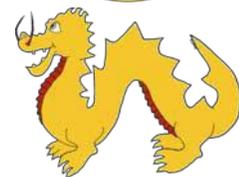




**Iwakuni Middle School**  
 Department of Defense Dependents Schools  
 MCAS Iwakuni, Japan  
 Home of the Blue Ninjas



**Student/Parent  
 Handbook  
 SY 2019 - 2020**



# Pacific East School Locations



Edgren High School  
Sollars Elementary School

SEA OF JAPAN  
(East Sea)

Mendel Elementary School  
Yokota West Elementary School  
Yokota Middle School  
Yokota High School

Iwakuni Intermediate School  
Iwakuni Middle School  
M.C. Perry Elementary School  
M.C. Perry High School

Ikego Elementary School  
Kinnick High School  
Sullivans Elementary School  
Yokosuka Middle School

Arnn Elementary School  
Lanham Elementary School  
Zama American High School  
Zama American Middle School

Darby Elementary School  
King High School  
Sasebo Elementary School

PACIFIC OCEAN



# **Iwakuni Middle School**

**Department of Defense Dependents Schools**

**MCAS Iwakuni, Japan**

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**Home of the Blue Ninjas**

## **Student/Parent**

## **Handbook**

## **SY 2019 - 2020**

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## **FROM THE OFFICE OF THE SUPERINTENDENT**

Welcome to the Japan School District, renamed Pacific East as a part of the Department of Defense Education Activity (DODEA) restructuring initiative. We are proud of the educational opportunities offered in our system. Our focus is on improving academic achievement for all students while supporting the mission of our military families. The military command, school advisory committee (SAC) and parents provide wonderful community support to us and we feel fortunate to serve the families of our military sponsors.

We have a total of 19 schools (10 elementary, 3 middle, 3 middle/high and 3 high schools) which serve the families living on the Sasebo, Iwakuni, Yokota, Yokosuka, Zama/Atsugi, and Misawa military installations.

The Department of Defense Education Activity (DoDEA) is a Department of Defense field activity operating under the direction, authority, and control of the Deputy Assistant Secretary of Defense for personnel Support, Families, and Education. DoDEA provides education to eligible Department of Defense military and civilian dependents from preschool through grade 12 at sites both in the United States and overseas. Courses of study in DoDEA schools parallel those found in public schools in the United States.

Special Education services are available to all students including preschoolers. If you have concerns regarding your child's academic, physical, social, or language development, you may contact your child's teacher or the principal. Preschool children ages three and four years with developmental delays, physical disabilities, or speech-language problems may be eligible for services. You may contact the Special Education Office at DSN 225-3940 if you are concerned about your preschooler. For infants and toddlers, ages 0-2, you may contact Educational and Developmental Intervention Services at your local installation.

Our schools are committed to excellence. If I can be of service, please feel free to contact my office.

Dr. Judith Allen,  
Superintendent

## **DISTRICT/PACIFIC CHAIN OF COMMAND WITH CONTACT INFORMATION**

For any questions involving a particular class, parents are to first contact the teacher involved to arrange a conference. If additional assistance is needed, contact the Counselor or Assistant Principal.

The remaining DoDEA chain of command from the lowest to highest is Principal, District Superintendent, Director of Student Excellence (Pacific Area Office), and Director of DoDEA. Contact phone numbers and/or addresses for the next in chain of command are identified below:

***Mr. George Man, Principal***

PSC 561 Box 1874  
FPO, AP 96310-0019  
Phone: 253-6382 DSN/+011-81-827-79-5449 (From  
USA)

***Dr. Judith Allen, Superintendent***

District Superintendent Office, Pacific  
East Unit 5072  
APO, AP 96326  
Phone: (315) 225-3940

***Ms. Lois Rapp, Director of Student Excellence***

DoDEA-  
Pacific Unit  
35007  
APO, AP 96376  
Phone: (315) 644-5878

***Mr. Thomas Brady, Director***

DoDEA Headquarters  
4800 Mark Center Drive  
Alexandria, VA 22350-  
1400  
Phone: (571) 372-0590

## **ACADEMIC PHILOSOPHY**

### **FOREWORD**

This handbook contains information on curricular and non-curricular programs. It also describes school policies and procedures. These programs, policies, and procedures provide to each student the best possible learning environment, while protecting their health, safety, and welfare.

Please review and discuss with your child the entire contents of this handbook. It is important that each student and parent become familiar with our programs and expectations.

Additionally, policies and expectations at various times will be communicated through the school parental emails and other electronic means. Students and parents should ensure that they monitor these sources routinely.

Neither handbooks nor newsletters can answer all of the questions that may arise throughout the year. Parents are encouraged to contact the school office or members of the School Advisory Committee (SAC) if they have concerns, questions or would like to make suggestions for improving the school program.

We are looking forward to working with you to make this a successful, productive, and rewarding school year for all of our students.

This handbook falls under the regulations and guidance of:

- DoDEA Regulation 2051.1 (April 4, 2008) with Change 2 (March 23, 2012) <sup>1</sup>
- DoDEA Administrative Instruction 2051.02 (April 17, 2012) <sup>2</sup>

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<sup>1</sup> [http://www.dodea.edu/Offices/Regulations/upload/DoDEA-Regulation-2051\\_1a.pdf](http://www.dodea.edu/Offices/Regulations/upload/DoDEA-Regulation-2051_1a.pdf)

<sup>2</sup> <http://www.dodea.edu/Offices/Regulations/loader.cfm?csModule=security/getfile&pageid=93269>

## **DODEA MISSION STATEMENT**

Educate, Engage, and Empower each student to succeed in a dynamic world.

## **DODEA VISION STATEMENT**

To be among the World's leaders in education, enriching the lives of military-connected students and the communities in which they live.

## **IWAKUNI MIDDLE SCHOOL MOTTO**

Ninjas See, Ninjas Do, Ninjas Learn and Will Pursue

## ***ACCREDITATION AND SCHOOL IMPROVEMENT***

### **ACCREDITATION**

Iwakuni Middle School is fully accredited by AdvancED, North Central Association Commission on Accreditation and School Improvement (NCA CASI). AdvancED visited and accredited all schools in the district in May of 2017. Iwakuni Middle School's next accreditation will occur during the school year 2021-2022.

### **SCHOOL IMPROVEMENT LEADERSHIP TEAM**

Iwakuni Middle School's School Improvement Leadership Team (SILT) is comprised of representative lead-teachers from each team, key teacher leaders, and the principal. Utilizing Teacher Teams at each grade level as a SILT communication vehicle ensures that the entire faculty is connected and actively involved with the SILT decision-making processes. These processes directly support the school's on-going development and implementation of our Continuous School Improvement Plan (CSIP). Based on input received from all stakeholders through organizations including the SILT, School Advisory Council (SAC), and the Parent-Teacher Organization (PTO), the entire faculty and staff as well as others in the community, school wide goals and initiatives, which are linked to DODEA Strategic Plan, are

developed, implemented, and assessed on a continuing basis.

### **SCHOOL IMPROVEMENT PLAN**

To maintain the school's accreditation, the faculty, students, parents, and other stakeholders, review and analyze student performance data to develop two Student Performance Goals. Based on analysis of reviewed data goals are then developed which guide the school as a team toward school improvement. These goals are a major focus of the instructional process and are a primary component of the Continuous School Improvement plan.

### **SCHOOL ADVISORY COMMITTEE (SAC)**

The School Advisory Committee (SAC) is a group that is comprised of parents, teachers, and other stakeholders who have a vested interest in quality education at Iwakuni Middle School. The committee's purpose is to review, formulate, and propose policies and programs affecting students and their education at Iwakuni Middle School. The Department of Defense (DoD) document governing the advisory committees is DoD Instruction 1342.15. If you are interested in making a change and a difference at Iwakuni Middle School, please feel free to make a suggestion to one of the voting board members or show up during a meeting and voice a concern during the open forum.

## ***ADMINISTRATIVE***

### **ADDRESSES**

#### **Japanese Mailing Address:**

740-0025  
Yamaguchi-ken Iwakuni-shi  
Iwakuni Beigun Kichnai BLDG 9556

#### **U.S. / Military Postal System:**

Iwakuni Middle School  
PSC 561 Box 1874  
FPO AP 96310

**Email Address:**

[Firstname.Lastname@dodea.edu](mailto:Firstname.Lastname@dodea.edu). All school employees (administration, faculty, and staff) can be contacted via email using the above format.

**School World Wide Web Site:**

<http://www.dodea.edu/lwakuniMS/index.cfm>

**CALENDARS**

Iwakuni Middle School calendar is developed and governed using several parent calendars. To access any of these, use the following links ...

- [DoDEA Calendar](#)<sup>4</sup>
- [DoDEA Pacific Calendar](#)<sup>5</sup>

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<sup>4</sup> <http://www.dodea.edu/schoolCalendars.cfm>

<sup>5</sup> <http://www.dodea.edu/Pacific/calendar.cfm>

**CLOSED CAMPUS POLICY**

Iwakuni Middle School is a “closed” campus. Students must remain on campus after arriving at school and during lunch. Exceptions to policy can be requested in writing preferably at the time of registration. Students with permission to go home for lunch must sign out and in on a daily basis. Parents may not give their child permission to go to the Exchange, Commissary, or other off-campus agencies.

Parents may sign out and accompany their child off campus. The only exception for students to leave without a parent is to walk home for lunch and only when previous arrangements have been made with the front office.

## **DRILLS**

Drills will be practiced throughout the school year. We will assess our readiness and response and adjust our procedures based on the effectiveness of each drill.

October Safety Week: During the month of October a safety week is held in which all Safety Procedures are practiced. Types of drills include:

- Fire
- Emergency Evacuation Drills
- Earthquake Drill
- Violent or Active Shooter Response Drill

## **FACILITY ACCESS**

Approved access: Student-sponsored, non-curriculum organizations may have equal access to the school and its resources without regard to philosophical, religious, or political content of the student activity. Access to school facilities and resources includes access before school hours, after school hours, and seminar time. Access must be through and approved by the administration. All other organizations will need “Other User Factor” approval from the base commander and from the school administration.

Denial of access: DoDEA Administrative Instruction 2051.02, Enclosure 4, the administration has the right to deny or curtail student expressive rights, including access to facilities, when the principal determines that a student or student group has or is likely to:

“... interfere with orderly conduct; endanger health, safety, or well-being of others; be perceived to advocate misconduct; engage in inappropriate language or conduct; engage in inappropriate school performances; discriminate; or violate laws and policies.”

## **LATE OPENING, CANCELLATION, OR EARLY CLOSING OF SCHOOL**

Opening Delays: Inclement weather conditions sometimes lead to late or

delayed school openings. School buses can also be delayed. Rarely, bus transportation may be delayed two hours or canceled altogether. If buses are delayed or canceled, school is also delayed or canceled. Inclement weather and in general most other delays or closures are determined by the base commander.

Public Announcements: Cancellation and delay announcements will be made on AFN Radio and TV starting about 6 a.m. in the morning. Information will be posted on the Command Facebook website. The school communication liaison will also post information.

Unfortunately, delays cannot reliably be posted to the school website or by email because these DoDEA systems are only available through the school network and school personnel are often delayed too.

Parents and students are urged to also check there for information. If you are unable to receive AFN programming and have no Internet access to check social sites, i.e. the Command Facebook page, please arrange with a friend or acquaintance to contact you when an announcement has been made.

## **MAIN OFFICE OPERATING HOURS**

Administrators and school staff will normally be available to assist students and parents during the times of 7:30 am to 3:20 pm.

## **OPEN DOOR POLICY**

Sign-in required: Visitors, especially parents, are always welcome. For the safety and security of the students, all visitors must first sign-in at the Main Office before going to other areas of the campus.

Visitor badges required: All visitors will wear badges authorizing access to the building. Visitors should keep the badge visible while on campus.

Parent Visits: Parents are encouraged to visit their child's classroom, eat lunch with them, or chaperone and participate in school activities as often as desired as long as it does not interfere with the instructional process or become a distraction to other students, faculty, or staff.

Visiting Parent Guidelines: when possible, all visiting parents are asked to follow these guidelines ...

- Notify the main office a day ahead of the planned visit so the teachers have a notice of a pending visit. Teachers can ensure you have a place to sit with materials to follow along.
- Meet with the teacher prior to your visit. If you do, you will be better informed of what will occur during your visit. This gives the teacher the opportunity to share with you in advance ...
  - the lesson's objective
  - the teacher's expectation for students
  - classroom's routines and procedures
- Arrive at the beginning of class to minimize and avoid disruptions
- Acknowledge your presence to the teacher when entering the classroom
- Sit in a seat provided to you by the teacher (preferably in the back of the room) to avoid disrupting any seating chart used

- Actively observe your child and the lesson to afford you the optimum opportunity to see your child function in the classroom setting
- Please turn off your cell phone before entering the classroom
- If you wish a parent-teacher conference, see the secretary in the school office to leave the teacher a message, it's difficult to do this during class. The teacher will contact you to set a conference time.
- If you are visiting during lunch, please do not correct the behavior of another child. Do report any inappropriate behavior to school personnel for follow-up intervention.

# 2019-20 Bell Schedule

<b>A/B DAY</b>					
<b>Period:</b>	<b>A/B 1</b>	<b>A/B 2</b>	<b>LUNCH</b>	<b>A/B 3</b>	<b>A/B 4</b>
<b>Time:</b>	<b>0755-0925</b>	<b>0930-1100</b>	<b>1100-1145</b>	<b>1145-1310</b>	<b>1315-1440</b>
<b><i>Morning bus arrives at the school at 0745.</i></b>					
<b><i>Afternoon bus departs the school at 1500.</i></b>					

<b>A/B HALF-DAY</b>					
<b>Period:</b>	<b>A/B 1</b>	<b>A/B 2</b>	<b>LUNCH</b>	<b>A/B 3</b>	<b>A/B 4</b>
<b>Time:</b>	<b>0755-0840</b>	<b>0845-0930</b>		<b>0935-1020</b>	<b>1025-1110</b>
<b><i>Morning bus arrives at the school at 0745.</i></b>					
<b><i>Afternoon bus departs the school at 1130.</i></b>					

<b>EARLY RELEASE DAY</b>					
<b>Period:</b>	<b>A/B 1</b>	<b>A/B 2</b>	<b>LUNCH</b>	<b>A/B 3</b>	<b>A/B 4</b>
<b>Time:</b>	<b>0755-0910</b>	<b>0915-1030</b>	<b>1030-1115</b>	<b>1115-1225</b>	<b>1230-1340</b>
<b><i>Morning bus arrives at the school at 0745.</i></b>					
<b><i>Afternoon bus departs the school at 1400.</i></b>					

<b>Two Hour Delay</b>					
<b>Period:</b>	<b>A/B 1</b>	<b>A/B 2</b>	<b>LUNCH</b>	<b>A/B 3</b>	<b>A/B 4</b>
<b>Time:</b>	<b>0955-1050</b>	<b>1055-1150</b>	<b>1155-1240</b>	<b>1245-1340</b>	<b>1345-1440</b>
<b><i>Morning bus arrives at the school at 0945.</i></b>					
<b><i>Afternoon bus departs the school at 1500.</i></b>					

# Iwakuni Middle School

## Telephone Numbers

### **School Main Office:**

DSN: 253-6382  
Local: 0827-79-6382  
Stateside: 011-81-827-79-6382

### **School Fax:**

DSN: 253-4600  
Local: 0827-79-4600  
Stateside: 011-81-827-79-4600

### **School Registrar:**

DSN: 253-6378  
Local: 0827-79-6378  
Stateside: 011-81-827-79-6378

### **Guidance Counselor's Office:**

DSN: 253-6246  
Local: 0827-79-6246  
Stateside: 011-81-827-79-6246

### **School Nurse:**

DSN: 253-6390  
Local: 0827-79-6390  
Stateside: 011-81-827-79-6390

### **School Liaison Officer:**

DSN: 253-3691  
Local: 0827-79-3691  
Stateside: 011-81-827-79-3691

### **School Transportation**

#### **Office:**

DSN: 253-5333  
Local: 0827-79-5333  
Stateside: 011-81-827-79-5333

### **School Ed. Technologist/Webmaster:**

DSN: 253-6404  
Local: 0827-79-6404  
Stateside: 011-81-827-79-6404

## ***ATTENDANCE***

### **ADVANCED NOTIFICATION OF EXTENDED EXCUSED ABSENCES**

All students should benefit from living abroad by going on family trips. When possible, these trips should be planned for times when school is not in session. If not, the student should bring a letter, at least three school days in advance stating the purpose and the exact date(s) for which the excused absence is requested. The student will then be issued a form for Extended Excused Absence. The absence must be approved by an administrator prior to the absence. It will be kept on file as documentation for the excused absence. If this procedure is not followed, the absence may be considered unexcused. Students returning from absences usually have the same number of days to complete the work as the number of days they were absent.

