy:** A student who, after reporting to school, skips or leaves a class without permission is truant. Any student who is absent from school without the knowledge or permission of his/her sponsor or school authorities is truant.
6. **Withdrawals:** Parents are requested to notify the school registrar at least two (2) weeks prior to the student's last day in school. Students leaving before the official cut-off date for early withdrawal, which is listed on the district school calendar, will be issued an incomplete progress report. Students withdrawing on or after the official cut-off date will be issued a progress report with final grades. Accelerated withdrawal must be approved by administration.
7. **Perfect Attendance:** Perfect Attendance is defined as attending school for 180 days on time, all day, and every day.
 - a. Be present in classes every day that school is in session, except when on school business (i.e., sports, field trips, other school-related activities).
 - b. Have no suspensions (in-school or out-of-school).

Make Up Work Following an Absence:

Students will have the equivalent of the time missed to complete assignments. If a student is absent one day, they have one day to complete missing work. EXAMPLE: Absence on Tuesday (A day) with return on Wednesday (B day) means the student will have Thursday (A day) to complete missed assignments.

1. It is the student's responsibility to check with teachers about missed work after an excused absence and ensure it is turned in by the next class period.
2. Advanced absences require students to receive assignments prior to departing. Assignments should be turned in two days after return to receive credit. The office staff will provide the student with appropriate forms and information for advance absences.
3. All students are encouraged to communicate with teachers via email during absences for information and to turn in work.
4. Sponsors may request assignments/homework for students who are absent for 2 or more days by calling the school at (787) 707-2461/4242. Teachers have 24 hours to fulfill the requests.

Parents are instructed not to drop their children off at the school before 6:45am. There is no student supervision on campus before this time and the school cannot be responsible for your child. The base has a strict regulation in place that parents can be accused of child neglect if their children are left unsupervised before or after school hours.

Cellular Phones

We recognize that cell phones are a critical tool for communication between students and families regarding transportation and logistics, and that many AMS families rely on them to coordinate arrangements for keeping their children safe and supervised after school ends. **Cellular phones or any type of electronic device will not be allowed to interrupt the educational process.** Cellular phones are to be placed in students' book bags once they arrive on school property.

They are to remain off and placed in the locker before homeroom. If parents need to contact their child due to an emergency, they must call the school. Such devices will be confiscated if any disruption occurs. If confiscated, only the student's parent or guardian may retrieve them from the principal/assistant principal.

Campus/School Property

Until school is dismissed, students are not allowed to leave school grounds after arrival in the morning. School grounds are "off limits" after-school hours or when school is not in session, unless authorized by a school official. The cleanliness of the school buildings and grounds should be considered the responsibility of all students. Students are expected to respect school property of others. Willfully, defacing, or otherwise damaging in property, real or personal will result in a disciplinary action as established in the Student Behavior Policy.

Chain of Concern

Please help us resolve issues at the lowest level possible. Most issues can be resolved at the level occur. Our staff is ready to listen and assist our parents and students in order to address concerns. Please utilize the following flow plan:

1. Speak with the teacher or other staff member where your concern was initiated
2. Speak with the Principal or Assistant Principal
3. Speak with the Community Superintendent
4. Speak with a School Board Member
5. Address the Board at a regular meeting
6. Speak with the Director of Mid-Atlantic District

Cheating and Plagiarism

Disciplinary Rules and Procedures: DoDEA Regulations 2051.1

Cheating: The individual teachers and the administration will deal with cheating. Students who copy others' work, cheat on tests or exams, plagiarize (use other's material as their own), etc., will be punished accordingly. Cheating will adversely affect the students' grades.

Plagiarism: The following Plagiarism Policy has been adopted by Antilles Middle School and is applicable to all academic areas. Plagiarism is defined as "the unauthorized use or close imitation of the language and thoughts of another author and the representation of them as one's own original work." Imitation or borrowing by itself is not plagiarism. Drawing on other people's ideas is perfectly reasonable and, in fact, unavoidable when you write academic essays-but you must acknowledge the borrowing.

You are obligated, ethically, to other writers and as a defense for yourself, to acknowledge all borrowings you take for other sources, even if you don't copy the exact words used in the original—even if you never actually quote the original. Some examples of plagiarism are:

1. Quoting material without attribution.
2. Passing off another's idea as your own, even if it's been reworded without attribution
3. Imitating a passage's structure or argument without attribution
4. Concealing the extent to which you've borrowed from a text or other source
5. Submitting someone else's writing or someone else's ideas using your name
6. Copying from someone (homework, tests, etc.)

As a student at Antilles Middle School, you will receive plagiarism instruction (class discussion or reading) through your ELA classes, as well as the information center.

Health Services



Students should not come to school with fever over 100, especially when suffering from an infectious or contagious illness, nausea, vomiting or diarrhea and with severe uncontrolled coughing or wheezing. Additionally, students should not take medication of any kind at school except under the supervision of the school nurse.

When a student is required to take a prescribed medication during the school day, the following must be furnished to the nurse:

1. The medication must be in a pharmacy labeled container, marked with student's name, name of drug, amount to be taken, and time to be taken
2. Written permission form from the parent for the student to take the medication
3. Written orders from the physician that the student requires the medication
4. Students will be permitted to retain possession of their medication while in school or participating in school related activities only under the following conditions: the student's prescribing physician must provide a written statement indicating such permission.

No medication of any kind will be given without the above information.

If a student becomes ill during the school day, he/she is to report to the nurse. If the nurse is not available, he/she is to report to the office. We ask that students NOT contact parents independently. It is the nurse's responsibility to determine if the student is ill enough to be sent home. Students are not authorized to leave school because of illness without the approval of the school nurse.

Students must have a pass, signed by the classroom teacher, to go to the nurse. The only exception is in case of an emergency.

Parents are to ensure that all changes in address, telephone number or important medical information is kept current with the nurse and the office.

Homework

The following policy statement is reflective of the intent and purpose of DoDEA Administrative Instruction 2000.9, "Department of Defense Dependent Schools Homework Policy," dated 7 July 1993. Homework is defined as assignments to be done outside the classroom instruction, increase understanding and retention, transfer and extend classroom instruction, prepare for class discussion, and provide curriculum enrichment opportunities.

It is Antilles Middle School policy to assign homework as appropriate, as it is reinforcement for classroom curricular areas and is designated to support student learning. Homework will be designed to meet the needs and abilities of each individual, student and consideration for time commitment will be considered when assignments are given. As appropriate, homework will be evaluated and returned by the teacher.

Grading System

We employ the grading systems consistent with all secondary schools in DoDEA. The following grades are used in all subjects.

A-, A, A+ = 90 – 100%

D-, D, D+ = 60 – 69%

B-, B, B+ = 80 – 89%

F = 59 & below

C-, C, C+ = 70 – 79%

I = Incomplete

An incomplete grade will become a grade when work is completed; the maximum time for completion is two weeks. Incomplete grades are only given in extenuating circumstances. Should no work be completed within the two week timeframe, the “I” will become an F.

Gradespeed: Gradespeed is the official grading communication program for teachers, students and parents. Parents can register and get timely reports of progress from any computer, at any time. Grade-speed registration information is available on the website or log in to <https://dodea.gradespeed.net/gs/>.

Progress Reports: Official progress reports of academic achievement are issued at mid-term (after 20 school days) of each marking period.

Report Cards: Report cards are issued each nine weeks (quarterly); see the school calendar for end of quarter dates. Semester report cards will be mailed or provide to students.

Technology Expectations/Computer Policy

AMS embeds computer technology throughout the curriculum. Computer technology is defined as hardware, software, and resources made available anywhere on campus. Students will treat all technology in a responsible manner and abide by the rules set forth in this policy. Students may have access to:

1. Electronic mail communication for educational purposes
2. World wide web and all of the appropriate resources available through this medium
3. Internal resources such as, data produced by staff and students, commercial databases, commercial software, printers, etc.

AMS has taken precautions to restrict access to controversial materials or files that may impact system integrity. However on a global network it is impossible to control all materials. AMS believes the value of information and interactive processing through computer technology far outweighs the possibility that users may procure material that is not consistent with the educational goals of DoDEA.

All DoDEA students, employees, and authorized users are required to read, sign and adhere to the DoDEA Computer and Internet Access Agreement (DoDEA Form 6600. 1F2). Parents must cosign this user agreement for enrolled students before user accounts can be established.

Interim Reports

Students failing or demonstrating a major change in achievement will receive an official interim report during each mid-quarter period. Teachers may choose to send a report at any time during the quarter.

Lockers

1. Lockers are available for students in the hallways
2. The homeroom teacher and office will keep individual locker numbers on file
3. Students will be held accountable for lockers to which they are assigned. Lockers are not to be shared or changed, unless authorized by the homeroom teacher
4. The school is not responsible for personal belonging in unlocked lockers
5. Lockers are government property and may not be defaced. This includes painting, printing and drawing on the exterior or interior. Since they are federal property, lockers are under the jurisdiction of AMS and the Military Police of Fort Buchanan.
6. ALL personal items must fit, and be kept in, the locker, to include backpacks and large purses. These items **cannot** be kept in the classrooms
7. Lockers **MUST** be secured at all times

AMS is not responsible for items if lockers are not completely locked.

Lunch/Food Service Program

All meals served will meet the guidelines established by the U.S. Department of Agriculture. Three or four food components for breakfast are considered to be a full meal. Also four food components for lunch are considered to be a full meal. Food components are:

1. Meat – one serving of meat/meat alternate
2. Grains/Bread – one serving
3. Vegetables/Fruits – one serving each, two servings fruits, or two servings vegetables
4. Milk – One serving

Students have the option to decline food items. However, they must take no fewer than three of the required foods. In order to be a reimbursable meal they must take $\frac{1}{2}$ cup of fruit or $\frac{1}{2}$ cup of vegetables or both items. Students are allowed to take smaller portions of the declined food items. The required food items taken by students, however, must each be a full serving. If students choose fewer than three food items, without fruit or vegetables the price of their selection will be charged by items. It is the same for students that have the benefit of free or reduced price meals.

Students can obtain reimbursable meals at the “a la carte line.” Those students who decide to obtain the food services through the “a la carte line”, but who do not meet reimbursable requirements, will be charged by items. Likewise, if a student chooses to purchase canned juice, yogurt, ice cream, or other items they will be charged extra.