### **DODEA ATTENDANCE POLICY**

Regular attendance is essential to academic success. Iwakuni Middle School adheres to the requirements of the [DoDEA Attendance Program](#). Parents should remember that under block scheduling any student missing a 90 minute class is missing the equivalent of two missed academic periods of instructions. All students are expected to attend school daily unless they have a valid excuse. There will be no academic penalty for excused absences. It is highly recommended, when possible that, extended family trips be scheduled during school vacations. Students are required to complete the school year. Families that are PCS'ing are allowed to participate in the Accelerated Program if they are leaving no more than 20 days prior to the end of the school year. Early departure at the end of the school year is highly discouraged.

### **EXCESSIVE SCHOOL ABSENCES**

Students, who are not physically present in school because they are hospitalized or otherwise receiving homebound services, are excluded from identification of excessive school absence. Student attendance is calculated based upon the date of enrollment in a DoDEA School, which

may occur anytime during the school year.

After 5 cumulative absences: After 5 excused or unexcused in a semester, the administration will review the student's academic performance, the reasons for the absences, to determine the impact of repeated absence on the student's academic and social emotional progress. Consideration shall be made for the student's unique circumstances to include illness, participation in extracurricular activities, or approved extended leave. The Student Support Team comprised of the student's teacher team, counselor, school psychologist, and administration, will review the student's case and if appropriate develop a Student Educational Monitoring Plan to support the student's successful completion and advancement for the current school year.

After 7 cumulative absences: After 7 excused or unexcused absences in a semester, the Student Support Team (SST) will convene to review the student's academic and social emotional progress and develop or review the existing Student Educational Monitoring Plan (SEMP). When appropriate, the principal shall request Command assistance to ensure that appropriate action or services are implemented to improve school attendance.

Student Educational Monitoring Plan: Designed to provide a continuum of intervention and services to support families and children in keeping children in school and combating truancy and educational neglect.

Students, who are identified by the SST as at-risk for not fulfilling the grade or course standards, shall be monitored throughout the school year and the SST reconvened to consider the student's unique circumstances and determine what additional educational supports are needed, to include, but not limited to:

- Meeting with parent or sponsor
- Command assistance
- Participation in summer school course(s)
- Establishment of an Attendance Plan for the following school year
- Loss of credit

Loss of Credit Disposition: The loss of credit disposition may be applied to any student who has 7 or more absences in a class or course during a semester. Students who have 7 absences during a semester shall meet with the school principal along with their parent or sponsor to discuss the reasons for the absences, consider the student's unique circumstances, and discuss the possible loss of credit and options for making up the credit.

Appeal Process: Students may appeal their loss of credit by submitting a petition to the school principal within 10 days of official notification. The appeal process includes a discussion between the classroom teacher(s) and principal.

Make-up assignments, homework, or tests: Students who wish to avoid loss of credit absences will need to complete make-up assignments, homework or tests as determined by their teachers. Students must be present in school on the day of an after school activity in order to be eligible to participate in that activity.

## **EXCUSED ABSENCES**

An acceptable absence which is identified as critical to a student's physical, social, or emotional well-being will be granted for, but not limited to:

- Personal illness
- Emergency leave (requires Emergency Leave orders)
- Religious observances
- Pre-arranged family trips (within reason, requires an Extended Excused Absence Form)
- Medical and dental appointments
- Iwakuni Middle School and DoDEA-sponsored contests or trips

## **LEAVING OR ARRIVING DURING SCHOOL**

Students who need to leave school before the dismissal time, must be signed out in the Middle School Office by a sponsor using the school sign- in/sign out system. If a student leaves school without being signed out by a sponsor, it will be considered truancy and an unexcused absence.

Early Dismissal: When a sponsor arrives to sign out their child, the office staff will notify the teacher and request that the student be dismissed. The student will join the parent at the main office.

Late arrival: Students who arrive at school after the tardy bell has rang must be signed in at the office by a sponsor/guardian with a sign- in/sign out book and obtain a pass for class admittance.

## **TARDINESS**

Prompt arrival to class is a basic expectation for all students. Students who are late to class miss the teacher's introduction of the lesson, initial instructions, or expectations for that day. They may disrupt instruction for the other students in the class. The passing period is sufficient for all students to move from class to class, including a stop at the rest room. Tardy lockouts can be implemented during the school year without prior notification.

Unexcused tardiness during the school day is recorded as a violation of the school's Guiding Principles and consequences will be administered according Appendix A, "[Table of Disciplinary Consequences](#)."

## **TRUANCY**

Any student who is absent from school or class for any length of time or for any portion of the school day without the prior knowledge and permission of their sponsor, parent, legal guardian or school authorities is truant. Truant students will receive consequences according to Appendix A, "[Table of Disciplinary Consequences](#)"

## UNEXCUSED ABSENCES

An unexcused absence is an absence from school without a written verification of an illness, medical, dental, or mental health appointment. All absences are considered unexcused until such time that a formal note is provided to the school. All unexcused absences include, but are not limited to:

- Truancy
- Leaving school without permission or signing out
- Over-sleeping
- Missing the bus
- Baby-sitting siblings, shopping, hair and nail appointments
- Non-DoDEA trips sponsored by organizations

## ***BUS TRANSPORTATION***

### **BUS DISCIPLINE**

Riding school buses is a privilege that may be suspended or even revoked if a student does not behave in a safe and proper manner. Students and parents are responsible for compliance with the Standards for Conduct for DoDEA School Buses which is received and agreed to when a student is registered for bus service. For the safety and security of students as they travel to and from school, surveillance equipment is in operation on the school buses. Students may be disciplined based on evidence gathered through surveillance equipment.

### **BUS PASSES**

Students must have bus passes in their possession whenever riding school buses. Parents requesting that their child ride a different bus to or from school must contact DoDEA Transportation Office-Iwakuni for a temporary bus pass.

### **INQUIRIES**

All inquiries concerning bus eligibility, routes, or delays in home arrival time

should be directed to the DoDEA Transportation Office, at DSN 253-5333 or off post at 0827-79-5333. You can also email them at [DodeaTrans\\_Iwakuni@dodea.edu](mailto:DodeaTrans_Iwakuni@dodea.edu).

The bus transportation office is not an entity of Iwakuni Middle School and comes under the direct supervision of DoDEA, Pacific East School District.

## ***CLASS SCHEDULING PROCESS***

### **CURRICULUM DESIGN**

The school's curriculum is designed to meet the needs of students who are making the transition from childhood to adolescence. The curriculum provides for continued emphasis on the basics, the exploration of new subject areas, and the development of emerging personal skills. Language Arts, Math, Science, and Social Studies are emphasized during both the 6<sup>th</sup>, 7<sup>th</sup>, and the 8<sup>th</sup> grades. The exploratory classes, known as the Elective courses, allow students to experience different new subjects while providing for individual interests.

### **COURSE SELECTION**

The guidance counselor will assist students and their sponsors in developing the most appropriate programs for individual students. A major component of study in Middle School is the exploration of many subject areas. Selection of courses begins when new students register. Selection of courses for the next academic year by already-enrolled students begins with the pre-registration process held each spring which is also posted on the school calendar.

### **SCHEDULE CHANGES**

Students have **10 school days** at the beginning of each semester to request a schedule change. This can occur only with the approval and support of all the teachers involved in the change, the parents, guidance counselor, and administrator.

If a course is being dropped during the 10 day time-frame, student must

still attend the class they are dropping until all the rescheduling process is completed and the student receives a new schedule.

**Schedule changes during the school year will be considered only if the change is necessary for the educational benefit and well-being of the student.**

Parents are encouraged to meet with the classroom teacher, before any changes requests are made, if there are classroom concerns. The counselor or administration may be involved if subsequent meetings are needed.

**All schedule changes must be approved by the administration.**

## **STUDENT PLACEMENT COMMITTEE**

The Student Placement Committee makes recommendations to the principal on retention, double-promotion, or any other grade or class placement that is not routine. The committee collects data, discusses each referral, makes recommendations for placement, and reviews the progress of students who have been placed. Final decisions on grade and program placement are the responsibility of the Principal. The principal has authority and responsibility for final decisions on all grade and class placements.

## ***DISCIPLINE***

### **EXPECTATIONS OF IWAKUNI MIDDLE SCHOOL STUDENTS**

All Iwakuni Middle school students are expected to behave in a manner that will enhance the safety and welfare of the entire school community. This is best accomplished when students FOLLOW DIRECTIONS, SHOW RESPECT, ARE HONEST AND CONSIDERATE OF OTHERS.

Appropriate school behavior is a DoDEA, military, and a community responsibility for ensuring proper conduct of dependents in the command. Appropriate behavior enhances learning in the classroom and promotes positive relationships with the Japanese community. School administrators have an obligation to keep military or civilian authorities informed of serious or repeated misbehavior when it is apparent that such actions contribute adversely to the American reputation overseas.

Students have rights and responsibilities associated with their education. These are discussed completely in the DoDEA Discipline Regulation 2051.1. The complete DoDEA Discipline Regulation 2051.1 may be found online at

[http://www.dodea.edu/Offices/Regulations/upload/DoDEA-Regulation- 2051 1a.pdf](http://www.dodea.edu/Offices/Regulations/upload/DoDEA-Regulation-2051_1a.pdf)

### SCHOLASTIC INTEGRITY

Students are responsible for neither giving nor receiving assistance (written, oral, or otherwise) on tests, examinations, final evaluations or class assignments that are to be graded as the work of an individual. Any suspicion or evidence of forging, cheating, or plagiarizing the work of others will be investigated. Any student who is in violation will not receive credit for the particular assignment, and a letter will be sent home to be signed by the parents and returned to the teacher. A copy of the letter will be filed in the student's data base system.

Scholastic integrity consists of honest and ethical behavior when completing school work.

- a. To have scholastic integrity, one must avoid plagiarism, cheating, forgery, and dishonesty when completing assignments.

Why is scholastic integrity important?

1. If students are dishonest on assessments/assignments, teachers are not able to accurately determine the students' ability.
2. When students do not go through the "thinking process" to complete an assignment, the students do not learn important skills.
3. Plagiarism is stealing (and illegal).

- b. Definition of PLAGIARISM: Submitting the words, ideas, images, or data of another person's as one's own in any academic writing or other project.

How do I avoid Plagiarism?

1. Always cite your sources.
2. Never use another student's work
3. Never re-submit your own work for a different class
4. Never copy and paste information from the Internet or any other written source

- c. Definition of CHEATING:

1. Possession of unauthorized material
2. Substantial editorial or compositional assistance
3. Submission of another student's material already graded for credit
4. False claims of fabricated references
5. Copying off someone else's exam and/or quiz; or passing answers from a quiz or exam to another student.
6. Copying off of someone else's homework.

- d. Definition of FORGERY:

1. The act of altering official forms, documents, records, or the signing of such forms or documents by someone other than the proper authority
2. Examples (not exhaustive):
  - a. Having an unauthorized person sign a parent's signature
  - b. Changing grades on assignments, assessments, or report cards/progress reports

- c. Submitting electronic communication in another person's name

## Student, Parent/Guardian, and School Personnel RESPONSIBILITIES

<p><b>Students have a RIGHT to:</b></p> <ul style="list-style-type: none"> <li>• Learn and study in a positive atmosphere for learning – one that is unbiased, nonjudgmental, and free from prejudice, discrimination, verbal or physical threats and abuse.</li> <li>• Expect that school rules will be enforced in a consistent, fair and reasonable manner.</li> <li>• Receive assistance with educational concerns from school staff.</li> <li>• Receive fair discipline without discrimination.</li> <li>• Have access to their own student records.</li> <li>• Have access to and use appropriate materials for learning.</li> </ul>	<p><b>Students have a RESPONSIBILITY to:</b></p> <ul style="list-style-type: none"> <li>• Attend school regularly, arrive on time, with appropriate materials, and prepared to participate in class.</li> <li>• Strive for academic growth.</li> <li>• Respect the rights, feelings, and property of fellow students, parents, school staff, visitors, guests, and school neighbors.</li> <li>• Conduct themselves properly on school grounds, school buses, at bus stops, at any school-related activity, and in the classroom, so as not to interfere with the rights of another student to learn.</li> <li>• Make up work resulting from an excused absence or suspension.</li> <li>• Use computers appropriately as defined in the User Agreement that is read and signed by each student.</li> <li>• Set academic goals, use strategies to achieve their goals, and monitor progress toward their goals.</li> </ul>
<p><b>Parents/Guardians have a RIGHT to:</b></p> <ul style="list-style-type: none"> <li>• Receive access to Grade-Speed, and be provided official reports of their student's academic progress and attendance.</li> <li>• Request and be granted conferences with teachers, counselors and/or the principal.</li> <li>• Receive explanations from teachers about their student's grades and disciplinary procedures.</li> <li>• Read all school records pertaining to their student.</li> </ul>	<p><b>Parents/Guardians have a RESPONSIBILITY to:</b></p> <ul style="list-style-type: none"> <li>• Partner with school staff by sharing appropriate ideas for improving student learning and by helping to prevent and/or resolve student discipline problems.</li> <li>• Provide supervision for their student's health, physical and emotional well-being, and assume responsibility for their student's timely regular attendance. Promptly provide the school with explanations for student absences or tardiness.</li> <li>• Support and encourage student compliance with school and district rules.</li> <li>• Contact teachers by email or phone as soon as questions or concerns arise.</li> <li>• Monitor students out of school Internet and social networking use.</li> </ul>
<p><b>School Personnel have a RIGHT to:</b></p> <ul style="list-style-type: none"> <li>• Work in a positive atmosphere for learning and teaching.</li> <li>• Receive support when enforcing student discipline</li> <li>• Teach and work in an atmosphere free from verbal or physical threats and abuse.</li> <li>• Expect compliance with rules by staff and students.</li> <li>• Be present, when appropriate, at conferences and hearings concerning classroom and school disruption.</li> </ul>	<p><b>School personnel have a RESPONSIBILITY to:</b></p> <ul style="list-style-type: none"> <li>• Develop, communicate and implement written classroom expectations for students' behavior and grades.</li> <li>• Work with parents to prevent discipline problems.</li> <li>• Inform parents/guardians of student progress, behavior and attendance.</li> <li>• Refer students to other staff or programs as appropriate.</li> <li>• Maintain accurate student records.</li> <li>• Supervise students in the school building and grounds</li> <li>• Protect and respect confidentiality of students, parents, and school staff.</li> </ul>

- Protect students' health, safety, and welfare.
- Record and report disciplinary actions

### Behavior Expectations

	<b>Be Respectful</b>	<b>Be Responsible</b>	<b>Be Safe</b>
<b>Classrooms/ Information Center</b>	<ul style="list-style-type: none"> <li>-Follow all adult directions when they are given.</li> <li>-Raise your hand and wait to be acknowledged before you speak.</li> <li>-When the teacher is talking you are listening.</li> <li>-Use clean and appropriate language when communication.</li> <li>-Respect other's personal and class materials.</li> </ul>	<ul style="list-style-type: none"> <li>-Arrive on time.</li> <li>-Be prepared to work and bring all supplies.</li> <li>-Sit in assigned seat.</li> <li>-Complete and turn in all assignments on time.</li> <li>-Record all assignments in your agenda.</li> <li>-Take complete notes.</li> <li>-Maintain proper dress code throughout the day.</li> </ul>	<ul style="list-style-type: none"> <li>-Follow all emergency procedures.</li> <li>-Use materials for its intended purpose.</li> <li>-Stay in assigned seat/area unless permission is granted.</li> <li>-Have safe hands and feet.</li> </ul>
<b>Buses</b>	<ul style="list-style-type: none"> <li>-Follow all adult directions when they are given.</li> <li>-Talk with your inside voice.</li> <li>-Use kind words and actions.</li> <li>-If allowed to use an electronic device, minimize the volume.</li> <li>-Put away all food and drinks.</li> <li>-Respect the bus's seats, floor, windows, etc.</li> </ul>	<ul style="list-style-type: none"> <li>-Arrive on time.</li> <li>-Keep all of your belongings in your backpack.</li> <li>-Clean up your area.</li> <li>-Be helpful towards others.</li> </ul>	<ul style="list-style-type: none"> <li>-Enter and exit quietly.</li> <li>-Stay seated and face forward until the bus comes to a complete stop.</li> <li>-Always fasten your seat belt and keep it fastened until the bus comes to a complete stop.</li> <li>-Have safe hands and feet.</li> <li>-Objects should remain in your possession at all times.</li> </ul>
<b>Main, Guidance, and Nurse's Office</b>	<ul style="list-style-type: none"> <li>-Follow all adult directions when they are given.</li> <li>-Wait quietly.</li> <li>-Say please and thank you.</li> <li>-Always speak in a respectful manner and an appropriate volume.</li> <li>-Listen to adults carefully in all situations.</li> </ul>	<ul style="list-style-type: none"> <li>-Sign in and/or show your pass.</li> <li>-Return directly to class when done.</li> <li>-Tell the truth.</li> </ul>	<ul style="list-style-type: none"> <li>-Sit appropriately.</li> <li>-Wait patiently.</li> </ul>
<b>Cafeteria</b>	<ul style="list-style-type: none"> <li>-Follow all adult directions when they are given.</li> <li>-Talk with your inside voice.</li> <li>-Sit in designated area upon arrival.</li> <li>-Use good manners.</li> <li>-Raise your hand for assistance.</li> <li>-Clean up after yourself.</li> </ul>	<ul style="list-style-type: none"> <li>-Arrive on time.</li> <li>-Clean up after yourself.</li> <li>-Leave food and drink in the cafeteria.</li> </ul>	<ul style="list-style-type: none"> <li>-Ask permission from a staff member to leave.</li> <li>-Use appropriate sign-in/sign-out procedure.</li> <li>-Always walk.</li> <li>-Stay in assigned seat/area unless permission is granted.</li> <li>-Have safe hands and feet.</li> </ul>

	Be Respectful	Be Responsible	Be Safe
<b>Classrooms/ Information Center</b>	<ul style="list-style-type: none"> <li>-Follow all adult directions when they are given.</li> <li>-Raise your hand and wait to be acknowledged before you speak.</li> <li>-When the teacher is talking you are listening.</li> <li>-Use clean and appropriate language when communicating.</li> <li>-Respect other's personal and class materials.</li> </ul>	<ul style="list-style-type: none"> <li>-Arrive on time.</li> <li>-Be prepared to work and bring all supplies.</li> <li>-Sit in assigned seat.</li> <li>-Complete and turn in all assignments on time.</li> <li>-Record all assignments in your agenda.</li> <li>-Take complete notes.</li> <li>-Maintain proper dress code throughout the day.</li> </ul>	<ul style="list-style-type: none"> <li>-Follow all emergency procedures.</li> <li>-Use materials for its intended purpose.</li> <li>-Stay in assigned seat/area unless permission is granted.</li> <li>-Have safe hands and feet.</li> </ul>
<b>Buses</b>	<ul style="list-style-type: none"> <li>-Follow all adult directions when they are given.</li> <li>-Talk with your inside voice.</li> <li>-Use kind words and actions.</li> <li>-If allowed to use an electronic device, minimize the volume.</li> <li>-Put away all food and drinks.</li> <li>-Respect the bus's seats, floor, windows, etc.</li> </ul>	<ul style="list-style-type: none"> <li>-Arrive on time.</li> <li>-Keep all of your belongings in your backpack.</li> <li>-Clean up your area.</li> <li>-Be helpful towards others.</li> </ul>	<ul style="list-style-type: none"> <li>-Enter and exit quietly.</li> <li>-Stay seated and face forward until the bus comes to a complete stop.</li> <li>-Always fasten your seat belt and keep it fastened until the bus comes to a complete stop.</li> <li>-Have safe hands and feet.</li> <li>-Objects should remain in your possession at all times.</li> <li>-Sit appropriately.</li> <li>-Wait patiently.</li> </ul>
<b>Main, Guidance, and Nurse's Office</b>	<ul style="list-style-type: none"> <li>-Follow all adult directions when they are given.</li> <li>-Wait quietly.</li> <li>-Say please and thank you.</li> <li>-Always speak in a respectful manner and an appropriate volume.</li> <li>-Listen to adults carefully in all situations.</li> </ul>	<ul style="list-style-type: none"> <li>-Sign in and/or show your pass.</li> <li>-Return directly to class when done.</li> <li>-Tell the truth.</li> </ul>	
<b>Cafeteria</b>	<ul style="list-style-type: none"> <li>-Follow all adult directions when they are given.</li> <li>-Talk with your inside voice.</li> <li>-Sit in designated area upon arrival.</li> <li>-Use good manners.</li> <li>-Raise your hand for assistance.</li> <li>-Clean up after yourself.</li> </ul>	<ul style="list-style-type: none"> <li>-Arrive on time.</li> <li>-Clean up after yourself.</li> <li>-Leave food and drink in the cafeteria.</li> </ul>	<ul style="list-style-type: none"> <li>-Ask permission from a staff member to leave.</li> <li>-Use appropriate sign-in/sign-out procedure.</li> <li>-Always walk.</li> <li>-Stay in assigned seat/area unless permission is granted.</li> <li>-Have safe hands and feet.</li> </ul>
<b>Arrival/ Departure</b>	<ul style="list-style-type: none"> <li>-Follow all adult directions when they are given.</li> <li>-Remove all head coverings upon entering the building.</li> <li>-Be in dress code.</li> <li>-Use appropriate language.</li> </ul>		<ul style="list-style-type: none"> <li>-Enter/exit in an orderly manner</li> <li>-Always walk.</li> <li>-Be in the appropriate location for your grade level.</li> <li>-Have safe hands and feet.</li> </ul>
<b>Hallways</b>	<ul style="list-style-type: none"> <li>-Follow all adult directions when they are given.</li> <li>-Talk with your inside voice.</li> <li>-Use appropriate language.</li> <li>-Respect other classes in session.</li> <li>-Stop and listen when a staff member talks to you.</li> <li>-Pick up trash in the hallways.</li> <li>-Respect other student's personal space.</li> <li>-Follow all adult directions when they are given.</li> <li>-Participate in appropriate outside activities.</li> <li>-Be courteous of other classes in session.</li> <li>-Maintain a moderate voice level outdoors.</li> </ul>	<ul style="list-style-type: none"> <li>-Report problems to staff.</li> <li>-Get to class on time.</li> <li>-Use locker assigned to you.</li> <li>-Keep your locker clean and organized.</li> <li>-Pay attention to where you are going.</li> <li>-Maintain proper dress code throughout the day.</li> </ul>	<ul style="list-style-type: none"> <li>-Walk at a safe pace.</li> <li>-Keep the flow of traffic moving.</li> <li>-Walk to the right side of the hallway.</li> <li>-Have safe hands and feet.</li> </ul>
<b>Courtyard/ Playground</b>	<ul style="list-style-type: none"> <li>-Follow all adult directions when they are given.</li> <li>-Participate in appropriate outside activities.</li> <li>-Be courteous of other classes in session.</li> <li>-Maintain a moderate voice level outdoors.</li> </ul>	<ul style="list-style-type: none"> <li>-Stay in designated area.</li> <li>-Line up quickly when time to go in.</li> <li>-Keep all food in the cafeteria.</li> </ul>	<ul style="list-style-type: none"> <li>-Refrain from horseplay/running.</li> <li>-Have safe hands and feet.</li> </ul>
<b>Restrooms/ Locker Rooms</b>	<ul style="list-style-type: none"> <li>-Respect privacy of others.</li> <li>-Clean up after yourself.</li> <li>-Respect property (belongings) of others.</li> <li>-Respect school property.</li> </ul>	<ul style="list-style-type: none"> <li>-Report graffiti, disturbances, or damage to a staff member.</li> <li>-Use the restroom during passing time.</li> <li>-Get in and out quickly.</li> </ul>	<ul style="list-style-type: none"> <li>-Keep water in sink and toilet.</li> <li>-Always wash hands with soap and water and flush the toilet</li> </ul>
<b>Electronics/ Social Media</b>	<ul style="list-style-type: none"> <li>-Follow all adult directions when they are given.</li> <li>-Remove headphones when on school grounds.</li> <li>-Use clean and appropriate language when communicating.</li> </ul>	<ul style="list-style-type: none"> <li>-Store cell phone in your locker during the school day.</li> <li>-Remove headphones before entering the building.</li> <li>-Pack away all personal electronics before entering the building.</li> <li>-Electronic devices can be taken out when you leave the building.</li> <li>-Use school technology for educational purposes only.</li> </ul>	<ul style="list-style-type: none"> <li>-Keep your usernames and passwords private and secure.</li> <li>-Use only school/teacher approved websites.</li> <li>-Report inappropriate incidents to staff.</li> </ul>

## **STUDENT DISCIPLINE**

(DoDEA Regulation 2051.1, "Disciplinary Rules and Procedures," April 4, 2012, as amended & DoDEA Administrative Instruction 2051.02, "Student Rights and Responsibilities," April 17, 2012)

Management of student behavior is a responsibility shared by students, sponsors/parents/guardians, teachers, and the military command and school communities in general, in accordance with Enclosure 2 in the DoDEA Administrative Instruction 2051.02, "Student Rights and Responsibilities," April 17, 2012. It consists of teaching and reinforcing positive student attitudes and behaviors.

Students, and parents/guardians shall treat teachers, administrators, and other school staff with courtesy, fairness and respect; and teachers, administrators, and other school staff shall treat students, parents/guardians with courtesy, fairness, and respect. All students will be disciplined in a fair and appropriate manner. School personnel shall operate and maintain a safe school environment that is conducive to learning. Administration will ensure prompt investigation and response to incidents or complaints involving students made by students, parents, teachers, or DoDEA staff members. In accordance with the policy stated in DoDEA Regulation 2051.1, "Disciplinary Rules and Procedures," April 4, 2012, as amended, discipline shall be progressively and fairly administered. Disciplinary actions include, but are not limited to; verbal reprimands, conferences, after-school detention, Saturday detentions, community service and provided counseling at IWMS. Other behavior management techniques will be considered prior to resorting to more formal disciplinary actions that remove a student from school for a suspension (short or long term). Long-term suspension or expulsion as a first offense may be considered when a student poses an immediate threat to his or her safety or the safety of others (e.g., offenses include behaviors from Levels 3, 4 & 5, refer to Appendix B).

Iwakuni Middle School has three basic rules governing expectations for positive student behavior. (See Appendix A for a more detailed view):

### **1. Be Respectful**

- a. Follow all adult directions when they are given the first time
- b. Use clean and appropriate language when communicating
- c. Respect the personal space of others

### **2. Be Responsible**

- a. Arrive on time
- b. Complete and turn in all assignments on time
- c. Use school technology for educational purposes only
- d. Maintain proper dress code throughout the day

### **3. Be Safe**

- a. Follow all emergency procedures
- b. Enter and exit quietly
- c. Use materials for its designated purpose
- d. Have safe hands and feet
- e. Seek help/mediation with teacher/counselor if needed

Students are expected to cooperate fully with teachers in maintaining a safe and orderly environment. Teachers set clear guidelines for behavioral standards procedures for their classroom. Students who do not comply with expected standards may be referred to the office.

## IWAKUNI MIDDLE SCHOOL DISCIPLINE MATRIX CONSEQUENCES

This table is a guideline and not all-inclusive. Each incident is unique and discipline may be less or more depending on circumstances.