1. **Account Payments:** students who wish to take part in the school’s cafeteria program are issued an account number for their exclusive use. Parents can make deposits to their child’s account as often as desired or needed, in any amount over \$10.00. A cash clerk will be available at the school site to receive deposits from 8:00am until 10:00am and from 1:00pm until 2:00pm. Students will be able to use the same account as long as they attend one of our schools. If a meal card is lost or stolen, please contact the school cashier as soon as possible. The balance on the existing account will automatically be transferred to a new account. A new account number and a card will be issued. The stolen number will be deleted from the database so that it may not be used.
2. **Breakfast Program:** breakfast is offered at the school cafeteria from 6:45am until 7:20am. A-la-carte items are also available. Those families that have been approved free or reduced price will automatically receive a free or reduced price breakfast.
3. **Free and Reduced-Priced Meals:** Children from households that meet federal income guidelines are eligible for free or reduced price lunch. To apply for free or reduced price lunch, an application, available at the School Cafeteria Office - Superintendents Building. Must be completed.
4. **School Lunch Loans:** DoDEA Mid-Atlantic Policy is that no student will be denied lunch for lack of money. Students will receive a full meal regardless of what the account status is. If an account accrues any negative balance, parents will be notified with a print out which will be sent with the student. **Students will only be allowed to choose from the main line, one full meal only.**
5. **Misuse of Meal Accounts:** No student may use another student’s account number under any circumstances. No parent may use a student’s account. Students caught possessing or using another student’s meal account or having another student purchase items for them will receive consequences according to the Student Behavior Policy (page 45 of student parent handbook).

Lost and Found

Any lost personal articles or books, which are found, are to be returned to the office where they will be placed in the lost and found. High value items are placed in a different location, please see office personnel to look for your item. Please mark all clothing to avoid loss. Lost and found clothing is donated to the community if not claimed at the end of each semester. Personal items such as notebooks, books, etc. should also be marked.

Information Center

The Information Center (IC) is open in the morning before school starts, and during lunch. To use the IC during lunchtime, students must have a pass provided by one of their teachers. Parents are encouraged to visit the center and use its facilities.

Parent/Teacher Conferences

Parent teacher conferences are scheduled upon request by the parent or teacher. Notices will be sent home concerning the parent/teacher conference schedule. Additional conferences will be scheduled as needed. You may schedule a conference by email or note with your child teachers if you have a concern. Parents will be notified each mid-quarter if the student is in danger of failing a subject. If you receive a mid-quarter letter of concern, a conference is suggested to discuss cooperative plans to help your student. Parents are invited to schedule mid-quarter parent//teacher conferences and are also welcomed as observers of classroom procedures. However, please schedule all conferences and observations with your child's teacher in advance and check-in at the office before going to the classroom. We value our partnerships with families!

Physical Education

All students at AMS are required to participate in the school's physical education program unless prevented from doing so for medical reasons. There are no excused absences, except physical ones, from this important phase of learning. **Tennis shoes and PE uniform are requirements for physical education classes and count towards the grading criteria.**

If your child is limited by a physical handicap and cannot take physical education, a doctor's statement to this effect must be sent to the school. The school will honor temporary excuses, written by parents, to cover minor illness.

In the event that your child has suffered a fracture and a cast has been applied, we require a note from the doctor (not parents), after the cast has been removed, indicating how long your student needs to be excused from physical activity.

Private Enterprises

The sale of any items, including candy, by individual students for personal gain, at school or on the buses is not permitted.

Report Cards

Report cards are sent home following the end of each semester (see school calendar).

School Closings/Delays

School closures or delays will be reported via ASPEN or ATHOC emails and/or text. Please ensure that your contact information is accurate.

Smoking/Alcoholic Beverages/Illegal Substances

Students are prohibited from consuming alcoholic beverages or illegal substances while in the jurisdiction of the DoDEA Mid-Atlantic school district. This includes the confines of school buildings, surrounding grounds, at school sponsored activities, and while riding the school bus. Students will be subject to disciplinary measures as indicated in the Student Behavior Policy.

Telephone

The telephone is available in the available in the office for students to me **EMERGENCY CALLS ONLY**. Parents are encouraged to communicate arrangements with their children prior to sending them to school. Messages that are not emergency related are disruptive to the operation of the office and to the student's classroom education.

Students cannot be called to the office to answer that telephone. Only emergency messages from parent will be passed to the student. An emergency telephone number of parents, or their representative, is a requirement. **Any change in the phone number must be reported to the school office immediately. Students can only use the front office phone from 7:00 am – 7:30 am and after school dismissal.**

No student is to call home to ask his/her parent or custodian to pick him/her up during school hours unless authorized by the office. If student is sick they must visit the nurse first with an authorized pass by teacher, nurse will call parent/custodian if necessary.

Textbooks

Textbooks are provided without cost to students, but each student is responsible for the proper care of his/her books. Parents of students must replace lost or damaged books. Some may be online.

Valuables and Personal Belongings

Students are responsible for their own personal belongings and should lock them in their lockers. Valuable items should not be brought to school. Students should keep lunch money with them and not in book bags, books, desks, or lockers. The school cannot be responsible for stolen personal belongings.

During physical education classes students can bring a personal lock to lock their personal belongings in the PE locker in the locker rooms. The student **MUST** remove the lock each day after the PE class is over.

Belongings, which are not secured by the students, are not the responsibility of the PE teachers or the school.

Visitors and Guest Visitation Policy

Although AMS has an “open-door” policy, the following procedures will be followed for security reasons:

1. All visitors must sign-in at the main office and obtain a nametag, wear it, sign-out when leaving and return the nametag to the office.
2. Office staff will assist the visitor with sign-in/sign-out procedures and direct the visitor to his/her destination. At no time is a visitor, including parents, allowed to go to a classroom without proper authorization from the office. Classes are not to be interrupted to hold a conference with a visitor.
3. All other staff will ask visitors without nametags to return to the main office to sign-in and obtain one. The main office will be notified immediately if any person without proper without proper identification is on the school premises.

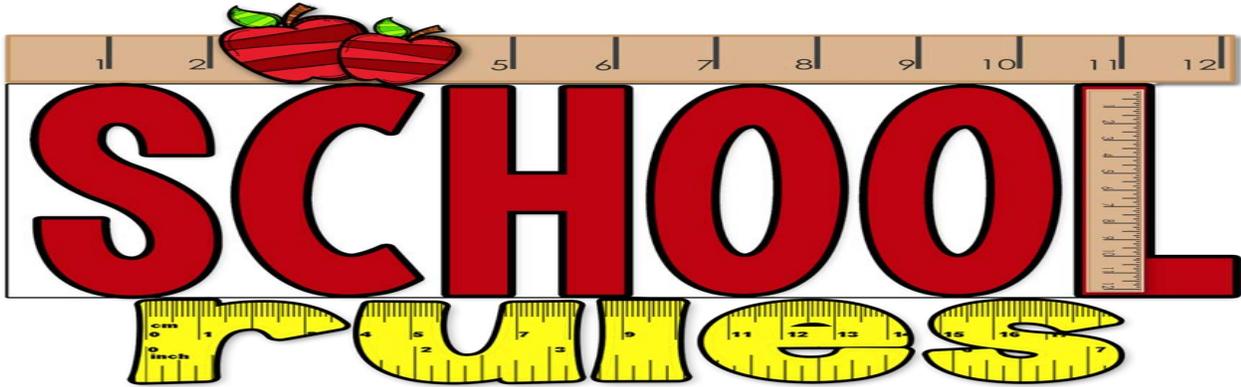
Alumni guests may visit on a limited basis. They must follow the procedures and rules for regular visitors after obtaining permission for the visit from the assistant principal or principal. Other student guests are not allowed unless cleared through the school administration.

AMS Morning Drop Off Policy

1. Observe all traffic signals posted
2. Observe speed limit 5 mph (school zone)
3. Absolutely **NO** passing busses or other vehicles after entering AMS ramp
4. Drop-off is on the right side of the curb
5. Student’s exit vehicle on passenger’s side (right side)
6. For you convenience you may use the visitor or drop off parking
7. Do not use staff parking that are marked and numbered on the pavement
8. No double or blocked parking

SCHOOL RULES AND REGULATIONS

All school rules, regulations and standards for student behavior as specified in this handbook and the “Student Behavior Policy” are in effect:



1. To school
2. From school
3. On school property
4. On school transportation
5. At any school sponsored activity

As a student progresses through the middle school, it is reasonable to assume that increase of age and maturity brings a greater responsibility for mature, responsible actions. Differences in age, maturity and learning ability are recognized in determining the types of disciplinary action to be taken.

The Student Behavior Policy is read and explained to all students at the beginning of the school year during their advisory period; therefore we also recommend that you review this policy with your child. A copy of the Student Behavior Policy is included in the Appendix of this handbook.

Auditorium/Assembly Program Rules

Performances and presentations are given at AMS to enhance learning. Proper assembly behavior requires student to:

1. Enter and leave in a quiet and orderly manner under their teacher’s supervision
2. Remain seated
3. Listen attentively
4. Behave courteously to all performers, presenters, and guests
5. Adults: please turn off cellular phone

Cafeteria Rules

1. All students will come into the cafeteria quietly and orderly
2. Students buying a lunch will line up in a single file line to retrieve their lunch
3. Students will remain seated while eating. There is no table hopping, standing, throwing food, or eating off others students plates
4. Once finished, student must clean up their area and dispose of their tray at the designated window
5. After eating, student may students may proceed outside, when indicated, remain in the cafeteria to visit with friends, or sign out to the information center
6. Shouting, yelling, running, screaming, play fighting, or other similar behaviors are prohibited

FAILURE TO FOLLOW THE ABOVE RULES CAN RESULT IN FURTHER DISCIPLINARY MEASURES.