<b>Behavior/Consequence Matrix</b>				
<b>LEVEL 1 BEHAVIORS</b>				
<b>DODEA REGULATION 2051.1: E3.4, E3.5.11, E3.5.12, E3.5.21</b>				
<ul style="list-style-type: none"> <li>Didn't obey instructions (E3.5.12)</li> <li>Disrespect to student (E3.5.11)</li> <li>Disruptive behavior (E3.4)</li> <li>Dress code violation (E3.4) <i>see school policy</i></li> <li>Eat-unauthorized area (E3.4)</li> </ul>	<ul style="list-style-type: none"> <li>Engaged in horseplay (E3.4)</li> <li>Excessive noise (E3.4)</li> <li>Failure to comply with rules (E3.5.11, E3.5.12)</li> <li>Forgery of signature (E3.5.18)</li> <li>Hall pass violation (E3.5.12)</li> </ul>	<ul style="list-style-type: none"> <li>Lying (E3.5.11)</li> <li>Public displays of affection (E3.5.11)</li> <li>Tardies (E3.4) <i>see school policy</i></li> <li>Uncooperative with staff (E3.5.11)</li> </ul>		
<b>LEVEL 1 BEHAVIOR CONSEQUENCES</b>				
<b>1<sup>st</sup> Offense</b> * Teacher Parent Contact TEAM Action	<b>2<sup>nd</sup> Offense</b> * TEAM Parent Contact After-School Detention	<b>3<sup>rd</sup> Offense</b> * Admin Parent Contact Saturday Detention	<b>Additional Referrals</b> * Admin Parent/Student Conference 1 day suspension	
<b>LEVEL 2 BEHAVIORS</b>				
<b>DODEA REGULATION 2051.1: E3.4, E3.5.11, E3.5.12, E3.5.21</b>				
<ul style="list-style-type: none"> <li>Attendance violation (E3.5.20)</li> <li>Changing grades (E3.5.18)</li> <li>Cheating (E3.5.18)</li> <li>Insubordination (E3.5.11)</li> <li>Off limits violation (E3.5.11)</li> <li>Plagiarism (E3.5.18)</li> </ul>	<ul style="list-style-type: none"> <li>Portable electronic device (E3.5.16) <i>see cell phone policy</i></li> <li>Profanity (E3.4)</li> <li>Received stolen property (E3.5.11)</li> <li>Safe rule violation (E3.5.11)</li> <li>Stealing (E3.5.9, E3.5.11)</li> </ul>	<ul style="list-style-type: none"> <li>Tamper with equipment (E3.5.11, E3.5.17)</li> <li>Threats of damage (E3.5.11)</li> <li>Throw/Shoot objects (E3.5.11)</li> <li>Truancy (E3.5.20)</li> <li>Unsafe behavior (E3.5.11)</li> <li>internet violation (E3.5.21)</li> </ul>		
<b>LEVEL 2 BEHAVIOR CONSEQUENCES</b>				
<b>1<sup>st</sup> Offense</b> *Admin Parent Contact After School Detention	<b>2<sup>nd</sup> Offense</b> *Admin Parent Contact Saturday School Detention	<b>3<sup>rd</sup> Offense</b> * Admin Parent/Student Conference Saturday School Detention/ 1-day suspension	<b>4<sup>th</sup> Offense</b> * Admin 1-3 days suspension	<b>Additional Referrals</b> * Admin 1-3 days suspension *Discipline Committee Hearing
<b>LEVEL 3 BEHAVIORS</b>				
<b>DODEA REGULATION 2051.1: E3.5.1, E3.5.3, E3.5.4, E3.5.8, E3.5.10, E3.5.11, E3.5.12, E3.5.13, E3.5.14, E3.5.15, E3.5.21</b>				
<ul style="list-style-type: none"> <li>Abusive acts/lang/behavior (E3.5.11)</li> <li>Aggressive behavior (E3.5.11)</li> <li>Bullying (E3.5.11, E3.5.15)(See Bullying Matrix)</li> <li>Detention violation/no show (E3.5.11)</li> <li>Disrespect to adult (E3.5.11)</li> </ul>	<ul style="list-style-type: none"> <li>Excessive detentions (E3.5.11)</li> <li>Fighting (E3.5.11, E3.5.14)</li> <li>Gambling (E3.5.11, E3.5.13)</li> <li>Harassment all categories (E3.5.11)</li> </ul>	<ul style="list-style-type: none"> <li>Sexual Harassment (E3.5.10, E3.5.11)</li> <li>Sexual off behavior (E3.5.10, E3.5.11)</li> <li>Threatening behavior (E3.5.1, E3.5.11)</li> <li>Unauthorized presence (E3.5.11, E3.5.12)</li> <li>Vandalism (minor) (E3.5.11, E3.5.17)</li> </ul>		
<b>LEVEL 3 BEHAVIOR CONSEQUENCES</b>				
<b>1<sup>st</sup> Offense</b> * Admin Saturday School Detention	<b>2<sup>nd</sup> Offense</b> * Admin 1-3 days suspension Counseling	<b>3<sup>rd</sup> Offense</b> * Admin 4-6 or more days suspension *Discipline Committee Hearing	<b>4<sup>th</sup> Offense</b> * Admin 7-10 days suspension *Discipline Committee Hearing	
<b>LEVEL 4 BEHAVIORS</b>				
<b>DODEA REGULATION 2051.1: E3.5.2, E3.5.3, E3.5.4, E3.5.5, E3.5.6, E3.5.7, E3.5.9, E3.5.11, E3.5.17, E3.5.19</b>				
<ul style="list-style-type: none"> <li>Alcohol related (using) (E3.5.3)</li> <li>Drug Paraphernalia (E3.5.6)</li> <li>Drug Related (E3.5.5)</li> </ul>	<ul style="list-style-type: none"> <li>Illegal Substances (E3.5.5)</li> <li>Prohibited Item (E3.5.2, E3.5.3, E3.5.4, E3.5.5, E3.5.6)</li> </ul>	<ul style="list-style-type: none"> <li>Smoking Tobacco Products (using) (E3.5.4)</li> <li>Tobacco/Alcohol (possession) (E3.5.3, E3.5.11)</li> </ul>		
<b>LEVEL 4 BEHAVIOR CONSEQUENCES</b>				
<b>1st offense:</b> 1-3 days suspension Counseling	<b>2nd offense:</b> 3-5 days suspension Counseling	<b>3rd offense:</b> 5-10 days suspension Counseling		

<b>LEVEL 5 BEHAVIORS</b>		
<b>DODEA REGULATION 2051.1: E3.5.2, E3.5.3, E3.5.4, E3.5.5, E3.5.6, E3.5.7, E3.5.9, E3.5.11, E3.5.17, E3.5.19</b>		
<ul style="list-style-type: none"> <li>• Arson (E3.5.17)</li> <li>• Bomb Threats (E3.5.17)</li> <li>• Burglary(E3.5.7)</li> <li>• Damage/Vandalism/Theft – Major (E3.5.7, E3.5.9, E3.5.17)</li> </ul>	<ul style="list-style-type: none"> <li>• Explosive Device* (E3.5.17, E3.5.19)</li> <li>• Fireworks (E3.5.19)</li> <li>• Full/Partial Nudity (E3.5.11)</li> </ul>	<ul style="list-style-type: none"> <li>• Left campus without permission (E3.5.11, E3.5.12)</li> <li>• Robbery/extortion (E3.5.7)</li> <li>• Substance Abuse (E3.5.5)</li> <li>• Weapon (E3.5.2)</li> </ul>
<b>LEVEL 5 BEHAVIOR CONSEQUENCES</b>		
<b>1<sup>st</sup> Offense</b> 5 or more days suspension/Expulsion *Discipline Committee Hearing Authorities contacted	<b>2<sup>nd</sup> Offense</b> Mandatory Expulsion Recommendation is required *Discipline Committee Hearing Authorities contacted	

**DISCIPLINARY ACTIONS LISTED BY INCREASING SEVERITY DETENTION**

**TEACHER-ASSIGNED DETENTION/ACADEMIC DETENTION**

Teachers may assign detention to be served before school (for those students who live on base), during lunch, after school or on Saturday. Students who disrupt or misbehave in class or who fail to do the assigned classroom work may be required, on an individual basis, to serve detention with his/her teacher or with the detention teacher. (The sponsor/parent will be given 24-hour notice for a detention.)

If a student misses a teacher’s detention, the teacher will notify the sponsor/parent and a Student Referral to Administration will be made resulting in:

- After School Detention (ASD);
- A four hour Saturday School (SS);
- Additional consequences if the situation warrants.

**ADMINISTRATOR-ASSIGNED DETENTION**

School administrators assign one after-school detentions. When this occurs, students must bring materials necessary to do homework or other schoolwork. Administrative after-school detentions are held an assigned day from 1500— 1600. Students will not be admitted after 1500 and must remain until dismissal at 1600. Failure to show for Administrative-Assigned Detentions will result in any the following:

- Double After School Detention (ASD)
- Saturday School
- Out-of-School Suspension

## **SATURDAY SCHOOL (SS)**

From time to time students will be assigned Saturday School. If you are assigned SS, you are responsible for reporting to the SS room on the day assigned by the administrator. The student will remain in the SS from 0800 – 1200. If a student arrives later than 0805, they will not be admitted, will be required to make up the missed Saturday School, and will be assigned an additional Saturday School Detention. If a student misses two (2) Saturday School sessions, the student will receive a 2-day out-of-school suspension.

## **IN-SCHOOL SUSPENSION**

In-school suspension has the same “weight” as an out of school suspension. It is at the discretion of the administrator to determine if a suspension will be in or out of school.

## **OUT-OF-SCHOOL SUSPENSION (OSS) /EXPULSION**

Suspensions require involvement of school administration and the sponsor. Command officials will be involved when necessary. The student and sponsor will be notified by the school administration of the reason for the student’s suspension. Suspension will be from one to ten (1-10) days in duration and the student will be allowed to make-up school work given during the period of the suspension.

There is an expectation for suspended students to request and obtain school work from their respective teachers during the suspension period and have it completed upon return to school.

Note: Students who are suspended (to include Out of School Suspension or Expulsion) may not participate in any school activity nor be on the school grounds until the suspension has been successfully completed. This includes any weekend activity such as sports events, dances, plays, etc. Students on OSS will require a parent escort in order to be on school grounds for academic purposes only and with administrative approval. Students on OSS who miss semester exams will be given time to make up exams at the discretion of the administering teacher based upon the length of suspension, rigor, subject matter, and the ability of the student, in accordance with DoDEA standards.

## **FORMAL DISCIPLINE HEARING**

DoDEA Regulation 2051.1 defines a formal hearing as the process by which the Formal Disciplinary Committee reviews the evidence and affords both the school and the student accused of misconduct (and his/her sponsor, parent, or guardian) a chance to address the allegations of misconduct and the proposed disciplinary action.

A Formal Discipline Committee shall be established at the beginning of the school year comprised of school officials, teachers, parents, and command representatives, who will meet to consider disciplinary action for which a student has received ten (10) or more total suspensions (In/Out-of-School) or in which an expulsion has been or could be recommended.

In cases where the suspension of a student is due to frequent and/or serious offenses and the student has not been successful in changing the unacceptable behavior, a Formal Hearing (with a formal statement of charges) will be held.

The Formal Discipline Committee shall prepare a written report of its findings and its recommendations, and shall forward it to the Principal who shall forward it to the District Superintendent. The District Superintendent, after review and consideration of the recommendation of the disciplinary committee, will promptly prepare and deliver to the student, or the student's representative, the written decision stating the findings of fact and disciplinary action, if any, to be taken against the student.

## **POLICE INVESTIGATION**

The school cooperates very closely with PMO officials in the investigations of break-ins, theft, vandalism, bomb threats, etc. If the need arises to have local PMO officials meet with students, the parents will be notified by the investigators in order to secure parental permission before an interview takes place. Students may be asked to go to the law enforcement office as part of an investigation. The school reserves the right to investigate all incidents of misbehavior of a student (or students) while at school or at a school-sponsored event. Students who fail to report pertinent information are subject to disciplinary action regardless of any direct involvement in the act.

## **GENERAL SCHOOL WIDE RULES AND POLICIES**

- No gum at school
- No backpacks in the classrooms unless allowed by the teacher. Backpacks need to be placed in your locker and only the books and materials you need taken to class. Best to have your first two periods with you and then after lunch have your next two classes, to minimize locker visits and to reduce the potential of being tardy.
- No running in the building, in the stairwells each step is to be used in a walking manner.
- No students are allowed on the third floor on the Teen Center side during the school day.

## **MINOR OFFENSES**

### **TEACHER DISCIPLINE PROCEDURES**

For minor offenses, teachers should refer to their classroom management and discipline policies, which may include the following steps before referral to the administration: One-on-one counseling with the student; Parent notification by email or a phone call that a problem exists; Assigning the student to before- school, Lunch, or after-school detention, with parent notification.

### **ELECTRONIC DEVICES**

Parents may wish their child to carry a cellular telephone for safety and security reasons, but because of their potential for disruption in classrooms, students may not use cell phones for personal use during the school day anywhere inside school and outside on campus, unless outside, after the dismissal bell to call home. Students may have cell phones in their possession but they must remain turned off and out of sight. Cell phones will be confiscated if they are seen or heard during the school day. Students may not receive phone calls or text messages on their cell phones from parents during school hours. This includes via accessory devices, such as smart watches, etc. If a parent or others needs to speak with their child or deliver a message, the school office should be called, and the office personnel will either bring the child to the office if it is an emergency or deliver the message at the most opportune time to minimize classroom disruptions. If a cell phone rings in class, regardless of who is calling, or a

student looks at a text message and/or responds to a text message, the phone will be confiscated and disciplinary measures taken.

Cell phones or any other electronic devices or “Smart Device” are not permitted for use in the building before, during, or immediately after school, and before and during lunch, unless noted above and at teacher discretion for educational purposes. We strongly suggest that students not bring these items to school due to the high cost of such items and the risk of theft/loss.

## **FOOD AND BEVERAGES**

Students may carry drink containers and wrapped or sealed food in the hallways when transporting it to a locker or to the cafeteria for lunch. As a general rule, food and drink are not allowed in classrooms unless the teacher makes specific exceptions to permit them. GUM AND BULK CANDY IS NOT PERMITTED AT IWMS. Gum should be properly disposed of before getting on the bus or arriving on campus. Energy drinks, soft drinks and candy are not permitted at school.

## **HALL AND STAIR CONDUCT**

Students are to conduct themselves in an orderly manner at all times. Students should not loiter in the stairway or hallways, and students are encouraged to use the time between classes to visit their lockers or the restroom facilities. Students are permitted in the hallway from 0745 - 1450. Students, with prior approval (signed agenda) may visit a teacher before 0745 and after school. If a student needs to see a teacher and did not get prior approval, they may report to the office for them to contact the requested teacher. Individual teachers have classroom policies for allowing students to leave their classroom during class time. Should a student be out of class during class time, not only should they have a pass as their hall pass, but they should also be respectful of the classes' in-session and should not disrupt other students or classes. **Running and horse-playing in the hallways and stairs is not allowed. Consequences for running in the halls/stairs will begin with lunch detention(s).**

## **HALL PASSES**

The official hall pass for Iwakuni Middle School Students is located in the back of the student planner/handbook. Students who fail to produce their planners as their hall pass should be referred to the Main Office to receive a two-hour after-school detention. The After-School Detention

Notice and a temporary card will serve as the student's hall pass for the remainder of that school day. If a student runs out of hall pass pages in their student handbook or pages are lost or defiled, the student will be responsible for purchasing a replacement student planner.

### **PLANNER/HANDBOOK**

The Iwakuni MS PTO has provided every student with a student planner/handbook, at no cost to the student and/or parent(s). Students are allowed to "personalize" their planners in good taste; defacing the planner will not be allowed. The intent is for students to have access to the school rules, policies and expectations, and the Planner should be used to help student's record important dates and assignments. Although the planner provides a convenience and has several advantages, every student has been provided a Planner and every student is expected to have their planner during the school day. Replacement planners are available for purchase in the Main Office for a minimal fee.

Consequence: Students without their planner should be referred to the Main Office to receive a two-hour after-school detention. Repeat offenses will be disciplined at the discretion of the administration.

### **PROFANITY AND INAPPROPRIATE LANGUAGE**

The use of profanity, vulgarity, and inappropriate language or gestures is unacceptable conduct at Iwakuni Middle School. Students are expected to use appropriate communication in all settings at all times.

When inappropriate language includes an ethnic, racial, or sexist slur, the student's counselor will counsel the student, and a referral to the administration will be included as part of the school's disciplinary action.