School Wide Rules

Students have the right to learn in an atmosphere of mutual respect and courtesy. Therefore, students have the responsibility to:

1. Be on time
2. Be respectful to everyone, both their person and property
3. Be prepared, bring books and supplies to class
4. Complete assignments
5. Do not damage classroom property (including books)
6. No eating or drinking inside classrooms
7. Follow all classroom rules
8. Be polite. Refrain form name calling and cursing
9. Wear the school uniform on school grounds, at all times
10. Be in assigned areas on time

Hallway Passes

If a student is out of class for any reason or if a teacher wants a student to join him/her during lunch, the student must have a pass. Teachers will maintain a sign-out log for students to sign "in-out" once they have permission to leave. The log must include name/date/time/location, and it should be used for all occurrences, not just the restroom. There are times when this information is critical. Your child's teachers will have a recordkeeping system in leave when students leave a location and return.

Daily Announcements

Student announcements are read over the intercom during Advisory/Homeroom. This is a means of informing students of upcoming events and pertinent information.

Teachers will maintain an environment in their classroom that ensures that students hear the daily bulletin. Both students and teachers should be familiar with the content of the announcements for future reference.

Common Area Conduct Expectations

Students have the responsibility to respect the rights of others at all times. Common areas include, but are not limited to: walking to and from school, in the courtyard, on the playing field, in the activity area, in the bathrooms, at any school related activity, on or off campus, and at bus stops on and off base.

Common area conduct expectations include:

1. Maintain safe behavior at all times, i.e., no running pushing, play fighting or engaging in unsafe behavior
2. Drink only water in clear plastic containers, no glass containers of any kind
3. Eat food or candy only in designated areas
4. No chewing gum at any time
5. Keep Hallways
6. Follow drill procedures exactly
7. Maintain a clean campus, no littering
8. Play in the designated areas only
9. Water fountains are to be used for drinking water only, not for washing faces, hands, wetting hair, obtaining water for plants, science experiments, or washing paint brushes
10. Bicycles are not allowed on campus. They should be parked in the assigned racks.
11. Skateboards and rollerblades are not to be ridden on campus
12. Cell phones, and electronic devices are not allowed once students are on school grounds

Information Center (IC) Conduct Expectation

Students have the right to utilize the IC and its resources. Therefore, students also have the responsibility to:

1. Practice appropriate behavior
2. Return items checked out by the due date
3. Be careful not to damage or lose books or materials
4. Replace lost or damaged materials
5. Have a pass from the teacher to be in the IC during class time

Failure to abide by the above rules will be subject to disciplinary measures.

Transportation Disciplinary Measures

Safety demands that students on buses be strictly disciplined at all times. Riding the school bus is a service provided by the school system. It is a privilege.

The bus driver and the security monitor must be obeyed. Students must comply with the rules as outlined in the transportation handbook: Consequences will be given when bus rules are not followed.

ANTILLES MIDDLE SCHOOL DRESS CODE

The Fort Buchanan Community Schools maintain a dress code to foster a safe, orderly, and professional learning environment for our youth and to align with the DoDEA Vision Statement of “Communities Committed to Success for All Students.” Proper appearance not only makes a good impression to others, but also has shown to have a correlation to positive student behavior and increased student achievement. Since our students represent Antilles Middle School, our government agencies, and Fort Buchanan, their dress should demonstrate that representation appropriately.

AMS SCHOOL UNIFORM

White AMS Polo Shirts:

- Collared, short-sleeved white polo shirts with AMS logo are required.
- Collared, short-sleeved white polo shirts may be worn while waiting to purchase or clean the school shirt with the AMS logo.
- Extracurricular shirts must have prior approval from administration.



Unacceptable Tops:

- Halter tops, strapless shirts, spaghetti straps, tank tops, sleeveless shirts, undershirts as a top shirt, mid-drift tops, see-through tops, tops that look like lingerie, low-cut tops, tops with an open back, or tops that show any part of the bra, any type of pajama shirt, and any t-shirt with inappropriate language/logos.
- Shoulders, armpits, cleavage, backs and bellies must be covered.



Pants:

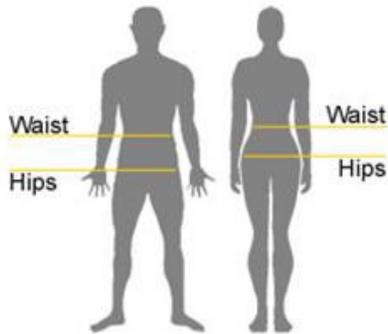
- Pants are to be tailored, plain, and khaki in color. Khaki refers to a tan tone, not green tone. Tailored means *not* oversized or skin tight.
- Pants with belt loops must have a belt to prevent underclothes from showing.



- Pants are to be worn at the waistline.
- Pant bottoms are not to touch the ground, be slit, or rolled up, excluding manufactured cuffs.

Unacceptable Pants:

- Oversized pants with no belt, any sagging pants, leggings, jeggings, yoga pants, or other pants that are stretch pants and/or made to resemble tights (though these items may be worn under skirts/shorts of appropriate length), excessively holey pants, or pants with holes anywhere besides the knee, and any type of pajama pants.



Skirts/Shorts:

- Skirts are to be plain and khaki in color. Khaki refers to a tan tone, not green tone.
- Skirts with belt loops must have a belt.
- Skirts are to be worn at the waistline.
- Skirts are to be straight or a -line. Kick pleats are to be no longer than two inches.
- Skirt length is to be no shorter than three inches above the knee*.
- Shorts must be tailored, plain, and khaki in color. Tailored means *not* oversized or skintight.
- Short length is to be no shorter than three inches above the knee*.
- If shorts have belt loops, a belt must be worn.

*No shorter than 3 inches above the knee, when measured from the top of the kneecap, and when standing straight up.



Sweaters, Jackets, Vests or Sweatshirts:

- ***Must be completely black in color.***
- Must be full or half zip. (No hoodies)
- Must not have commercial logo lettering more than one inch high.
- Must not have messages.

Hats/Headgear:

- Headgear is not allowed indoors.
- Scarves, bandanas, do-rags, sunglasses and exposed handkerchiefs or towels of any type are not allowed in school.
- No hoodies
- Women's headscarves are acceptable

Shoes:

- Only shoes that are comfortable for walking should be worn.
- If with laces, must be appropriately tied.
- **NO** Slippers, Shower or House Shoes
- *No open face shoes*



Other Dress Code Notes:

- When in physical education class, students will be required to wear adequate clothing and footgear.
- Appropriate rain gear, regardless of color, may be worn to and from school. It must be stowed away while student is on campus.
- School uniform must be worn at all times – before, during, and after school, on school grounds, on school study trips, and while riding the school bus.
- Students are not allowed to display writing on their skin or any form of temporary tattoo.
- Any student who “sags” their pants will be given a zip tie to secure their pants in the correct position. In some cases, replacement clothing will be provided, either until the end of the day when the student’s clothing will be returned, or until the parents can bring a change of clothing.

All dress code violators are evaluated by Administration to determine violation. Dress code violations are a “Category A” offense. Please see the discipline rubric on the following pages for more information.

Casual Days

- Students must follow the school dress code policy.
- Administration has the right to call a casual day for special events (ex: cancer awareness, anti-bully day)
- All pants and tops must have no holes or rips.
- NO See-through materials
- NO Excessively tight or revealing clothing
- NO Cleavage-exposing clothing
- NO Sleeveless, Spaghetti strap shirts
- NO Graphics, pictures, numerals, or slogans

Unacceptable Clothing

Listed below are pictures of unacceptable clothing. This list is not meant to be all inclusive, but a sample of what is unacceptable. Administration makes the final decision on all dress code violations.

Unacceptable shorts/pants



UNACCEPTABLE TOPS



UNACCEPTABLE PANTS



The Dress Code or appropriate school issued uniform is in effect for all students when they are representing AMS. The Dress Code is not as structured for activities after the school day. However, the administration always expects clothes to be appropriate and properly worn. Administration reserves the right to prohibit a particular item of clothing or accessory if he or she determines that the item presents a safety concern or that the item is materially and substantively disruptive to the learning environment. Administration has the authority to declare special dress days at his or her discretion and may approve student clothing that exceeds the dress code standards described above (such as suit coats, argyle sweater vests and similar high standard dress items) on a case by case basis. Students wishing to dress in a fashion that they consider to be in excess of the AMS dress code standards should consult with a school administrator and get permission for the item/s before wearing them to school. The District retains the right to quickly recommend additional restrictions for the safety of the students and school system. An example would be if there is a concern about possible gang affiliation.

Dress Code Enforcement

Students are expected to arrive at school in proper school attire. If they do not, they may be sent back home, phone call to the student's parents requesting the immediate delivery of a uniform or subject to other administrative action. If during the school day, a student is advised by a teacher or staff member to adjust his or her attire to comply with dress code standards, he or she is expected to do so immediately and in the presence of the adult who made the request. If the student fails to make the adjustment on the spot, that student will be considered **insubordinate and will be disciplined accordingly**. The school has a limited supply of clothing items that will be provided to students in case of an emergency.

Administration reserves the right to prohibit a particular item of clothing or accessory if he or she determines that the item presents a safety concern or that the item is materially and substantively disruptive to the learning environment. Administration has the authority to declare special dress days his or her discretion and may approve student clothing that exceeds the dress code standards described above (such as suite coats, argyle sweater vests and similar high standard dress item) on a case by; case basis. Students wishing to dress in a fashion that they consider to be in excess of the AMS dress code standards should consult with a school administrator and get permission for the item(s) before wearing them to school. The District retains the right to quickly recommend additional restrictions for the safety of the students and school system. An example would be if there is a concern about possible gang affiliation



EXTRA-CURRICULAR ACTIVITIES

Students are encouraged to participate in the school’s extra-curricular activities, which are important and exciting opportunities for students to acquire leadership qualities, success, and excellence.

Clubs, intramurals and sports programs are open to all students. The sports program is interscholastic, therefore, students must try-out, be selected, and maintain academic excellence in order to be a member of the team. Membership in the National Junior Honor Society and the Student Council has specific guidelines and requirements.

Participation in the programs require that students attend meetings and practices for the duration of the activity or season, and that they be present in school on the day of an extra-curricular activity, if they are to participate in the activity on that day. Sponsors and coaches inform the students, each year, of the standards of behavior expected during the course of the program or activity.

Academic Eligibility Reporting for Extracurricular Activities

Teachers of students are required to provide current grades so that eligibility for extracurricular activities can be determined and monitored. Students are eligible to participate provided they maintain a “C” or higher in each class and attend school with at least a 95% attendance rate.