### **PUBLIC DISPLAY OF AFFECTION**

An inappropriate display of public affection between students is a behavior that is offensive to other students, parents, teachers and visitors. As such, the following guidelines are in effect regarding such actions during school hours and on school grounds or at school events at any time. Students are expected to demonstrate mature, respectful, and socially acceptable behavior at all times. Consequences for failure to demonstrate acceptable behavior can range from warning for a first offense to suspension for continued inappropriate displays of affection between students.

Students are not allowed to kiss, embrace, or hold hands on campus, either during the school day or at any school functions. (Dancing together appropriately is acceptable during a dance.) Such actions will result in disciplinary action.

## **MAJOR OFFENSES**

All violators of major offenses will be subject to school disciplinary action as well as reported to the sponsor and/or command. Major offenses include, but are not limited to:

- Cheating or Plagiarism
- Computer Misuse
- Dress Code Violation
- Fighting, Intimidating, or Threatening another person
- Harassment or Bullying, to include cyber-bullying
- Insubordination toward a school official
- Possession, consumption, or selling of alcohol or drugs
- Truancy
- Vandalism
- Weapons

## **ALCOHOL or ILLEGAL DRUGS**

The use or possession of drugs to include Over the Counter drugs, or alcohol at school or school-sponsored activities subjects the student to disciplinary action in accordance with DoDEA 2051.1. An ILLEGAL DRUG is any drug that is defined as illegal by the Marine Corps Air Station (MCAS). Additionally, someone who possesses a drug prescribed for someone else is in possession of an illegal drug. No student shall possess, use, transmit, sell, or be under the influence of any narcotic drug, hallucinogenic, amphetamine, barbiturate, marijuana, alcohol, toxicant inhalant, or other intoxicant or illegal drugs in the following areas:

- On school grounds or in the immediate vicinity of the school.
- Off school grounds at a school activity, function, or event.

## **TOBACCO PRODUCTS**

The use of tobacco products and secondary smoke is dangerous to one's health. Iwakuni Middle School has a smoke-free campus. Students may not smoke on campus, at school activities, in the immediate vicinity of the

school, or be in the presence of smoking. Additionally, chewing tobacco, snuff, E- cigarettes, or other tobacco products are not allowed. Students who use or have in their possession tobacco products or related items will be subject to the following:

### PROHIBITED ITEMS

We discourage students from bringing large sums of money or high value items to school. In addition, any item that could cause harm must be left at home. Parents are requested to assist the school staff in keeping all students safe. Although not exhaustive, examples of items which should NOT be brought to school include:

The following are prohibited on school property:

- |   |  |
|---|--|
| 1. Radios, iPods, mp3 players, gaming devices                   | 9. Any drugs/medications*                                  |
| 2. Toys or other novelty items, fidgets<br>electronic devices** | 10. Cellular phones, or like                               |
| 3. Knives (real or toy)*  | 11. Matches and /or lighters*                              |
| 4. Guns (any variety)*  | 12. Cameras**  |
| 5. Caps and poppers*  | 13. Gum or Bulk Candy                                      |
| 6. Razor blades*  | 14. Tobacco products: Cigarettes,<br>cigars, vapors        |
| 7. Darts*   | 15. Other items deemed<br>inappropriate by admin and Staff |
| 8. Large sums of money**  |  |

\* These items are subject to the Discipline Policy and DoDEA Regulation 2051.1 and through such, can result in long-term suspension and expulsion at the direction of the Iwakuni Schools Discipline Committee and the Superintendent.

\*\* The school is not responsible for any item of value that is brought to school by a student. If students bring these items to class, the teacher is directed to have student take the item to the office where it will be secured. (Reference Cell Phone policy).

\*\*\**Smartwatches without camera capabilities may be worn during school day unless they are communicating with it during school and will be turned into the office. During standardized testing they will not be permitted in the testing room.* \*\*\*

## **WEAPONS**

DoDEA has zero tolerance for weapons at school. Any student having knowledge of a weapon or unsafe situation is responsible for immediately reporting it to a teacher or administrator. Failure to report a weapon or unsafe situation may also result in disciplinary action. Bringing a weapon to school FOR ANY REASON, including self-defense, will automatically result in disciplinary action. If a student feels he/she needs protection he/she should immediately inform the teacher, counselor, or school administrator.

According to DoDEA Regulation 2051.1, Disciplinary Rules and Procedures, weapons are items carried, presented, or used in the presence of other persons with the intent of threatening or harming any individuals, or items that are capable of causing death or serious bodily injury. A weapon may also be any other object or instrument that is made or used in a manner to either inflict, or threaten to inflict, serious bodily injury or to instill fear.

Examples include, but are not limited to:

- Guns (replica/look-alike), or accessories (Ammunition).
- Knives (replica/look-alike), Razors (replica/look-alike), or other cutting implements (Box or Carpet Cutters, Swords, etc.).
- Brass-knuckles (replica/look-alike).
- Slingshots, Nun Chucks, or Throwing Stars.
- Any flailing instrument (such as a fighting chain, chain belt, or studded bracelet).
- Explosives (to include smoke bombs/stink bombs).
- Mace, Pepper Spray, or any other similar propellant.
- Any object made, concealed, displayed, brandished or used in a manner that reasonably provokes fear.

## **CHEATING / PLAGIARISM**

Iwakuni Middle School has a no-tolerance policy regarding cheating and/or plagiarism. Behaviors commonly associated with cheating include talking during a test, copying answers or being in possession of answers for assignments, copying/pasting from internet sites, or giving answers for assignments to another student. (This list is not all-inclusive.) Students involved in cheating will receive a zero (“0”) grade for the assignment and the parents will be notified by the classroom teacher. Cheating/Plagiarism will also result in disciplinary actions by administration upon referral from the teacher (see disciplinary matrix).

**PLAGIARISM** is the act of taking the writings or ideas of another person and passing them off as one’s own. Plagiarism is sometimes called “literary theft,” which is presenting as an original idea or product derived from an existing source. It is also plagiarism to use someone else’s work or production without giving credit to the original source.

### **COMPUTER ACCESS/INTERNET POLICY/ELECTRONIC DEVICES**

(DoDEA Administrative Instruction 6600.01, "Computer Access and Internet Policy," February 16, 2010)

Each student, together with the student's parent or guardian, shall acknowledge and sign Form 700, which contains the "Use of DoDEA Internet and Use of Information Technology Resources," before he or she is assigned a user account. In accordance with Enclosure 4 in the DoDEA Administrative Instruction 6600.01, "Computer Access and Internet Policy," February 16, 2010, the following are required of all students:

- Students shall use DoDEA's information technology (IT) resources, including computers, electronic mail, and internet access, **only** in support of education and for research consistent with the educational objectives of DoDEA.
- Students shall respect and adhere to all of the rules governing access to, and use of, DoDEA's IT resources.
- Students shall use courteous and respectful language and/or images in their messages to others.
- Students shall not swear, use vulgarities, or use harsh, abusive, sexual, or disrespectful language and/or images.
- Students who misuse DoDEA IT resources are subject to the following disciplinary measures:
  - 1st offense:** loss of computer privileges for 1 week and after-school detention
  - 2nd offense:** loss of computer privileges for 2 weeks and Saturday school detention
  - 3rd offense:** loss of computer privileges for 3 weeks and 1-3 days suspension
  - Any offense after:** Admin and Discipline Committee meeting will determine consequence

The signed agreement is to be retained in the administrative office at the student's school for the duration of the student's enrollment. A copy will be provided to the student's parent or guardian. Teachers will be reviewing expectations and specific rules with the students, who will then sign the Computer Access/Internet Policy, as well as pass the quiz.

**\*\*Remember, that use of school technology is a privilege so do not abuse it.\*\***

### **CELL PHONE POLICY**

Students may not access their cell phones during the school day. If students need to make a phone call during school hours, they must report to the main office.

**\*\*NO devices** that have photo capability are allowed in the locker rooms, bathrooms, or gym at any time. **\*\***

**NO** cell phone use is allowed on the school grounds during school hours. Cell phones are to remain off and inside the student's locker during school hours unless written permission from teacher or administration. Cell phones may be used **after** school hours outside the building.

The following procedures will be utilized to guide cell phone usage.

1. If a student's cell phone rings, buzzes, or vibrates during the school day or if the student uses the cell phone during the school day, the teacher will direct the student to the office.
2. At the office, the administration will confiscate the cell phone. All cell phones will be kept with the front office staff. A log will be maintained with date and time of cell phone

misuse.

- a. First offense: students will receive a warning. The student may return to the office at the end of the school day and sign for receipt of the cell phone. The parent will be notified of the offense.
- b. Second offense: the student will receive a detention. The parent will be notified to pick up the cell phone. Parents will sign the log to indicate receipt of the cell phone.
- c. After the second offense: students will be subject to suspension.
  3. Iwakuni Middle School will not be responsible for any electronic device brought to school. Losses/theft should be reported to the military police for investigation.
  4. Parents may not contact their students by cell phone during the school day. For emergencies, parents will call the office; office staff will contact students immediately.

### **STUDENT DRESS CODE**

(DoDEA Administrative Instruction 2051.02, Student Rights and Responsibilities," April 17, 2012) as well as  
MCCS 1020 ID Civilian Dress Code that is in place and reinforced

Students are expected to dress in a manner that complies with the school's dress code policy as directed in the DoDEA Administrative Instruction 2051.02, "Students Rights and Responsibilities," Enclosure 2 (3,c,1) and Enclosure 2 (5,l).

This policy is to foster an environment of school pride, improve our safety, order and discipline while maintaining focus on academic achievement. The development of our standardized dress code policy is based on research

This will ensure not only the safety of students but minimize disruptions and distractions that can be caused by inappropriate attire. The policy applies to all students 6th - 8th grades. (Base requirements will be met)

#### **Clothing:**

- Any speech, language, picture, or logo, etc. that promotes the illegal use of drugs, alcohol, or tobacco, or that promotes violence or discrimination, or that is lewd, vulgar, or obscene in nature, will not be tolerated at school. The school has the authority to limit any speech that materially and substantially disrupts the work and discipline of the school.
- No excessive skin or cleavage is allowed.
- Clothing and accessories are to be worn as they were meant to be worn.

#### **Shirts/Dresses/Jumpers:**

- Skirts, shorts, dresses (including shirt and sweater dresses) shorter than the end of fingertips with arms at sides are also not acceptable. Same rule applies to skirts with long slits.
- Crop tops, sweatshirts, or shirts that show the midriff are not allowed as stand-alone tops, they must be worn with a shirt underneath. Sagging pants are not allowed.
- Tank tops worn under sheer garments must meet the acceptable width (2inches) and not expose any undergarments
- If an outer garment is removed, then all undergarments (t-shirts, tank tops, dresses, etc.) needs to follow the dress code.
- Arm holes on all tops should not gap, extend, or open so that body parts or undergarments are not exposed.
- One or both shoulders should not be exposed.
- No sheer clothing

**Pants/Shorts/Skirts/Skortts:**

- The bottom hem of shorts and skorts must extend below the ends of the fingertips when arms are at sides.
- Hip-hugger pants exposing the waist or hips, or baggy pants worn below the waist are not allowed.
- Sagging is strictly prohibited.
- Spandex pants/Jeggings, yoga pants, and athletic, tights/pants are not allowed unless under a shorts, skirts, and dresses.
- Leggings, stretch pants, tights, yoga pants, or spandex pants are not permitted as stand-alone pants but may be worn under shorts, skirts, and dresses which still meet the fingertip guideline.
- Visible skin under clothing with holes, frays, rips, or tears is not allowed, unless undergarments cover it. (Above finger tips.)
- No pajama tops and bottoms unless on designated days.
- Clothing, jewelry, or buttons that contain offensive language (such as profanity, sexual content or racial, ethnic, or religious slurs), or display illegal substances (such as tobacco, alcohol, marijuana, etc.).

**Shoes and Boots:**

- Must be closed toe and closed heel during PE.
- No more than one inch heel on any footwear.
- Shower shoes, or rubber/plastic flip flops with toe-thong are prohibited.

**Accessories:**

- Headbands /sweatbands are not allowed except during PE/Recess.
- Headphones/earphones/ear-buds/air-buds on person must be put away unless at outside the building after school or when the teacher gives permission.
- Facial piercings are not acceptable, except in ears.
- Articles that can cause injury to other students or property (studded bracelets, studded necklaces, or chains, including wallet chains, laser devices).
- Non-prescription glasses, Dark glasses or sunglasses inside the building, unless medically approved.
- Headgear (males or females) such as hats, bandannas, scarves, doo-rags, stocking caps, sweat bands, hoods, etc. inside any building (specifically, this means the Iwakuni Middle classrooms, gym, or the local eateries which effectively serve as our cafeteria), during the school day or during any Iwakuni Middle School events.
- Oversized purses/handbags as well as book bags must remain in locker.

**PE attire:**

- Must meet base/school dress code.
- No electronics of any kind, or picture/recording devices are allowed in locker rooms, bathrooms, gym, and outdoors during school hours.

**More Information**

If you have any questions or need clarification concerning appropriate or acceptable clothing for school, please contact the school principal. Administrators reserve the right and will address any situation and/or dress code violation (items not covered) that may disrupt the learning environment.

NOTE: If natural everyday movement causes garments to become out of dress code (length of skirt or dress, sagging, rising of a shirt etc.) then garments are most likely too small or tight and are not acceptable according to the above policy.

## **HARASSMENT and BULLYING**

Information regarding DoDEA's Bullying Awareness and Prevention Program may be found at the following website:

<http://www.dodea.edu/StudentServices/BullyingPrevention/index.cfm>

What is bullying? Bullying is defined as: aggressive behavior that is intentionally cruel physically, verbally, or emotionally that differs from typical peer disagreements; and involves an imbalance of power or strength. It is considered to be an extremely serious matter and is not acceptable in any form.

Typically, bullying behaviors are repeated or have the potential to be repeated over time. A child who is being bullied has a hard time defending themselves. Bullying can take many forms depending on the age level but may include behaviors such as: hitting or punching (physical bullying); teasing or name calling (verbal bullying); intimidation using gestures or social exclusion (nonverbal bullying or emotional bullying); and sending insulting messages by e-mail (cyberbullying). DoDEA uses various resources to teach all students and adults at the school about bullying. One of our primary resources is [www.stopbullying.gov](http://www.stopbullying.gov).

Verbal bullying: Name calling, Mocking, Taunting, Harassment, Swearing, Lying about others, etc.

Physical bullying: Spitting, Hitting, Kicking, Slapping, Grabbing, Unwanted physical contact, etc.

Intimidation: Taking/Damaging/Destroying property, Threatening violence, Retaliation for reporting incidents to parents or school authorities, etc.

Online Bullying: Using electronic forms of contact to conduct any of the above behaviors.

Note: Cyber bullying of students on social media sites (whether or not it was posted from a school computer) will also be considered for possible

disciplinary action.