The following activities are some of the extra-curricular options available to AMS students:

Band	Parent Teacher Student Organization (PTSO)
Yearbook	Mini Soccer 4-5 & 6 grades (girls)
National Junior Honor Society	Mini Soccer 4-5 & 6 grades (boys)
Student Council	Math Counts
Boys’ Basketball	Spelling Bee
Baseball	Geo Bee
Cross Country	Robotics
Girls Volleyball	Academic Tutoring

National Junior Honor Society

The purpose of National Junior Honor Society is to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, to develop character, and to encourage citizenship.

1. The Principal shall annually appoint a chapter adviser
2. The faculty council shall consist of faculty members appointed annually by the Principal. No Principal or Assistant Principal may be included on the faculty council
3. The term of the faculty shall be one year
4. Membership in local chapters is an honor bestowed upon a student. Selection for membership is by a faculty council and is based on outstanding scholarship, character, leadership, service, and citizenship
5. Candidates become members when inducted at a special ceremony
6. To be eligible for membership the candidate must be a 7th and 8th grade student
7. Candidates must have been in attendance at the school the equivalent of one semester prior to selection
8. Candidates must have a cumulative scholastic average of least 85%, 3.0 (on a 4.0 scale). The sponsor will screen the GPA. (This is independent of the Honor Roll List).
9. The faculty council will vote on the students and scores will be tabulated by the adviser. The faculty council will determine a cut-off point for candidates and make final decisions.
10. The faculty council shall determine the procedure for dismissal in compliance with the rules and regulations of the NJHS
11. Members who fall below the standards that were the basis for their selection shall be promptly warned in writing by the chapter advisor and given a reasonable amount of time to correct the deficiency. The council shall determine the time
12. The regularity of meetings for the NJHS members shall be at least once a month
13. Each chapter shall determine one or more service projects for each year
14. The motto of the NJHS shall be: Light is the Symbol of Truth
15. The official colors of the NJHS shall be blue and white
16. If it is necessary to limit chapter size, the academic requirement for all candidates can be raised

For any other clarification regarding the NJHS, the adviser must consult the NJHS Handbook.

Membership: At Principals discretion.

Student Council Constitution

Article 1: Name

Section 1: The name of this organization shall be Student Council of Antilles Middle School; Fort Buchanan, Puerto Rico

Article 2: Purpose

Section 2: The Student Council of Antilles Middle School shall exist to raise and maintain the standards of the school in all possible ways, to promote school activities and school spirit, to provide for the development of democratic citizenship, to improve student-faculty relationship, and to develop leadership and initiative.

Article 3: Membership

Section 1: The student council shall consist of the officers of the student council (4) and one representative from each homeroom. An alternate shall also be elected in each homeroom to serve in the absence of the representative. In case of homework is unable to select a representative, a student council officer will be in charge of informing the homeroom of all student council events.

Section 2: Each representative and alternate shall have a cumulative grade-point average of 2.5 or above and shall be a student that follows the school's rules. If the representative's cumulative grade point average or behavior falls below the minimum requirement, the representative shall be placed on probation for a quarter. If the representative fails to raise the minimum requirement he/she shall be removed from the position. When a representative is removed from the position, the alternate immediately assumes the new position and elections for an alternate need to take place.

Article 4: Officers and Committees

Section 1: The officers of this organization shall be: President Vice President, Secretary, and Treasurer

Section 2: Qualifications and responsibilities of the officers

- A. The President shall be an eighth grade student. He/she shall have a grade point average of at least 2.5 or above in his/her academic courses and shall follow the school's rules at all times. Failing to do so will result in consequences, which can result in consequences, which can result in removal from the position. The President needs full knowledge of many situations and judgments, such as:
 - Ability to work with many different kinds of people
 - Serve as a spoke person a large
 - Work hard to keep people active and involved
 - Plan and assist in conducting meetings

- Delegate and share responsibilities with other officers
 - Work closely with officers preparing a workable year-long calendar and fund-raising activities
 - Take responsibilities for her/her own actions
 - Praise council members publicly for doing a good job, project, or assignment
 - Prepare with the help of officers, and agenda in advance of meetings
 - Protect individual rights
 - Participate as a member in all student council activities
 - Voice students/ concerns to the faculty and administration and attempt to develop programs and policies that will address these concerns
 - Report to the advisor on a daily basis
 - Assist officers in giving the daily announcements
- B. The **Vice President** shall be a seventh or eighth grade student and must have the same qualifications as the President. The Vice President's responsibilities are the same as the president, including being in charge of all assigned committees.
- C. The **Secretary** shall be a sixth, seventh or eighth grade student with the same qualifications as previous officers. The Secretary's responsibilities include:

Attendance:

- Keep attendance on a regular basis in a student council notebook
- Make a separate sheet in the notebook for each month's attendance
- Keep the sponsor of the council informed in writing when a representative has missed two meetings
- Keep an alternate's list

Meetings:

- Discuss/plan agenda items with other officers at least a couple of days before the meeting
- Submit the agenda to the sponsor a day before the meeting and report to his/her on a regular basis.
- Create a set agenda sheet
- Take notes during meetings to include date, proposals and outcomes
- Announce cancellation of meetings on time

Student Council Activities:

- Make a list of activities, on a monthly basis, with specific time/dates/places/expenses
 - Make flyers/signs advertising events at least three weeks in advance to include times, places and people in charge
 - Make any letters and/or thank you notes requested by sponsor
- D. The **Treasurer** shall have the same qualifications as the Secretary. The treasurer's responsibilities include:
- Understand the policies the school had in regard to the use of student finances and explain them at the first council meeting
 - Make recommendation as to whether the cost of a proposed project can be justified

- Make and interpret monthly financial reports to the council on each project
- Develop and carry out all fund raising activities for council with responsibilities involved.
- Find prices for items and estimate lost/gains for all projects
- Provide an accurate report after each activity with loses/gains
- Provide monthly reports of the budget

Section 3: committees: Such committees necessary shall be appointed by the President, under the Vice President's supervision, with the approval of the council. Committee membership is optional.

Section 4: Special Meeting:

Special meetings may be called, as necessary, by the President, sponsor, or by request of one of the four council members.

Section 5: Sources of Powers and Responsibilities

The council shall have the power to assist in matters presented by the students or faculty concerning the welfare of the school, aid in the supervision of correlation pf all extra-curricular activities

Student Council By-Laws

Article 1: Duties and Responsibilities of Members

Section 1: Duties of voting and non-voting representatives and alternates

Representatives and officers should be required to attend all meetings except in case of illness, absence from school or unavoidable circumstances. If the student does not attend a meeting he/she must bring an excuse signed by his/her parents. Such excuse must be given to the secretary in advance.

Section 2: Any representative that has two unexcused absences during on month will be removed from his/her position. Even if the student is absent, he/she shall be responsible to report council matters/actions to his/her homeroom and carry out all assigned duties.

Article 2: Removal from Membership

Section 1: Vacancies

- A. If a homeroom representative resigns, or is removed from office, the elected alternate shall take his/her place and a new alternate shall be elected.
- B. If an officer resigns or is removed from office, the student council shall be empowered to fill the vacancy by conducting new elections within the council, except in the case of the President when the Vice President become the President.
- C. A majority, or vote of the student council, and/or upon recommendation of the Principal or sponsor may impeach any member of the student council, officers included.
- D. The student council shall vote to remove the member. A 2/3rd majority vote of the members present shall be necessary for the impeachment action.

Article 3: Officers Elections

Section 1: Applications

Any student at AMS may apply for an officer position, as long as he/she meets the qualifications for such position. Applications and specific job descriptions will be placed in the guidance office. Students will have two to three days to fill out the application.

Section 2: Review of Applications

The sponsor shall fill all applications for each position with the Student/Faculty reviewing. Board to be organized by the Principal and sponsor. The Reviewing Board to be organized by the Principal and sponsor. The Reviewing Board shall check the academic and citizenship status, with the assistance of the counselor, to determine if he/she meets the requirements set forth by the constitution.

Section 3: Campaign

During the week following the publications of candidates, each candidate shall participate in an individual election campaign guidelines are so follows:

- Candy or food may not be used as part of propaganda
- Posters pasted on school walls are not allowed. The use of stickers and/or buttons is encouraged.
- Slogans should be short and precise
- Each student is allowed to have one poster, during the assembly, where he/she can highlight his/her qualities
- An adult should proofread speeches and all propaganda
- Speeches must last no longer than five minutes
- Put down or spreading rumors about other candidates is prohibited

Article 4: Election Procedures

Selection 1: Elections for officers shall be conducted in the homerooms with teacher’s assistance. All voting shall be by secret ballot.

Article 5: Installation of Members

Selection 1: The officers of the incoming student council shall be introduced to the student body, preferably at an assembly.

Selection 2: The complete student council shall be installed in a special ceremony after the officers have been presented to the student body.

Article 6: Adoption and Amendment of By-Laws

Selection 1: The by-laws shall be followed at all times when the constitution is adopted according to the same procedures.

Selection 2: The by-laws may be amended by a majority vote of the members at a regular meeting, and may be discussed by an assigned committee prior to the regular meeting.

STUDENT BEHAVIOR POLICY

DoDEA Mid-Atlantic will implement the DDESS Student Discipline Guidance instruction upon dealing with student conduct in regard to disciplinary action or consequences. These guidelines also provide a degree of guidance as to the seriousness of offenses. Reference the guidelines in the AMS DDESS Student Discipline Guidance Handbook.



Parental Responsibilities

Good discipline originates in the home. It is the parent's obligation, by teaching and by example, to develop in their child good habits of behavior, as well as, proper attitudes toward the school

To help the child progress in school, a parent should:

1. Teach and require of the child respect for law, for authority, for the rights of others, and for private and public property.
2. Understand, comply, and discuss with the student the DDESS Discipline Guidelines, and cooperate with the school when carrying out corrective disciplinary procedures. (Refer to DoDEA Discipline Handbook).
3. Talk with the child about school activities; share with the child and teacher an active interest in report cards and in the child's progress.
4. Utilize community; resource such as libraries and museums to enhance the child's overall intellectual growth.
5. Attend school conferences and special school program
6. Support the Parent Teacher Student Organization (PTSO)
7. Guide the child in good personal hygiene habits
8. Safeguard the physical and mental health of the child and be responsible for periodic health examinations
9. Encourage and guide wholesome friendships, interest and activities
10. Arrange for a time and place for homework assignments
11. Make certain the child's attendance at school is regular and punctual.