<b>Iwakuni Middle School Harassing/Bullying Discipline Matrix</b>					
<b>What is Harassing Behavior?</b>					
Harassing is any physical or verbal abuse of a person because of his/her age, ethnicity, gender, race, religion, sexuality, disability or any other legally protected status.					
Name Calling	Insulting	Benign Threats	Gossiping	Making fun of	Swearing
Mean teasing	Taunting	Annoying	Irritating	Harassing	Mocking
Lying About Others					
<b>*Posting any of these behaviors on the Internet for others to see (social networking venues)</b>					
<ul style="list-style-type: none"> <li>• Taking property (to include food)</li> <li>• Damaging/destroying property</li> <li>• Threats of emotional/physical violence, excluding behaviors</li> <li>• Spreading rumors</li> <li>• Play fighting or similar behaviors that causes bodily harm</li> <li>• Cyber bullying (electronically)</li> <li>• Hazing</li> <li>• Retaliation (regarding reporting occurrence of aggressive acts)</li> </ul>					
<b>1<sup>st</sup> Offense</b>		<b>2<sup>nd</sup> Offense</b>		<b>3<sup>rd</sup> Offense</b>	
Teacher Level		Teacher/Guidance Counselor		Administration Level	
Parent Notified		Conference		Office Referral	
Mandatory harassing/bullying counseling with counselor		Administration notification (in writing)		Meeting with Parents	
After-school detention		Saturday School		Suspension (type of suspension and number of days will vary depending upon the nature of the offense)	
<b>Beyond 3<sup>rd</sup> Offense</b>					
Individual Behavior Plan					
After the third time a student's repeats a behavior in a year, school staff and parents design an individual behavior plan. While the specifics of the plan may vary from person to person, the expectations for behavior would be consistent with the standards for all students.					
<b>Severe or Non-compliant</b>					
Consequences for severe offenses and students refusing to comply will be dealt with swiftly and in accordance with guidance in DoDEA Regulation 2051.1 for suspension exceeding 10 days or expulsion. A Discipline Hearing Committee will be convened for recommended actions.					

## **SEXUAL HARASSMENT**

Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitutes sexual harassment. Sexual harassment is a violation of Section 703 of Title VII of the Civil Rights Act. Sexual harassment is prohibited when it occurs against members of the

same sex as well as toward members of the opposite sex.

If a student feels uncomfortable with the actions of another student, he or she should first tell the other that the actions are not appropriate. Students are not to tolerate sexual harassment and should notify a teacher, counselor, or administration if sexual harassment occurs.

Sexual harassment includes but is not limited to:

Physical, Verbal and Non-verbal

- Touching, patting, pinching, grabbing
- Hugging, kissing
- Cornering, blocking or restraining, bumping
- Whistles
- Offensive comments
- Offensive jokes
- Terms of endearment (sweetie, babe, etc.)
- Inappropriate language
- Looking a person up and down
- Gestures
- Sexually oriented posters, cartoons, or pictures

## **FIGHTING**

Depending on the circumstances, one or more of the students involved in a fight may be suspended and PMO will be depending on the severity of the fight. A fight is defined as throwing punches or kicking with the intent to cause injury to another. It does not matter who initiated the first blow. Further violent behavior will result in a longer suspension and will be referred to the Station Inspector and the base commander. Hitting back is not self-defense when there is a chance to walk-a-way.

## **INSUBORDINATION**

Students who willfully refuse to follow directions of a teacher or other staff member will be considered insubordinate. Violators face a minimum consequence of a four-hour Saturday school detention. The length of the punishment will be determined by the severity of the act and the student's previous record of offenses. Open defiance or inappropriate language or profane gestures may result in suspension.

## **LITTERING / VANDALISM / DAMAGED SCHOOL PROPERTY**

We request the cooperation of students in keeping the school campus attractive. Respect must be shown for school property such as desks, tables, lockers, other furniture and equipment, walls or any surface, the exterior of the buildings, outdoor structures, and walkways. Do not litter or deface school property. Depending on the severity of the infraction, the consequence may be suspension and replacement of government property at the sponsor's expense.

Sponsors are responsible for individuals intentionally destroying, damaging, or defacing government property or committing acts that required a labor force to correct. They will be held liable for the cost of repair by military authorities. All acts of vandalism must be reported to the military law enforcement. Consequences for this behavior will be imposed based on the actions.

## **ELEVATOR**

Students are not permitted to use the elevator without obtaining permission from the Principal or Nurse. Students riding the elevator must be in possession of a written pass available upon request. Violations may result in disciplinary action.

A teacher may designate student(s) to use the elevator for transportation of large, heavy, and/or expensive school property, such as a laptop cart, ice cooler filled with substances, etc.; however, a written pass should accompany designated student(s).

## **INSTIGATING**

It is a major offense to SPREAD RUMORS, DIRECTLY or INDIRECTLY CONTRIBUTE TO A FIGHT, OR RECORD AN ALTERCATION. Responsible and mature individuals resolve misunderstandings and provocation by discussing differences and by taking the time to resolve issues. Rather than spreading information about presumed situations (rumors), students have the responsibility to refer potential problems to the counselors, a staff member, or the administration. If a student contributed to a fight by spreading information ("he said/she said"), the student will be referred to the counselors and parents/sponsors will be notified. Counselors and administration support resolving differences by

communication and will provide a quiet place for students to discuss these differences when necessary. The proper way to deal with a problem is politely and privately, and via the Chain of Command (teacher, parent, counselor, and administrator).

Students who wish to clarify a situation with a staff member have an obligation to do so privately after class or after school. Students may not disrupt classrooms to settle differences of opinion or arguments or to question a teacher's authority.

### **RANDOM AND PERIODIC SEARCHES**

School administrators may conduct a general search of school property (desks, lockers, storage spaces, school computers, including data and internet access records), on a periodic or random basis. This notification serves as adequate prior notice of this general search policy. These searches may be conducted in cooperation with military police to include the use of military working dogs trained to detect contraband. Additionally, when reasonable suspicion exists a targeted search of a student (person and personal belongings) may be conducted. Specific details are contained in AI 2051.02

### **ACTIVE PARTICIPATION**

Students have a responsibility to be active participants in the learning process. Sleeping or napping in class is not acceptable. If napping or sleeping takes place in the classroom, teachers are requested to send the student immediately to the nurse who will counsel the student and contact the parents, if necessary, for a referral for medical evaluation and disciplinary action will take place.

### **SUPPORT SYSTEMS FOR STUDENTS**

Counselor Academic at Risk Sponsor  
School Psychologist Student Support  
Team Teacher Advocate Program ESL  
Seminar Teachers L I Teacher  
CSC Chair Gifted Coordinator  
Para-educators Opportunity  
Hall Read 180 Academic  
Detention Tutors

## **GRADES**

### **DODEA GRADING SCALE**

<b>DoDEA Grading Scale</b>		
<b>Grade</b>	<b>Scale</b>	<b>Grade Points</b>
<b>A</b>	90-100 percent	4
<b>B</b>	80-89 percent	3
<b>C</b>	70-79 percent	2
<b>D</b>	60-69 percent	1
<b>F</b>	59 percent or less	0
<b>I</b>	Incomplete (until removed)	0
<b>P</b>	Passing a Pass/Fail course	NA
<b>N</b>	No grade / Not passing a Pass/Fail course	NA

### **GRADING**

The teacher is in the best position to evaluate students. Grades are an evaluation of student performance as it relates to course content and standards. Teachers publish their grading methodology at the beginning of the year or course. Grading methodology is usually found in the course syllabus. Students share the responsibility of finding out the grading procedures in each of their classes. Student or parental concerns over individual grades or grading procedures should be discussed with the teacher

## **HONOR ROLL**

An honor roll list will be issued at the end of each of the first three grading periods to recognize those full time students who have earned a 3.5-4.0 grade-point average (GPA).

Eligibility: Any student with a D or below at the end of a grading period, regardless of their GPA, will not be on any honor roll. A student must also be in attendance for at least 20 school days to be eligible to be on the Honor Roll.

Levels to the Honor Roll are:

- The Principal's List (students with a 4.0 GPA)
- The High Honor Roll (students with a GPA of 3.75 – 3.99)
- The Honor Roll (students with a GPA of 3.50 – 3.74)

All subject grades are included in the calculation of the grade point average. To calculate the GPA, final quarterly course grades have the following numerical values:

$$A = 4, B = 3, C = 2, D = 1, F = 0$$

The total point value earned by a student is determined and then divided by the number of courses the student took that quarter. This yields the GPA.

If your child's name is not mentioned on the honor roll and they met the requirements, they should notify the guidance office immediately.

## **HONOR ROLL AND AWARDS ASSEMBLIES**

Quarterly Honor Roll Ceremonies: At the end of the first three academic quarters only, the inter-disciplinary teams plan and conduct Honors Assemblies. Honor Roll certificates are presented to all students who earn a place on one of the three levels of the Honor Roll.

Teachers sometimes recognize or present other awards or certificates to

students who achieved a significant accomplishment unrelated to the school Honor Roll. Awards of this nature are generally presented during the last quarter of the school year.

No Honor Roll Assembly is held during the fourth quarter since final grades are not determined until after the last day of school.

### **INCOMPLETE GRADES**

An “I” (Incomplete) indicates that the assignments have not been completed. Arranging for the completion of assignments is the responsibility of the student. Ten school days are allowed to remove an incomplete. No incomplete will be given in the fourth quarter.

### **PARENT GRADESPEED ACCOUNTS**

Every parent has the ability of monitoring their child’s grades, assignments, homework, and other key information instantly using a Parental GradeSpeed account. Parents who do not create accounts when the school year begins or who wait until the end of the grading period run the risk of being discovering low grades for their child after the grading period ends.

Parents are responsible for signing up for a Parent GradeSpeed account. You can locate the signup window for GradeSpeed at

<https://dodea.gradespeed.net/pc/Default.aspx>



If there are problems with a Parent GradeSpeed account, the parent should immediately contact the school main office.

### **PROGRESS REPORTS**

Parents and students have continuous daily access to grades electronically using their Parent and Student GradeSpeed accounts using the Internet. On mid-quarter (the fifth Friday of each quarter) students and parents are advised that grades are current. A mid-term progress report can then be accessed by Parents and Students using GradeSpeed. Progress Reports can also be issued at any other time by a teacher when they consider it

appropriate, especially when a significant decrease in achievement and grades are noted. When additional information is desired, parents are encouraged to make an appointment with a teacher or the guidance counselor.

## **REPORT CARDS**

Report cards and final quarterly course grades are electronically available at every 9 week quarterly grading period through GradeSpeed. While not required, report cards are usually emailed to parents at the end of the first and third quarters only. Report cards are printed at the end of the second quarter and can be picked up by parents in the main office on Parent-Teacher Conference Day. During the last quarter of the year report cards are printed for every student and mailed home.

## ***HEALTH SERVICES***

### **ALLERGIES AND CHRONIC OR ACUTE HEALTH CONDITIONS**

Sponsors should immediately inform the School Nurse when a student has or develops a chronic or acute health problem. This responsibility to report includes allergies, seizures, diabetes, heart condition, orthopedic problems, or any condition that may require special attention.

If a student has an allergy that requires shots, the medication *must* be provided to the school where it is stored and maintained by the school nurse in the event of an emergency.

For example, if a student is allergic to bee stings, a bee sting kit should be brought to school and left with the nurse. For students who suffer from asthma, inhalers should be provided to the school nurse.

### **EMERGENCY CONTACT OF PARENTS**

The nurse or school office will immediately contact the sponsor if a student must be taken home, to a clinic, or to the hospital. It is the parent's responsibility to keep their emergency contact information up to date with

the school (see the section entitled "[Stakeholder Communication – Emergency Contact Information](#)").

It is expected that parents will make every effort to pick up their child immediately when requested by the school nurse.

If parents are unavailable, the school nurse will contact the designated emergency contact or the sponsor's unit and ask that assistance be provided.

## **MEDICATION**

The school nurse will administer only prescription medication to students. It is usually possible to schedule students' medication so that it can be taken at home before and/or after school. In those rare cases when students must take medication at school, the school nurse will keep the medication in a locked cabinet. All medication kept at school must be in an original container from the pharmacy. This includes Tylenol and Motrin. The label must provide the following information:

- Name of the Student
- Name of the Medication
- Time to be taken
- Dosage

A Medication Permission Form must be on file with the school nurse. This must include the written orders from the physician. If a host nation physician writes a prescription for medication and the information is not in English, the information is to be written on the Permission for Medication Form in English and signed by the parent/guardian. Parents are responsible for ensuring that an adequate supply of medication is provided and updated.

## **SCHOOL NURSE RESPONSIBILITIES**

The school nurse provides services for students who become ill or injured during the school day. School nurse responsibilities are as follows:

- Ensure that student immunizations are current
- Screen students for scoliosis, vision, hearing, and make any appropriate referrals
- Refer questionable contagious conditions or diseases
- Report any suspected cases of child abuse or child neglect
- Confer with parents, administrators, and teachers regarding student health problems and concerns
- Provide liaison services with local medical facilities
- Provide consultant services for the Case Study Committee
- Coordinate care and medication for students during the school day
- Maintain medical and first aid supplies for the school

### **SERVICES NOT PROVIDED BY THE SCHOOL NURSE**

The school nurse does not:

- Diagnose or treat any non-school related injuries or illnesses, including Youth Services sports injuries, non-specific rashes, and other vague skin conditions, or allergic symptoms
- Dispense items such as aspirin, Motrin, cough drops/syrup, nose spray or other over-the-counter medications
- Excuse students from participating in Physical Education (P.E.) classes

### **WHEN A STUDENT SHOULD REMAIN AT HOME**

If a student is ill or injured before school, they should remain at home, or, if necessary, be taken to the clinic/hospital by the parent or sponsor. Sick or injured children should *never* be sent to school with instructions to see the school nurse. A child should remain at home until they are able to attend school in a good healthy condition. If in doubt, sponsors and parents should *always* consult with a qualified medical doctor.

Fevers: Students should *never* come to school with a fever. Fevers are symptomatic of contagious illnesses including the flu. Students with fevers should always remain at home until 24 hours after a fever has ended. Students suspected of having a fever need to see a medical doctor.

## **MARINE AND FAMILY PROGRAMS**

No family is immune from the impact and dangers of alcohol and other drugs. Denial, guilt, blame, false promises, and misinformation are frequent responses that limit, if not paralyze, an attempt to bring about meaningful change. When a family is confronted with one of its most difficult and demanding parenting challenges, it is essential that they actively work to obtain the support and assistance that are imperative for success. Unless the behavior and underlying problems are properly corrected, the impact of alcohol and other drugs extends from the immediate family to school and job performance, military readiness, and the community at large. The following community organizations have trained personnel and resources to work with the student and family: Victim Advocate & Prevention Specialist/Family Advocacy 253-4526

When a student is suspected of using or abusing a substance (alcohol or drugs), school officials will initiate the following actions:

1. An administrator will contact the school nurse. The nurse will evaluate the student's condition and proceed to Step #2 if use or abuse is suspected or confirmed.
2. The nurse will notify the administration of the (suspected) condition.
3. The administration will meet with the student, notify the sponsor, and have the sponsor remove the student from the school premises as soon as possible. If the sponsor or sponsor's spouse cannot be contacted, the administration will contact the sponsor's unit commander or the security police will be contacted. (In severe cases, emergency medical personnel may have to be called in and/or the student will be taken to the Emergency Room.)