Student Responsibilities

Children attend school in order to develop their individual abilities to their fullest. It is important to them as individuals and to society as a whole, to become their best, therefore, we expect students to:

1. Make a sincere effort to do their best in school.
2. Develop standards of personal conduct that are reflected in socially approved behavior.
3. Accept responsibilities for their own actions
4. Respect the rights of others
5. Comply with the authority of teachers and administration and all supervisory staff in the school.
6. Obey school rules and regulations, those made by both school authorities and by the student body.
7. Be consistent and punctual in meeting all school obligations.
8. Be willing to offer information necessary to the investigation of disciplinary cases.
9. Be responsible for making up work when absent from school.
10. Bring a written excuse when absent or late.
11. Wear the school uniform daily as required.

ZERO TOLERANCE FOR VIOLENCE IN SCHOOLS DODEA MID-ATLANTIC SCHOOL SYSTEM

The District Superintendent's mission is to ensure that academic learning takes place in a safe and secure environment free of violence, drugs, and fear.

Safe Schools Records:

DoDEA Mid Atlantic has a historical "safe schools" record with no significant incidences related to firearms, weapons or other dangerous devices, drugs, or gang-related violence.

Bullying: A critical issue for school safety

Bullying is defined as intentional, repeated harmful acts, words, or other behavior such as name-calling, threatening and/or shunning committed by one or more children against another.

1. Physical bullying includes punching, poking strangling, hair pulling, beating, biting and excessive tickling.
2. Verbal bullying includes such acts as hurtful name-calling, teasing and gossip.
3. Emotional bullying includes rejecting, terrorizing, extorting, defaming, humiliating, blackmailing, and rating/ranking of personal characteristics such as race, disability, ethnicity, or perceived sexual orientation, manipulating friendships isolating, ostracizing, and peer pressure.
4. Sexual bullying includes many of the actions listed above as well as exhibitionism, voyeurism, sexual propositioning, sexual harassment and abuse involving actual physical contact and sexual assault.

All reports of bullying will be investigated and resolved expeditiously and the administrator will determine what plan of action is required to avoid perpetuating bullying, which may include suspension or expulsion.

Staff at our school will do the following to prevent bullying and help children feel safe:

1. Watch for signs of bullying behavior and respond appropriately.
2. Provide training opportunities for student and families regarding awareness and prevention of bullying.
3. Look into reported bullying incidents and respond appropriately.
4. Assign consequences for bullying based on the school discipline code.
5. Provide consequences for retaliation against students who report bullying.

Discipline Procedures for Bullying in School

Consequences for bullying may include, but are not limited to the following:

1. Notifying parents/guardian of the incident and consequences.
2. Assisting the involved student(s) to find more appropriate ways to relate to peers.
3. Conferencing with teacher, principal, and/or parent.
4. Referrals to school counselor.
5. Corrective instruction.
6. Temporary removal from the classroom.
7. Loss of school privileges.

8. Classroom or administration detention.
9. Suspension/Referral to Military Family and Life Counselor (MFLC).

Zero Tolerance for weapons: Applicable to all Students

Weapons: Weapons are items carried, presented, or used in the presence of other persons in a manner likely to make reasonable persons fear for their safety. They include, but are not limited to, guns, look-a-like (replica) guns, knives, razors, box or carpet cutters, slingshots, nun-chucks, and failing instrument such as a fighting chain or heavy studded or chain belt, objects designed to project a missile, explosives, mace, pepper reasonably provokes fear. (Definition from DoDEA 2051.1).

Offenders are immediately referred to an administrator. The administrator will use “reasonable” Zero Tolerance in determining the consequence for the offense, and referred all criminal offenses to the military police and or appropriate security agency.

Threats

Acts of violence and threatening behavior are punishable by suspension or expulsion.

Any Student who makes comments or threats about harming people will be immediately referred to the Principal, who will assume the threat is serious, and appropriate actions will be taken according to DoDEA policy.

Drugs and/or Alcohol

Drugs and/or alcohol include intoxicants, mind-altering inhalants, and controlled substances:

1. Students found to be distributing drugs on school grounds or at school sponsored events will be recommended for suspension or expulsion form school. A mandatory expulsion recommendation will be required for second offense.
2. Student’s possession and/or use of illegal drugs/alcohol on school grounds or at school-sponsored events will be recommend for suspension or expulsion form school. A mandatory expulsion recommendation will be required for second offense.

Zero tolerance is also applicable to students with special needs, as determined by the student’s Case Study committee (CSC).

Dance Rules

1. All Antilles Middle School dances are for AMS students only, unless there is a combined dance organized.
2. Students may enter the dance only between the specified dance times. They will not be allowed to leave the dance until the specified dance end time; unless the parent physically signs the student out of the dance.
3. Students should be picked up no later than ten minutes after specified dance end time.
4. All school rules apply at the dance.

Corporal Punishment

Corporal punishment is not practiced or condoned in DoDEA. Permission to administer corporal punishment will not be sought or accepted from any parent, guardian, or school official.

Common Areas

In common areas (front of the school, cafeteria, halls, bathrooms, gym, etc.) students are expected to conduct themselves in an orderly and safe fashion. Running, pushing, shoving, shouting, or screaming in the common area will not be tolerated. At all times students are expected to be courteous and accept the direction of the adults in charge.

Transportation Mission

The mission of the DoDEA Mid-Atlantic Transportation Division is to provide safe and efficient transportation to eligible students of the DoDEA Mid-Atlantic District. As a related service, special transportation is provided to eligible students with disabilities, according to the student's Individual Educational Program (IEP). The safety and security of all students shall be the highest priority for all transportation employees of the DoDEA Mid-Atlantic District.

The purpose of this guidance is to inform DoDEA Mid-Atlantic sponsors of students eligible for transportation services, the safety and security measures established by the District Superintendent to ensure an efficient and safety transportation system.

It takes a shared responsibility to help us achieve a safe experience for our students a Safe Environment in that all schools will have safe, well-managed and disciplined environments conducive to learning. Transportation considers the following to be useful information for the sponsors of eligible bus riders:

Scheduled Bus Stops and Student Safety:

1. Transportation shall be provided to and from centrally located bus stops in the area of a student's primary residence.
2. School bus services shall be provided to student residing beyond the walking distance defined in our governing directive.
3. Parents deciding to live beyond the designated commuting area are responsible for transporting.
4. The transportation division is responsible for discipline and safety of students on the bus and for assessing the safety of routes, loading zones, and bus stops.
5. Parents and/or sponsors of children in grades Pre K-6 (ages 3 to 12 year old) are required to meet their children at the bus stops. **(The bus driver will bring the unattended child back to the transportation dispatch)*.**
6. The bus driver will depart bus stops after the loading and unloading of passengers. (All students' requirement).

***If sponsor or designated adult is not at the bus stop, the driver must contact base by radio or telephone and report the situation of the Dispatcher. The student will be brought back to Fort Buchanan. Parents will be notified to pick up the student at the base.**

7. Parents must provide written authorization to the DDESS-PR Transportation Division when requesting a change of bus, bus stop or delegating to another adult the responsibility of delivering or picking up the student.

Student Responsibilities:

Safety demands that students riding DoDEA Mid- Atlantic school buses cooperate and respect the authority of the school bus driver and the security attendant. Violators of the directions or the authority of the bus driver or activity sponsors will be subject to the consequences of the Student Behavior Policy. Students must be aware that they are responsible for their actions and behavior.

Students are responsible for complying with the following rules:

1. Students must stand back from the curb and wait for the bus to come to a complete stop, before moving toward the bus to board it.
2. Students must remain in their seats once they have been seated.
3. Seats may not be saved for other students.
4. Books should be held on the lap or placed on the floor under their seats.
5. No article should be held on the lap or placed on the floor under their seats.
6. Smoking, eating, drinking, or chewing gum on school buses is prohibited
7. Students should not disrupt other passengers and must keep their hands, legs, and feet to themselves.
8. All forms of game are prohibited.
9. Gambling is prohibited.
10. Students should keep all body part inside the bus at all times.
11. Students should not act in any manner that may distract the driver's attention.
12. Students will refrain from rude or provocative remarks, acts, or gestures directed to other persons inside or outside the bus.
13. Profane or obscene language is not tolerated on the bus.
14. When getting off the bus, students will remain seated until the bus has stopped, walk to the door, get off the bus one at a time, and move away from the bus.
15. Students shall not cross in front of the bus at any time and should wait until bus departs.
- 16. Cell phones are to be limited to emergency situations only. Students, must adhere to the direction of the security attendant/bus driver when asked to end their calls.**
- 17. Parents please call the school's main office to leave a message for your student. AMS front office staff will deliver the message to your student. Students are not allowed to have their cell-phones on during school hours.**

The bus drivers will write-up students who violate school bus rules. The Discipline Report Form, is given to the transportation supervisor. The transportation supervisor will forward the discipline report to the Principle for disciplinary action. The action taken by the school authority will be entered on the report and forwarded to the student, parent, and transportation supervisor.

Sponsor (Parent) Responsibilities:

1. Parents are responsible for their children's safety and behavior.
2. Review the DoDEA Mid-Atlantic school system bus rules with your children.
3. Ensure that the dispatch office and school has the correct duty telephone number, home telephone number, and home street address for emergency contacts.
4. Parents are to have bus riders at the designated stop 5-10 minutes prior to the pick-up time given to you during registration.
5. Make sure that your child is on time at the bus stop.
6. Make sure that you arrive at the bus stop on time to pick up your child, especially if he or she is too young to be left unattended.
7. If you cannot be at the stop when the bus arrives, the bus driver will not allow your child to dismount unless a written authorization is on file designating your child is to be left without supervision. The bus driver will return the child to Fort Buchanan. Repeated failure to pick up small children at the stop will result in the loss of bus riding privilege.
8. You must provide written authorization to the DoDEA Mid-Atlantic transportation division when requesting a change of bus or bus stop for your child.
9. Parents are responsible for any damage caused by your child to the school bus, in addition to any consequences imposed by the school handbook.
10. NO adult is **authorized to board** a bus or ride during school runs or special activities. The exceptions are: another driver learning a new route, a safety attendant, or a bus monitor duly authorized to ride the bus by the respective Commanding Officer or Agency Head.
11. Neither animals (pets) nor hazardous materials/objects are allowed on the school bus.
12. Remind your child not to cross in front of the bus during loading, off-loading, or any other time.
13. It is requested that you report to the transportation supervisor any performance or safety concerns, prior to alerting the superintendent.

Delayed bus and other concerns:

A bus may be delayed due to weather or obstructions I the road. Bus drivers are instructed to call the dispatch office and report any delay.

Parents concerned about a late bus should call the telephone numbers provided below and state the bus area route identifier (for example: Bus 1, Late Activity 2).

Fort Buchanan dispatch office:
Phone: 787-707-4648 or 787-792-3774
Fax: 787-707-4228

When calling the dispatch office, it is important that you have the following information:

1. Your name and relationship to the child (childcare providers should also give their telephone number and street address).
2. Child's name and any nickname(s).
3. Description including age, height, weight, color of hair and eyes, and how the child was dressed.
4. Bus route and bus stop (so the dispatch records can be confirmed).
5. Time the child usually arrives.

PARENT-TEACHER STUDENT ORGANIZATION (PTSO)

Article I - Name

The name of this organization shall be the Antilles Middle School Parent Teacher Student Organization (hereinafter referred to as the PTSO).

Article II – Purpose

1. To promote the welfare of the children in home, school and community.
2. To strengthen the relationship between the parents, students, teachers, administrators and staff.
3. To provide an informal and open forum to discuss the concerns of parents, students, teachers, administrators and staff.
4. To identify school needs and promote opportunities for students through volunteer participation and fundraising activities.

Article III – Policies

1. The PTSO shall be non-profit, tax exempt, non-partisan and non-discriminatory.
2. No officer or member of the PTSO shall represent himself or herself on behalf of PTSO without consent of the Executive Board.
3. The PTSO shall work with the school to provide quality education for all children. All recommendations made by the PTSO will be submitted to the Principal for review.
4. The PTSO shall not be in any way financially involved with Antilles Middle School.
5. The PTSO does not need permission form Antilles Middle School interims of its operation or financial management.
6. No part of the net earnings of the PTSO shall be distributed to its members directors, trustees or officers of other private persons, except that the PTSO shall be authorized to pay reasonable compensation for services rendered and to make payments and distributions to carry out the purposes set forth in Article II hereof.
7. Upon the dissolution of this PTSO, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed to educational non-profit organizations as directed by the Executive Board.
8. Any remaining grade-designated monies shall revert to the PTSO general fund at the end of the school year.

Article IV – Membership

1. Membership in this PTSO shall be made available without regard to race, color, creed or national origin.
2. All parents and legal guardians of students attending AMS and all teachers, administrators, and staff at AMS can be members of the PTSO.
3. All members of the PTSO shall be eligible to participate in the business meetings or to serve in any of its elected or appointed positions.

Article V – Officers and Their Election

1. Each officer shall be a member of this PTSO.
2. The officers shall consist of a President, Vice President and/or co-chair to the President, a Secretary, a Treasurer, a Volunteer Coordinator and an Assistant Volunteer Coordinator.
3. The officers shall be elected by a secret ballot. However, if there is but one nominee for any office, election for that office may be a voice vote.
4. The officers shall assume their official duties on the last day of the school year and shall serve for a term of one year or until their successors are elected.
5. A person shall not be eligible to hold more than one office at a time or serve more than two consecutive terms in the same office.
6. If a vacancy occurs during the school year, a person elected by a majority vote of the executive board shall fill that office for the remainder of the term. IN case a vacancy occurs in the office of the President, the executive Vice-President shall serve notice of the election.

Article VI – Duties of Officers

The president shall:

1. Set up, coordinate, and preside at all meetings of the organization.
2. Receive and inform PTSO members of all relevant communications.
3. Compile agenda items at the bi-monthly Executive Board meeting.
4. Be a member ex-officio of all committees except for the nominating committee.
5. Monitor all special committees formed from the PTSO membership.
6. Coordinate the work of the officers in order that the objects are promoted.

The Vice-President and/or co-chair to the President shall:

1. Act as aide to the President.
2. Perform the duties of the President in the absence or inability of that officer to serve.

The Secretary shall:

1. Record the minutes of all meetings.
2. Forward copies of the minutes to the Executive Board.
3. Notify members of the time and location of the meetings.
4. Have a current copy of the by-laws.
5. Write letters as directed by the President or Executive Board.
6. Post copies of Executive Board and general membership meeting minutes in a location accessible to all PTSO members.
7. Act as the designated public relations contact person.

The Treasurer shall:

1. Have custody of all the funds of the organization.
2. Keep a full and accurate account of all receipts and expenditures.
3. Provide a yearly budget at the first meeting for approval by the members.
4. Make disbursements as authorize by the President or the Executive Board in accordance with the budget adopted by the organization.
5. Handle all disbursements by check.

6. Ensure that all checks are signed by any two members of the Executive Board, as listed on the bank accounts.
7. Present a financial summary at every meeting of the organization and at other times when requested by the executive board.
8. Make a full report at the meeting at which new officers officially assume their duties.
9. Be responsible for the maintenance of such books of account and record as shall be sufficient to establish the items of gross income, receipts, and disbursements of the organization.
10. Have the accounts examined annually or upon change of officers by an auditor or an auditing committee of not fewer than three members, who, satisfied that the treasurer's annual report is correct, shall sign a statement of fact at the end of the report.
11. Submit the books annually for an audit by an auditing committee selected by the executive board at least two weeks before the new officers assume duties.
12. Keep the checkbook and financial records of the AMS PTSO in a secure location, including the school. If kept at the school, the checkbook and PTSO funds and records should be maintained in a secure office/area, such as a locked desk in the school office when the checkbook or funds are not being actively used by the PTSO.
13. Allow the review of the monthly bank statements from the checking account by the President and/or Co-President each month. If questions arise regarding the bank statement, the PTSO should attempt to find out as much information as possible. If criminal activity is suspected, installation criminal investigators should be contacted immediately.

The Volunteer Coordinator shall:

1. Keep a listing of all volunteers at AMS at all times.
2. Make sure all volunteers are registered at school and with the assistant volunteer coordinator.
3. Coordinate with each committee chairperson to set up a volunteer schedule per activity.
4. Keep a monthly record of volunteer hours
5. Coordinate with the assistant volunteer and inform PTSO members of all relevant information.
6. Coordinate and register all volunteers with the Military Base Volunteer Coordinator.

The Assistant Volunteer Coordinator shall:

1. Act as an aide to the Volunteer Coordinator.
2. Perform duties of the Volunteer Coordinator in the absence or inability of that officer to perform he/her duty.

Article VII – Executive Board

The Executive Board shall consist of all the elected officers of the organization.

Article VIII – Duties of the Executive Board

The duties of the Executive Board shall consist of but not limited to:

1. Transacting necessary business in the intervals between organization meetings.
2. Creating standing and special committees.
3. Approving the work plans of the standing committees.
4. Presenting a report at the regular meetings of the organization.
5. Selecting an auditor or auditing committee to audit the treasurer's account.

6. Preparing and submitting to the organization for adoption a budget for the year.
7. Approving routine bills within the limits of the budget.
8. Regular meetings of the Executive Board shall be held during the school year. Special meetings of the Executive Board may be called by the president or by a majority of the members of the board, with at least two days' notice.
9. Fifty percent (50%) of the Executive Board shall constitute a quorum.

Article IX – Meetings

1. Regular meetings of the organization will be held each month during the school year, unless otherwise provided by the organization or by the Executive Board, two days' notice having been given of change of date. The day, date, time and place of the regular business meetings shall be determined annually following the election of officers.
2. A special meeting of the organization may be called by the president or by a majority of the Executive Board, with two days' notice having been given.
3. Members, as defined in these by-laws, are eligible to vote. An affirmative vote by the majority of the members present will be required for a motion to pass. The officers vote as no other member. In the event of a tie vote, the motion will be reopened for discussion and/or tabled until the next meeting. There shall be no proxy voting. The Principal retains the authority through veto rights to ensure that all PTSSO activities, events, etc., follow DODEA guidelines.

Article X – Committees

1. Organization of special events, fundraising activities, elections, etc. shall be handled through the formation of committees. A committee shall consist of a chairperson and volunteers from the PTSSO membership.
2. The chairperson of each standing committee shall present a work plan to the Executive Board for approval. No committee work shall be undertaken without the consent of the Executive Board.
3. The President shall have the power to form special committees and appoint their members.
4. The President shall be a member ex officio of all committees except the nominating committee.

Article XI – Appropriations

1. All checks must be signed by two members of the Executive Board, as provided by the AMS PTSSO in the bank documents.
2. All checks must have the payee written on the check before the check can be disbursed.
3. All staff member requesting funds can do so at any time through the school year. The staff member must also appear at the PTSSO meeting to answer any questions from the membership regarding the request. Budget recommendations and individual staff member requests must be approved by a majority of the vote of the PTSSO membership.
4. The Executive Board may approve expenditures no to exceed \$500.
5. The Executive Board may approve expenditures of additional money to previously budgeted items so long as the excess cost is less than or equal to 20% of the budgeted amount. Expenditures in excess of 20% of the budgeted amount may be approved by a majority of the PTSSO Executive Board.
6. Money collected through PTSSO fundraisers will be spent on predetermined needs and allocated based on a majority vote of the membership.

7. When a private organization conducts an activity that involves the collection or disbursement of monies, special precautions must be taken in order to ensure that the checkbook, organization funds, and other items of value are secured. Where cash or checks are given to the parent group, at least two members of the PTSO should be actively involved at all times in collecting and counting the proceeds. Cash and checks made payable to the PTSO should be deposited in the checking account of the PTSO as soon as possible and should not be left at the school overnight, except under the most extreme or unusual of circumstances.