If there is a question in the mind of the school regarding the possibility of substance use or abuse, the sponsor will need to escort the dependent to the hospital (Emergency Room) for substance use or abuse testing within two (2) hours and confirm the test results with school officials. Failure to exercise this option means that the school will conclude its investigation and take appropriate action.

## ***LOCKERS***

### **LOCKERS**

Each student is assigned an individual locker. Students are not allowed to share lockers. The use of a school locker is a privilege that can be revoked if misused. Locker use is encouraged to decrease the possibility that property and books may be stolen or misplaced. Lockers must be maintained properly and must be locked at all times.

### **LOCKER MAINTENANCE**

Students are responsible to make sure their lockers are in good working condition at all times and to immediately report to the main office any problems. Problems include:

- Locks that fail to work
- Locker doors that will not close
- Jammed locker doors

Problems that are immediately reported will be addressed in a timely fashion.

### **LOCKER SEARCHES**

DoDEA Administrative Instruction 2051.02 provides the authority to school administration to conduct random and periodical searches of school property and to seize contraband items belonging to students. When there is reasonable suspicion that the student is in possession of items prohibited by DoDEA Regulation 2051.1, the administration has the right to search the student possessions and person and to seize any contraband.

Physical Education lockers are used by different students each semester. Items that are considered as at risk of being stolen need to be left at home, stored in the student's book locker, or given to a PE teacher for safekeeping.

1. Students may not share lockers, locker combinations, or use lockers not assigned to them.
2. Lockers should be kept clean at all times. If teachers discover that a student has left his/her locker in a disorganized state, full of trash, or is not properly used, a detention will

be assigned to the student.

3. The school is not be responsible for articles or books lost from lockers.

4. Breaking into a locker is considered theft and vandalism of government property. (see consequence matrix)

5. Lockers belong to the government (DoDEA), and even though they are assigned to students, they may be entered and searched by school officials whenever school officials have reasonable belief that some substance or other material is contained therein which is illegal, harmful to the safety of the student, or the student body as a whole.

## ***Parent Support Activities***

### **INSTALLATION ADVISORY COMMITTEE (IAC)**

The Installation Advisory Committee (IAC) consists of one parent, one administrator, and one educator from each school in the community. The IAC considers logistical support and other concerns related to more than one school. The quarterly meeting times and dates are published on the school website calendar.

### **PARENT – TEACHER CONFERENCES**

School-Wide Parent-Teacher Conference days: School-Wide Parent-Teacher Conferences are conducted twice during the school year and are normally scheduled at the beginning of the second and third school quarters. These events allow parents the opportunity to meet their child’s teachers to discuss academic and social achievements. They also provide one the most effective ways for parents to communicate with all of a student’s teachers.

Individually Schedule Parent Teacher Conferences: Parents at any time may call the school main office or email a student teacher and request a Parent-Teacher conference appointment with an individual teacher or a teacher-team.

### **PARENT – TEACHER CONFERENCE TIPS**

There are three key elements in successful conferencing -- communicating effectively, being a good listener, and hearing both teacher and parental concerns. To help, the National School Public Relations Association offers

these tips to parents:

Before a conference, parents should:

- Decide on specific questions to ask the teacher. For example, is our child doing as well as expected in reading? Why are certain procedures followed in the classroom? What are the policies regarding homework?
- Prepare to answer questions that might be asked by the teacher about your child's hobbies and interests. Special health problems? Provisions for study at home?
- Express interest in the conference with your child. Note an especially good experience or problem area your child has had in school to relate to the teacher. Ask your child if he or she has questions or complaints.

After a conference, parents should:

- Note the important points of the conference.
- Share the results of the conference with your child.
- Together with your child, design a definite action plan that will promote improved academic growth
- Feel free to arrange additional conferences

**PARENT TEACHER ORGANIZATION (PTO)**

The Iwakuni Middle School PTO (Parent Teacher Organization) is a self-governing local private organization. Membership is open to all parents, staff, and friends of the Iwakuni Middle School community.

Projects or activities are designed to raise revenue to support the Iwakuni Middle School. PTO raises revenue as a private organization following the rules and regulations dictated by the local command.

Membership applications are available at all general membership meetings, during school registration and in the school office throughout the year.

The application form can also be downloaded from the school website.

## **PARENT VOLUNTEERS**

Volunteers may work with a particular teacher or a particular student on a regular basis, or they may help occasionally for special programs and study trips. Some activities may be non-instructional, such as correcting papers, typing, preparing materials, assisting the school nurse or media specialist, or arranging bulletin boards. Volunteers may tutor individual students or work with small groups. They often have their own special interests, talents, or skills to share with students, for example, slides to show for a Social Studies unit, or costumes, crafts, or music to share for ethnic studies.

All volunteers must complete a volunteer packet and complete a background check prior to volunteering. Parent volunteer packets can be obtained in the main office of the school building.

For more information concerning parent study-trip volunteers, please refer to “Student Activities – Parent Volunteers”.

## **SCHOOL ADVISORY COMMITTEE (SAC)**

The School Advisory Committee (SAC) is a group that can be comprised of parents, teachers, and other stakeholders who have a vested interest in quality education at Iwakuni Middle School. The committee's purpose is to review, formulate, and propose policies and programs affecting students and their education at Iwakuni Middle School.

Parent representatives and faculty members are elected to the SAC board once a year. Stakeholders can bring concerns or suggestions to the elected board members or show up during one of the quarterly meetings and speak to the committee during the open forum portion of its agenda.

For more information, parents should visit the school webpage.

## **SCHOOL-HOME PARTNERSHIP**

School Home Partnership is an initiative to involve parents in the school. Iwakuni Middle School has always supported programs that have encouraged parent involvement. Open House, parent-teacher conferences,

parent-advisory groups, awards programs, classroom volunteers, parents as resource persons in the classrooms, and parent chaperones are just a few of the ways parents are included in the functioning of the school. Research has shown that when parents are involved in the school, the child's progress always improves. Working in partnership with the parents ensures that all students will learn, achieve, and succeed with their education. School Home Partnership is the mutual collaboration, support, and participation of families and school staff at home or at school, in activities and efforts that directly and positively affect the success of children's learning and progress in school.

## ***PROPERTY ACCOUNTABILITY***

### **LOST AND FOUND**

The school Lost and Found is in the school's main office. Students who lose property should check there immediately when property becomes missing. Students should check back frequently to ensure that property is later discovered and turned in. Unclaimed lost or abandoned property will periodically be disposed of by the school main office and donated to charitable organizations.

### **LOST PROPERTY PROCEDURES**

If a student loses a book or other property, they should immediately take the following steps ...

1. Alert the teacher who issued the property
2. Ask all teachers on your schedule
3. Check the lost and found in the main office
4. Look thoroughly and carefully for the book at home and other places

Check carefully with friends, and check the lost and found in the MS office. If the property cannot be located, the sponsor and student will be expected to replace it at cost or reimburse the U.S. Government.

## **PROPERTY IDENTIFICATION**

Personal property brought to the school including coats, P.E. Uniforms, shoes, backpacks, cellphones, and other important items must be properly marked with the student's name or other appropriate identifiable marks. These identification marks, in the event property is lost or abandoned, help locate the owner.

**REPAYMENT / REPLACEMENT OF GOVERNMENT PROPERTY: Sponsors are responsible for payment of damage to textbooks, library books, laboratory equipment, audio-visual equipment, cameras, computer materials, laptop keyboards, musical instruments, and any other school property or equipment which may be lost or damaged by their student.**

Students and their sponsor are expected to replace lost or damaged books and other property. In some cases books and other items may be available for the parent to purchase over the Internet.

When a sponsor is unable to provide a replacement for lost or damaged property, a sponsor will be expected to reimburse the U.S. Government for the full cost of a replacement. Checks should be made payable to Treasurer of the United States. The School Support Assistant will provide the cost of the lost book or property.

## **STUDENT RESPONSIBILITY FOR PROPERTY SECURITY**

Student textbooks, library books, and other school property including, but not limited to calculators, cameras, are commonly issued to students. Unfortunately, Middle School students frequently leave property on the floor, in common areas, and outside during recess and then forget about it.

Students are not permitted to leave property, regardless of whether it is personally or government owned, unsecured at any time. Sponsors and students are responsible for the loss of government property entrusted to them. Sponsors and students are also responsible for the proper security of any authorized personal property brought to the school.

## VALUABLES AND MONEY

The school cannot be responsible for valuables and large sums of money brought to school. If your child chooses to bring expensive items or clothing to school and it is lost or stolen, the school cannot replace the loss. Sponsors and students are strongly encouraged to mark all valuables and clothing with their name.

## ***REGISTRATION, WITHDRAWAL, HOME-SCHOOLING***

### **ACCELERATED WITHDRAWAL OF STUDENTS**

Eligibility: Only students with permanent-change-of-station (PCS) orders have the option to receive credit for a full year or semester when they withdraw early from school. Family trips prior to the end of the year do not qualify a student for early withdrawal.

Requirements: Eligible students with the help of their sponsor must

- complete the acceleration requirements for each class they are enrolled in
- attend school on the 20th day prior to the end of the semester in order to get credit for the entire school year
- provide no less than 30 days prior to the student's last full day a copy of the PCS orders (or as soon as the orders are issued) along with a note from the parent noting the last full day for the student
- pickup, complete, and return (by the sponsor) to the School Registrar an Acceleration Withdrawal Request Packet

If these requirements are met, students should have enough time to complete the required advanced work and course exams to earn full credit.

Withdrawal before the authorized 20 days: Students will receive withdrawal grades earned for courses at the time of withdrawal but no final grades. These same students may be required to enroll in the same courses and complete the receiving school's course requirements before final credit is awarded.

## HOME-SCHOOLING

If a family chooses to home school their child, the child may participate in a partial schedule of programs at the school. For this reason home-schooled children must be registered at the school they wish to attend. Requirements include:

- Home-schooled students who register for courses must regularly attend classes in order to receive a grade from the school
- Home-schooled students must meet the class at the scheduled time

Registration is not needed for auxiliary services but the sponsor must be on a space required basis with the schools.

## REGISTRATION

New Students: Sponsors are required to provide the following information and documents ...

- Online Pre-Registration: students and sponsors that are inbound to Iwakuni Middle School can use the [online DoDEA Pre-Registration system](#) to begin the process.
  - Note 1: Sponsors should remember that when they use this system they should *please* provide personal, command, and other information as it pertains to their assignment in the Iwakuni, Japan area.
  - Note 2: The online registration system is a partial-registration process only. Sponsors must still complete the registration process by visiting the school main office.
- Local Springtime Registration: Sponsors whose 5<sup>th</sup> grade children attend Iwakuni Elementary School can pre-register their children for Iwakuni Middle School every spring at this school. Check with the elementary school's calendar and announcements for pre-registration dates or call the school registrar for more information.
- Registration (anytime): Sponsors may come by the Iwakuni Middle

School Main office during operating hours and see the school registrar to register their children. The school remains open during the summer months, too.

Required Documents, New Students: The sponsor must fill out and present to the school registrar the following documentation during the registration process ...

- Sponsor / pupil registration form DSPA Form 2030.2 (provided by the registrar)
- DoDEA form 600 (available on the school website). Important: This form *must be signed by the sponsor* even when a parent has a power of attorney
- School Health Record (DoDDS Form 120)
- Additional special health concerns, in writing, necessary for the child's safety and well-being.
- Sponsors Orders or Letter of Employment, SF50: If the current orders expire before the first day of school, a copy of the extension or a Confirmation of Status form is required
- ID Card copy for all locally hired DoD civilians
- Area clearance message or dependent approval message: this document should list the school age of all dependents by name (Navy / Marine Corps)
- Student Immunization Record

Required Documents, Returning Students: Sponsors must update, fill out, and present the following documents ...

- DoDEA form 600
- Update School Health Record (Form 120)
- An updated copy of the sponsor's orders, if needed, or if the sponsor has been assigned to a different command within the commuting area. If the current orders expire before the first day of school, a copy of the extension or a Confirmation of Status form is required.

Registration Hours:

- Regular school days: 8 a.m. to 4 p.m.

For more information please visit the [school website](#) or contact the school registrar in the school's main office.

## **WITHDRAWAL**

The sponsor should provide the school registrar with a copy of their official Permanent Change of Station (PCS) orders as soon as they are received. On the student's final two days of school, the student will take a clearance sheet to all assigned teachers, counselors, the information specialist, and the school nurse for final clearance. Any lost or damaged book(s), supplies or equipment must be replaced or paid for before final clearance. A copy of the official transcript will be ready for pick-up at the close of the student's last day if a two-week advance notice of withdrawal is given.

## ***RESOURCE PROGRAMS***

### **AVID**

Advancement Via Individual Determination (AVID) is a voluntary intervention program that provides the skills, tutorial support, and encouragement necessary for students with college potential to succeed in the rigorous courses required for college entrance.

### **CASE STUDY COMMITTEE**

The Case Study Committee (CSC) is a multi-disciplinary team that meets to consider referrals, plan assessments, determine eligibility, and develop educational programs for students who may need special education. Various school personnel, including the counselors, school psychologist, special education teachers, classroom teachers, and an administrator, attend CSC meetings as needed.

### **DRUG/ALCOHOL COUNSELLING SERVICES**

Drug and alcohol counseling services are available to students by referral

through the school counselor or school psychologist. Students and families who have concerns about alcohol and drugs or other behaviors that warrant risk are encouraged to speak with one of these professionals. Assessments, individual, group, and family counseling are also available through the Iwakuni ASAC counselor as well as referral services when necessary for inpatient treatment. All services are confidential and voluntary.

### **ENGLISH-AS-A-SECOND LANGUAGE (ESL)**

The English-as-a-Second Language (ESL) 6-8 course is designed to strengthen the English language skills of students who speak other languages, including the skills of listening, reading, speaking, and writing. The content includes, but is not limited to, verbalizing concrete experiences orally; practicing the sound system and syntax of English; listening to English to practice comprehension; and practicing the process of composition, including prewriting, drafting, revising, proofreading, and publishing.

### **GIFTED EDUCATION (GE)**

Gifted education (GE) learners are children and youth with outstanding talent who perform or show the potential for performing at remarkably high levels of accomplishment when compared with others of their age, experience, or environment.

(U.S. Department of Education, 1993). To qualify for this program, students are referred through a screening process, by individual recommendation of a teacher, parent, or professional staff member or self-nomination, or as the result of previous eligibility in a non-DoDEA school. Students found eligible by the Gifted Education Committee are given options of programming. *In secondary schools we are not provided staffing to run a stand-alone GE program. Instead we offer courses to challenge our GE students.*

## **GUIDANCE**

The primary responsibility of the guidance counselor is to help students adjust to the school setting. The counselor meets with parents who are concerned about their child's academic, social, or emotional development and provides information about professional services available through the school or the community. The counselor meets with students to assist them with interpersonal problems. The counselor is responsible for the in-class guidance instruction programs. Parents are encouraged to inform the counselor when there is a family concern, such as divorce, death, serious illness, or adjusting to a stepfamily or deployment so that counselor and classroom teachers can provide support for the student. The school's counselor also helps students with educational, vocational and personal problems. Students are seen individually and are invited to engage in small groups. The counselor gives a thorough orientation to all new students and assist new and returning students with course selections. The counselor will introduce themselves to all students during the first few weeks of school and will discuss the services available through the guidance department. Students and parents are encouraged to visit the counselor whenever assistance is needed.