Article XII – Amendments

1. These by-laws may be amended or altered in whole or in part at any regular meeting of the organization by a two-thirds vote of the members present.
2. Proposed changes to the by-laws must be submitted in writing to the Executive Board two weeks prior to the bi-monthly PTSO meeting where the vote on the changes will take place.
3. Amendments to these by-laws may be considered only by its Executive Board. The Executive Board may present such amendments at any regular meeting or a special meeting could be called to order under special circumstances.

ANTILLES MIDDLE SCHOOL ATTENDANCE POLICY

Attendance Policy

To support your child's opportunity for quality educational experiences. DoDEA's Policy addressing school attendance and truancy is stated below.

DoDEA considers the following condition to constitute reasonable cause for absence from school for reasons other than school related activities. The principal has final authority to identify an absence as excused from school and institute a Student Educational Monitoring Plan to be completed during absences when appropriate.

1. Personal illness.
2. Medical, dental, or mental health appointment.
3. Serious illness in the student's immediate family (father, mother and/or custodian).
4. A death in the student's immediate family or of a relative (parent(s), grandparents).
5. Religious holidays.
6. Emergency conditions such as fire, flood, or storm.
7. Unique family circumstances warranting absence and coordinated with school administration.
8. College visits that cannot be scheduled on non-school days.
9. Pandemic event.
10. Students are responsible for completing and submitting all assignments identified in the course syllabus or class outline provided by their teachers within a reasonable time period. The Student Monitoring Plan shall be completed for excused absences.

Important: Absences from school or class without written verification from a parent or sponsor will be unexcused.

Parents are to call the designated school attendance line, 787-707-2461/4242, prior to 7:35am to inform the attendance personnel of their children's absence. An email to AMSAttendance@dodea.edu by 7:35 am is also acceptable.

1. After 3 unexcused absences, the classroom teacher will notify parent of the effect on grade level placement and possible loss of credit that may occur after 7 unexcused absences.
2. After 5 cumulative absences (excused or unexcused) in a semester, the school administrator shall review the student's academic performance, the reasons for the absences, and determine if a meeting should occur. If a meeting will be held, a letter will be sent home. If appropriate a referral will be to SST.
3. After 5 cumulative tardies to school (excused or unexcused) in a semester, the administration shall meet with the student and their parent or sponsor to discuss the excessive tardiness and identify the extent to which the tardiness has impacted the student's academic and social-emotional progress. Consideration shall be made for the student's unique circumstances to include illness, extensive medical appointments or procedures, or family circumstances. If appropriate a referral will be made to SST to develop an intervention plan.
4. After 7 unexcused absences, will meet with the sponsor/parent and student to discuss the effect on grade level placement and possible loss of credit.
5. If appropriate, after 7 cumulative absences (excused or unexcused) in a semester, administration with the SST will review the student's academic and social emotional progress

and if appropriate, develop or revise a previous intervention plan and to determine if a meeting with parents should occur. Command may be contacted for assistance.

Grade Level Placement

The school administration shall meet with the parent or sponsor to discuss the student's educational, social and emotional development during the current school-year and develop an educational plan that may include non-routine placement, in accordance with DoDEA Regulation 2000.03 (Reference (e)). The grade level placement of students will be considered on an individual basis. Decisions will reflect the best interest of the student.

Grade Level Placement and Loss of Credit. The grade level placement of students and loss of credit will be considered on an individual basis. Decisions will reflect the best interests of the student.

Tardy Policy

Tardies are monitored on a quarterly basis. At the beginning of each quarter, every student has zero tardies. Restated, the number of tardies resets to zero at the beginning of each quarter.

- 5 tardies in one quarter = after-school detention
- 6 tardies in one quarter = a second after-school detention
- 7 tardies in one quarter = Saturday detention and a call a parent
- 8 or more tardies = parent conference and Saturday detention

Tardy to School (DoDEA Attendance Plan)

School administration shall monitor daily attendance data to identify students who frequently arrive late to school. Appropriate interventions may be developed to improve on-time arrival to school taking into consideration the student's unique circumstances to include illness, extensive medical appointments or procedures or family circumstances.

Arriving to school on time is essential to the school running efficiently and being able to educate your students effectively. If you child is going to be late, please call the school 787-707-2461 prior to 7:30 am. A parent/guardian must bring and sign in the student into the school if they are late. If you do not accompany your child into school he/she will be considered unexcused tardy.

After 5 cumulative tardies to school (excused or unexcused) in a semester, the administration shall meet with the student and their parent or sponsor to discuss the excessive tardiness and identify the extent to which the tardiness has impacted the student's academic and social-emotional progress. Consideration shall be made for the student's unique circumstances to include illness, extensive medical appointments or procedures, or family circumstances.

As appropriate, the SST is responsible for developing an intervention plan to support the student's successful completion and advancement for the current school-year.

Antilles Middle School Discipline Policy

Student Conduct

Code of Conduct

The purposes of the Student Code of Conduct are to provide uniform guidelines to help ensure a stable learning environment, provide a clear set of regulations governing the behavior of students, establish for certain infractions of the regulations, and clarify formal and informal procedural due process rights. The document recites many offenses and related disciplinary actions. Disciplinary action for offenses has been and continues to be used only in an attempt to correct unacceptable behavior.

The Antilles Middle School faculty and administrators operate on the premise that students will behave in a manner appropriate for being good citizens. Students will be expected to adhere to the standards of good school behavior. The faculty and staff are charged with the responsibility of maintaining a positive and safe school climate; therefore, it is essential that requests made to improve behavior be honored. It is a teacher's responsibility to correct an inappropriate behavior whether in the building, on campus, or at any school-related event. It is our goal for students to develop self-respect, an understanding of and respect for others, and an acceptance of and adherence to the rules governing our school and society. High standards of conduct are expected at Antilles Middle School.

Student Responsibilities

Students have an obligation to help provide and maintain a suitable environment for learning. To help achieve this goal, students must participate in the learning process, avoid any behavior that is detrimental to their own or other students' achievement or educational goals, show respect for the knowledge and authority of faculty and staff, and recognize the limits of their freedom, and show concern and consideration for the rights of others. The following specific expectations are listed to help achieve this broad framework of desirable student conduct. Students are expected to:

1. Report to school and all classes regularly and on time with proper materials.
2. Remain in class until excused.
3. Complete assignments on time.
4. Cooperate in maintaining orderliness
5. Take responsible care of books and other instructional materials.
6. Obey directions.
7. Use acceptable and courteous language and behavior.
8. If a student-athlete is assigned after school detention, they must serve the detention prior to attending practice or club sponsored activity.
9. If a student-athlete is suspended during the out-of-season period, the student is subject to being removed from all athletics for the upcoming season. Example: if a baseball player is suspended during the month of August (non-baseball season), they could be removed from the spring baseball season.

Prohibited items:

Only items necessary throughout the school day should be brought to school. Below is a list of items that are not allowed on school grounds, school buses, study trips, or any school sponsored activity. This list is not all inclusive. Possession of any prohibited items will require confiscation from an adult and may result in disciplinary action:

1. Aerosol products (Binaca, perfume, body sprays, shaving cream, air freshener, canned cheese, etc.)
2. Alcohol of any kind
3. Bandanas/do-rags or other items which might be considered gang or exclusive group regalia
4. Chains of any weight of length that could be used to cause severe injury.
5. Clothing, book, bags or tote bags which advertise drugs or display logos with inappropriate language, alcohol, tobacco products, or offensive messages.
6. Collectable cares (baseball, football, etc.)
7. Fireworks or poppers
8. Hypodermic needles
9. Ignition devices – matches or lighters
10. Laser pens
11. Medications (except for those kept for students by the nurse)
12. Personal electronics
13. Razor blades
14. Inappropriate toys and stuffed animals
15. Tobacco or tobacco products
16. Weapons or weapon replicas (including water guns)

Discipline Procedures/Guidelines:

Management of student behavior is a responsibility shared by students, parents, the school, and the community. AMS strives to teach and reinforce positive student attitudes and behaviors while working to eliminate nonproductive behaviors. There are discipline procedure in place to help aid the staff an administration in handling problem behaviors, and are based on DoDEA regulation 2051.1 “Disciplinary Rules and Procedures”, dated March 23, 2012.

Discipline is handled first by the classroom teachers, specialists or paraprofessionals. Classroom behavior expectations are shared with the students and parents at the start of the school year. Teachers strive to keep students in class when possible, but will refer to administration when behavior cannot be managed in the classroom setting.

Incident Reporting:

Students and parent have the responsibility to report to administration anything they feel needs to be addressed concerning any issue at school.

AMS Behavior and Discipline Rubric:

The following rubric guides administration in determining consequences after normal classroom management plans are not effective in restoring desired/appropriate school behaviors. The rubric is a guideline and final decisions are reserved for administration. Please note that being an accomplice, being complicit and/or obstructing and interfering in a disciplinary investigation in any of the following infractions will result in similar consequences. Also, all consequences are based on equity, not equality. A similar act by two individuals may result in differing consequences based on individual behavior histories.

A CATEGORY BEHAVIORS				
<ul style="list-style-type: none"> • Public displays of affection • Defacing property • Disruptive behavior, in classroom or common area • Dress code violation • Horseplay • Littering on campus • Disrespect • Electronic devices: cell phones (after 2nd confiscation by staff) • Gum chewing • Nuisance items not appropriate for school • Profanity/vulgarity – campus-wide • Skipping teacher assigned detentions • Slander/libel/malicious statements 				
A CATEGORY CONSEQUENCES				
<u>1st Referral</u>	<u>2nd Referral</u>	<u>3rd Referral</u>	<u>4th Referral</u>	<u>5th and subsequent Referrals</u>
Parent notified; student counseled by admin and/or detention	Parent notified after, in-school detention assigned by admin	Saturday detention or multiple detentions	1 day suspension	2 Day suspension
B CATEGORY BEHAVIORS				
<ul style="list-style-type: none"> • Computer abuse not covered by Internet Agreement • Failure to follow adult directions • Forgery • Harassment – administrator’s discretion • Horseplay/ unsafe behavior • Lewd acts or behavior – 1st instance may warrant elevation of consequence • Profanity/vulgarity toward individual • Comments, jokes, or other types • Sexual Remarks • Truancy, failure to appear (missing detention) • Tardies (Excessive) • Theft/possession of known stolen items (may require SFS reporting) • Vandalism – depending on severity • Bullying (Chronic or pervasive negative behaviors directed to an individual despite directions to stop) • Engaging in physical intimidation, taunting, hazing, name calling, insulting, cursing, gesturing, or verbally abusing any person, including but not limited to: comments, abuse, or harassment on a person’s race, religion, gender, creed, national origin, 				

personal or physical attributes, disability, intellectual ability, matters pertaining to sexuality, or characteristics of another person, or associates of another person Includes cyber bullying –use of communication devices to bully

B CATEGORY CONSEQUENCES

<u>1st Referral</u> After School Conference & Detention	<u>2nd Referral</u> 1 Day Suspension	<u>3rd Referral</u> 3 Day Suspension	<u>4th Referral</u> 5 day Suspension	<u>5th Referral</u> 5+ Day suspension/discipline hearing
---	--	--	--	--

C and D Category Behaviors – These behaviors are considered severe and warrant immediate referral

C CATEGORY BEHAVIORS

- Fighting – pre-meditated without injury
- Extortion (extreme bullying)
- Sexual Harassment – physical, any unwelcome contact
- Vandalism (under \$75 damage)

C CATEGORY CONSEQUENCES

<u>1st Referral</u> 3 or more days suspension	<u>2nd Referral</u> 5 or more days suspension	<u>3rd Referral</u> 7 or more days suspension – discipline hearing if cumulative 10 or more days suspension in year
---	---	---

D CATEGORY BEHAVIORS (ALL require reporting to Fort Buchanan Military Police)

- Alcohol, possession or use
- Bomb threats –
- Arson (any school ignition)
- Threat of physical violence to staff
- Drug possession/sale –
- Vandalism – felony level
- Weapons
- Fire alarm, false
- Premeditated assault or fight with injury

D CATEGORY CONSEQUENCES

<u>1st Referral</u> 5- days suspension, discipline hearing	<u>2nd Referral</u> 10 days suspension; discipline hearing
--	--

After School Detention

1. Any student may be detained after school for violation of any school rule, classroom rule, or any general disciplinary infraction that interferes with the educational process.
2. Afternoon detention: Monday – Thursday 2:30 pm – 4:00 pm
3. Prior transportation arrangements must be made, as students assigned to detention are not allowed to ride the activity bus.
4. Parents will be notified of the student’s detention by a referral form, telephone call, or email.

5. If a family conflict arises that will prevent the student from attending on the assigned date/time, the sponsor must contact the school administration, in advance, to request that the detention be rescheduled. Failure to do so will be documented as a no show.
6. Students must arrive on time and in compliance with the dress code.
7. Students are to remain seated, refrain from talking, and quietly stay engaged in assigned coursework. When assigned coursework is completed, students must engage in another educational activity that meets the supervisor's approval.
8. Detention takes precedence over all other school activities.
9. Failure to abide by the rules may result in additional day of lunch detention, isolated supervision, parental conference, in-school suspension or suspension.

If the student has an excused absence on the day the detention is to be served, he or she should report to the front office to reschedule. If an unexpected situation should arise which would require the student to miss his or her detention, the student may be excused from the detention by administrator or at the parents' request. A new detention date will be set. Failure to serve detention will result in additional disciplinary action.

Lunch Detentions

1. Any student may be assigned a lunch detention by Teachers, Educational Technicians, Counselors, Assistant Principal or the Principal of violation of any school rules, classroom rules, or any disciplinary infraction that interferes with the educational process.
2. Failure to abide by the rules may result in additional days of lunch detention, isolated supervision, parental conference, in-school suspension or suspension.
3. Teachers may also supervise lunch detention in their classrooms.

Saturday School/Detention

1. It is a closed study period supervised by a staff member.
2. Parents will be notified via a telephone call, email, or in writing.
3. Saturday school is from 8:00 am until 11:00 am in the Information Center.
4. Students must arrive on time and in compliance with the dress code. Students will enter the library door the right of the front entrance of the school. Students who arrive late will not be admitted.
5. Students must bring work to complete and school supplies. It is essential for students to bring books, pencils, papers, and notebooks. They will not be allowed to go to their locker. If students do not have work to do, work will be assigned.
6. Students will not be allowed to use computers or laptops unless they have an assignment from a teacher directing them to do so.
7. Electronic devices are not allowed in school. Cell phones must not be seen and must be turned off.
8. Sleeping or resting in not permitted.
9. Students are to remain in their seats at all times and are not permitted to talk to others.
10. When Saturday detention is over, students must leave the building immediately.
11. Students may be required to perform physical work, such as cleaning the school grounds, walkways, sweeping, raking, etc.

12. Failure to report to Saturday detention will result in suspension will result in suspension, unless the parent has obtained a rescheduled date from the Principal or Assistant Principal.

NOTE: Student can attend Saturday School from 9:00 am to 11:00 am to complete work or use computers, it's not just for students who are assigned detention.

Parents may opt to shadow their son or daughter for one complete school day in lieu of Saturday School. To arrange this shadowing experience, parents should contact an administrator three days prior to the date they wish to shadow their child. **Failure to serve Saturday detention will result in an in-school or out-of-school suspension.**

In-School Suspension

As an alternative to out-of-school suspension, a student may be assigned to in-school suspension, as a recommended disciplinary action by the Assistant Principal or Principal. The purpose of this suspension is to improve student behavior through the use of a structured environment while guaranteeing academic continuity.

1. Students that have been assigned to ISS must report to their first block teacher and then to the office.
2. Students will not be allowed to attend their regularly scheduled classes. They will complete their assignments and eat lunch in the suspension room.
3. If a student refuses ISS, he/she will receive an out-of-school suspension for insubordination.
4. If a student is uncooperative during ISS, he/she can be extended in ISS (one day) by the Assistant Principal or Principal. If negative behavior continues, out-of-school suspension will be considered.

Out-Of-School Suspension

1. Students are assigned suspension at the discretion of the administration because of serious infractions or for habitual minor offenses.
2. A student may be suspended from school for 1-10 days.
3. Students who are assigned out of school suspension are permitted to make up all class work and homework assignments. The objective in assigning punitive actions is to modify inappropriate student behavior. It is not our goal to jeopardize academic growth.
4. A readmission conference may be requested by administration. The purpose of suspension from school is to communicate clearly to the student that the behavior that precipitated the suspension will not be tolerated at school. In order of 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 during the suspension time.
5. Students are not to be on school grounds or at school activities during the suspension period. This includes extracurricular activities.
6. A suspended student will be ineligible for participation in or attendance at extracurricular activities. Serious offenses or chronic misconduct will result in the student being ineligible for all extracurricular activities.

7. Some privileges may be restored if there is significant evidence of improved behavior.
8. We encourage direct parent escort with students to all classes in lieu of suspension when appropriate. Suspensions greater than 10-days may be deferred; however, all suspensions less than 10-days, or other disciplinary actions, will 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.

Suspension of Special Education Students

Special education students may be suspended from school only after the Case Study Committee has determined that the behavior which precipitated the proposed suspension is not directly related to the student's disability, except in situation where the continued presence of the student poses a hazard to himself or others.

Expulsion

1. Expulsion is extremely serious
2. It is used only when other measures have failed or when the student's behavior is deemed a detriment to the school and/or community.
3. The principal will recommend to the Superintendent and District Student Disciplinary Committee that the student be expelled.
4. A student will not be allowed to attend school or any school function during the expulsion period assigned by the school board.

Grounds for Expulsion

1. Causing serious physical injury to another person, except in self-defense.
2. Make or participating in the making of a bomb threat.
3. Pervasive disruption of educational services.
4. Possession of any firearm, knife, explosive, or other dangerous object. A minimum 1 year expulsion is required for possession of a firearm.
5. Sale or distribution of any mind-altering substance.
6. Other activities/offences deemed extreme by the administration.

Removal of Privileges

Serious disciplinary offenses or habitual minor offenses may result in the removal of the following privileges:

1. Membership in honor organizations.
2. Officer or leadership positions in school organizations.
3. Participation in extracurricular or co-curricular activities.

DUE PROCESS

Students Rights

The Principal or Teacher will advise the student why disciplinary action is being taken against the student;

1. summarize the information on which the Teacher or Principal is relying to conclude that the accused student committed an inappropriate act;
2. and afford the student an opportunity to explain the offensive behavior and especially when the consequence is to be suspension, present evidence which supports the student's explanation or establishes that the student has not committed said act.

Appeals

A student disciplined at AMS may appeal the disciplinary action by making a written request to the next higher level authority within 5 days of the imposition of the discipline. The written request should describe in full details why the disciplines assessed is unjust and/or inappropriate.

1. If the disciplinary action was initiated by a **Teacher** the appeal should be addressed to the **Assistant Principal**.
2. If the disciplinary action was initiated by the **Assistant Principal**, the appeal should be addressed to the **Principal**.
3. If the disciplinary action was initiated by the **Principal**, the appeal should be addressed to the **Community Superintendent**.

The next higher level (appellate) authority will review the materials and render a decision within 10 days of receiving the appeal. The parties may submit any new evidence for consideration, but the appeal is a paper review; therefore, neither party will be allowed to present an oral argument. In appeal cases involving suspension, the Community Superintendent will issue a final decision in writing. The school need not defer the imposition of any disciplinary consequence pending an appeal, particularly when the discipline is being taken to protect student or to prevent disruption of the classroom or learning process. If the basis for the disciplinary consequence is reversed on appeal, all records of a student having been disciplined will be removed from the student's disciplinary file.

Notice of Proposed Expulsion/Suspension over 10 days

An Administrator will notify the student's sponsor in writing of the proposed discipline that seeks an expulsion or suspension of the student in excess of 10 days.

1. The notice will inform the sponsor of the reasons for the proposed discipline:
 - a. the specific proposed punishment; the right to a prompt hearing and/or the date of that hearing;
 - b. the right of the sponsor or child over 18 to waive a hearing;
 - c. the recipient's right to present witnesses and documentary evidence at the hearing;
 - d. the recipient's right to be represented by a parent or legal counsel;
 - e. and the administration's right to present evidence, call witnesses, and/or be represented by legal counsel. Unless otherwise indicated, however, a suspension or expulsion is effective immediately upon the Principal's determination that such action is appropriate.