## **SCHOOL INFORMATION CENTER**

The School Information Center has books, eBooks, reference materials, tapes, CDs/DVDs, online-database access for research, and computers for staff and student use. Teachers may take their classes or send students to the School Information Center individually and in small groups. Students are encouraged to use the School Information Center before school, during lunch, and during seminar.

## **SCHOOL PSYCHOLOGIST**

An itinerant school psychologist provides psychological and intelligence testing and individual and group counseling to both middle school and high school students. The School Psychologist participates in meetings of the Cases Study Committee, Student Success Team, and team meetings as

needed.

## **SPECIAL EDUCATION**

Iwakuni Middle School has the resources to educate students with special needs in the areas of communication, academic learning, or Mild to Moderate and Moderate to Severe intellectual deficit.

When a student needs a special program, the parents are invited and expected to attend the CSC meeting to determine eligibility for Special Education services and to plan the student's Individualized Education Program (IEP).

## ***STAKEHOLDER COMMUNICATION***

### **Announcements, Posters, and Flyers**

School-sponsored events only: Announcements, posters and flyers must advertise school-sponsored events. Organizations and individuals outside the school, interested in posting a poster, a message on the school website, in the morning video announcements, or distribute a flyer that is not a school-related event cannot use school resources to promote their activities no matter how well-intentioned.

Sponsor-approval required: Posters, flyers, and announcements that are related to school events must be approved by the sponsor of that event or organization.

Poster Mounting Requirements: All posters must be neatly taped to glass surfaces or bulletin boards using non-masking tape rolled on one end for easy removal. Another poster of identical size and shape must back posters or flyers on glass surfaces so that the back of the poster is not visible from the other side. Permission of the school administrator is needed. .

Poster Removal: All posters and tape posted for events that have expired must be immediately removed by the event sponsor.

Requests: Requests generated from outside the school should be submitted

through the school main office.

Exceptions: Exceptions to this policy may be requested through the school's main office to the principal.

## **EMERGENCY CONTACT INFORMATION**

Parents are absolutely responsible for keeping the school up-to-date immediately when phone numbers, emergency contact representatives, email addresses, home addresses, and other critical contact information changes including temporary quarters / lodging contact information. This is a Department of Defense Educational Agency requirement.

The following sources of contact information must be kept up-to-date by the sponsor...

- emergency contact representative: at least one with full name and phone number
- sponsor's local Japan/Base home cellphone or home number
- sponsor local mailing address
- sponsor's duty phone number
- sponsor unit and phone number

Failure to report changes results in a breakdown in the reporting process to parents. If contact information is not kept accurate, the school will contact the sponsor's unit if necessary.

## **MESSAGE DELIVERY TO STUDENTS**

It is important that classes not be interrupted when instruction is in progress. Only emergency messages from home can be accepted. Students will be called out of class to answer a call only for true emergencies.

Sponsors should ensure that students know how they are getting home before they leave home in the morning. Classes will not be interrupted for this type of message. The office staff will deliver messages to the best of their ability, but it is not their primary mission and they will not be held accountable if a message is not delivered. Parents and students are expected to make it a daily priority to review daily needs and all after-

school plans at home before sending students to school PARENT EMAIL ADDRESS ACCURACY.

The primary method used by the school to reach parents for routine communication is email. Email is frequently used for announcements, newsletters, progress reports, and other important events or issues. The single biggest reason parents fail to receive information is because parent email addresses are not kept up to date by the parent or email is not checked. Parents are expected to ensure that their email addresses are up-to-date at all times.

### **PARENT PHONE NUMBERS**

Reliable, up-to-date parent phone numbers are essential – especially in the event of an emergency or disciplinary problem. Many parents forget to inform the school when their phone number changes. Parents are expected to ensure their phone number is up-to-date with the school registrar at all times.

### **PARENT / PRINCIPAL NEWSLETTER**

We will be sending out a weekly email on Monday afternoon that will list all the activities that are going on that week and into the near future.

### **WEBSITE**

The school website is a major source of information for parents and children and can be used anywhere in the world through the Internet. Links to important resources, including the school calendar, GradeSpeed, daily announcements, assignments, and much more are located here. It is the parent's responsibility to check the website frequently. The school website can be found at the following address: <http://www.dodea.edu/lwakuniMS>

## ***STANDARDIZED TESTING***

### **NATIONAL ASSESSMENT OF EDUCATIONAL PROGRESS (NAEP) TEST**

The National Assessment of Educational Progress (NAEP) is the largest nationally representative and continuing assessment of what America's students know and can do in various subject areas. It is administered to all 8<sup>th</sup> grade students every other year and is normally scheduled during the 3<sup>rd</sup> quarter of the school year.

Assessments are conducted periodically in mathematics, reading, science, writing, U.S. History, and other areas. The test is sometimes called "The Nation's Report Card".

More information on this test can be obtained from the school counselor or at the National Center for Educational Statistics.

### **PARTNERSHIP FOR ASSESSMENT OF READINESS FOR COLLEGE AND CAREERS (PARCC) TEST**

Iwakuni Middle School administers the PARCC assessment system is used to measure student mastery of the College and Career Ready Standards. The assessment is designed to determine if students are on track to be successful in college and careers. All 6<sup>th</sup>-8<sup>th</sup> students will be administered this test.

More information on this test can be obtained from the school counselor.

## ***STUDENT ACTIVITIES***

### **ACTIVITIES, CLUBS, AND ORGANIZATIONS**

Iwakuni Middle School offers a wide variety of activities and organizations for students. The number and variety of activities varies from year to year depending on student interest and teacher-sponsors. Most organize after-school athletic opportunities at the middle school level are offered by MCAS Iwakuni Morale Welfare and Recreation (MWR).

For a complete listing of all currently offered after-school activities and

organizations, meeting times, and sponsors names which are offered by Iwakuni Middle School, please refer to the list on the school website.

### **AFTER-SCHOOL TRANSPORTATION HOME**

Sponsors are responsible for ensuring that students have transportation home immediately following school-sponsored after-school activities. Students should make sure they have their parents' permission prior to leaving for school in the morning on the day of an after-school activity. Parents must ensure that a plan for how their children will get home is in place.

Students should never come to any school-sponsored activity and hope they can find a ride home with a friend.

### **NATIONAL JUNIOR HONOR SOCIETY (NJHS)**

Purpose: The National Junior Honor Society (NJHS) is an organization which recognizes and encourages outstanding achievement in academics, service to others, leadership, citizenship, and character. The NJHS sponsors several service activities during the year to promote the improvement of the school and community environments.

Eligibility: Students in the 7th and 8th grades are eligible to apply for membership. Membership approval is based on different factors including grades and recommendations. Applications and associated teacher recommendations are reviewed by the NJHS faculty council. After the review process, eligible applicants who satisfy all membership criteria are invited to become members in a formal induction ceremony.

Membership: If membership is approved, a fall induction for 8th grade selectees is held. Later in the year a spring induction for 7th and 8th grade selectees is held.

### **SCHOOL DANCES**

School dances are sometimes held during the year and are appropriate for

all 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade students. Most school dances are organized by the Student Council or the PTO. Occasionally, a school-dance is for a specific grade-level.

General guidelines for school dances include:

- Only Iwakuni Middle School students are permitted to attend the dances. Age appropriate home school students can be invited by an IWMS student and can attend with principal approval.
- Parents are needed to help chaperone and are encouraged to attend
- Students must arrive within 20 minutes of the start of the dance and may not leave until the dance is over unless accompanied by an adult.
- Students must attend school the entire day of the dance. If the dance is on a Saturday students must attend school day prior to the dance. If a student is absent or absent part of the day, they will not be allowed to attend the dance (medical appointments must be documented by medical staff).
- The school dress code applies to all dances as well as all other after school activities.
- School dances are a privilege. Student misbehavior during the school day or during other school activities may result in disciplinary consequences, not limited to but including being prohibited from attending school activities such as dances.
- 

## **STUDENT COUNCIL**

Purpose: Student Council voices concerns expressed by students. It represents the issues of the student body by presenting them to the faculty and administration.

Internal Structure and Work: The Student Council is organized with working committees and internally designated points-of-contact instead of an elected board of officers. Student Council members work closely with the Seminar classes to assist with the collection and dissemination of information, fund-raising activities, and the sponsoring of school-spirit and

socially-oriented events.

Membership: Student Council consists of any 7th or 8th grade student interested in student government and the improvement of the school. Even if a student is not actively participating on the Student Council, they are still encouraged to share concerns with the Student Council and participate in council-sponsored programs.

### **STUDENT –TO-STUDENT (S-2-S)**

Description: Student-to-Student is an organization of students who sponsor newly enrolled students. S-2-S students greet new students and introduce them to their new classes, facilities, fellow students, and activities. They often play a vital role in orienting the new student to the new aspects of life in the surrounding community and the Japanese culture.

Purpose: S-2-S's primary purpose is to help new students, who may otherwise feel lonely or out-of-place, immediately be successful and fit into their new environment.

Volunteers: Students interested in supporting this organization should speak with the school counselor.

### **STUDY TRIPS**

A privilege earned: Attendance on a school study trip is a privilege earned. When a study trip occurs, it generally travel off-post and are gone an entire day. Students who attend miss some of their classes too. For these reasons,

- students who are failing may not be eligible to attend and will remain behind to catch up on their work and assignments
- students must turn in all work due before the date of the study trip
- sponsor-parent permission forms, which are sent home before the trip, must be completed and be submitted in writing in advance prior to the day of the event
- students may be required to bring money for entrance fees or to purchase a lunch; appropriate sack lunches are permitted to be brought from home

- the student dress code and all policies governing conduct and discipline are enforced during the entire study trip
- if buses return late because of bad traffic or other circumstances, parents are responsible for the transportation of their children home
- students are expected to make up any work that is assigned on the day of the trip for classes they are unable to attend

Students may bring cellphones with them on field trips but may only use these devices with study-trip-sponsor permission. Cellphones provide a means of contacting parents in the event buses do not return to campus on time before afternoon school buses depart home.

Parent volunteers for study trips: Parents are encouraged to accompany their children on study trips when possible. The school always needs chaperones for these events. If a parent volunteers to chaperone, their efforts are greatly appreciated. Because the full attention of a chaperone is needed to monitor the middle school students chaperones are not permitted to bring small children on any study trip.

## ***STUDENT POLICIES***

### **ACADEMIC INTEGRITY**

All students are expected to be honest and to display a high standard of integrity in the preparation and presentation of work for credit in all classes. The attempt of any student to present work, which was not honestly performed by the student, as their own will be regarded as a serious offense which may subject the offender to a grading penalty and/or disciplinary action.

Cheating: Dishonesty of any kind on a test or examination, written assignment, or project, illegal possession of test or examination questions, the use of unauthorized notes during a test or examination, obtaining or giving information about a test or examination from or to another student,

assisting others to cheat or altering grade records are instances of cheating.

Plagiarism: Offering the work of another as one's own work without proper acknowledgement is plagiarism; therefore, any student who fails to give credit for quotations or essentially identical material taken from books, encyclopedias, magazines, internet sources, and other reference works or from themes, reports or other writings of a fellow student is guilty of plagiarism.

Violation Consequences: Refer to Appendix A, "[Table of Disciplinary Actions](#)".

Parent Notification: School staff will contact the parents or guardians of any student who is found to be in violation of this policy.

## **BACKPACKS**

Backpacks should be used to transport books and supplies to and from school. Backpacks and other large book bags/purses/carry totes etc. must be stored in the student's locker during the school day. Students have ample time to retrieve needed items for each class between each class. Only small drawstring ditty bags and pencil bags may be used to transport school supplies during the school day between classes.

## **CELLPHONES AND ELECTRONIC DEVICES**

Cellphones and all personally owned electronic devices that are seen or heard by a school staff member will be confiscated from the student and sponsors will be required to pick them up. All cell phones must be stored and out of sight before a student arrives or disembarks from a school bus until the end of the day. Prohibited times are from 7:55am to 2:40pm.

Cellphones and electronic devices may not be used in bathrooms, during lunch, or anywhere during the school day without a teacher's explicit permission. Cellphones and electronic devices may not be visible including partially inserted in a pocket.

Students will comply with a teacher, staff or administrator’s instruction on the first request to cooperate and to turn in cell phone.

Student defiance/insubordination will result in additional disciplinary consequence (See the section entitled “[Discipline](#)”).

## **COMMERCIAL ACTIVITIES**

Individual students are not allowed to sell any items on campus. School-sponsored activities must obtain permission from an administrator for any moneymaking projects. Any commercial activities by non-school-sponsored individuals or organizations require permission of school administration and the installation commander. An activity involving the buying or selling of any item without school administration permission may result in disciplinary action.

## **EBOOKS**

Definition: EBooks are electronic devices whose sole purpose is to allow the user to read published text in electronic format. Devices that have other purposes including play music, allowing internet access, playing games, texting, making phone calls, etc. are not eBooks.

Policy: EBooks devices are allowed in the school for the sole purpose of leisure-reading. EBooks may only be read at appropriate times such as lunch, recess, or with teacher permission. If a student uses an E-Book for any purpose besides reading a book, the e- book will be confiscated as a non-authorized item (see the Discipline section and Appendix A “Table of Disciplinary Consequences.”

## **HOMEWORK**

Definition: Homework is defined as assignments to be done outside the classroom to reinforce classroom instruction, increase understanding and retention, transfer and extend classroom instruction, prepare for class discussion, and provide curriculum enrichment opportunities.

Policy: Iwakuni Middle School strongly supports the philosophy that

homework is a necessary adjunct to school life that serves different purposes according to the student's grade level. The assignment of academically appropriate homework is an extension of classroom instruction and supports the teacher's instructional objectives. It is DoDEA policy that homework will be assigned within the DoDEA system in accordance with the needs and objectives of individual students and in support of the learning objectives of the particular curricular area. It should be recognized that homework might not always be paper and pencil tasks. Students in Grades 6-8 should spend about 7-9 hours per week on homework. With block scheduling, it is important for students to do their homework on the day it is assigned. This will allow the students to determine if they need to seek assistance during seminar the following day for a particular homework assignment that they did not understand while doing their homework on the previous evening.

Students are responsible for ensuring that they:

- Understand the homework assignment
- Take home all books and materials needed to do the assignment
- Complete the homework in the assigned format
- Deliver completed homework assignments to the teacher when they are due
- Participate actively and cooperatively in the evaluation of their homework when appropriate.

Parents Responsibilities: Parents are encouraged to provide an environment that fosters the development of life-long learning. They are also responsible for:

- Regularly monitoring planners and checking to see if homework has been completed either in seminar or at home
- Providing a quiet place to work
- Providing necessary materials, such as paper, pencils, notebooks, etc.
- Providing a regularly scheduled study time
- Providing encouragement and praise for the student's effort,

improved performance, and/or good work

Teacher Responsibilities:

- Informing students and parents of their classroom homework policies and procedures
- Identifying the degree to which the assessment of homework affects students' grades
- Selecting and assigning homework that meets the criteria outlined above
- Providing sufficient classroom instruction, clear and complete directions, modeling, guided practice, and time to ask questions, as appropriate
- Checking homework for completeness and mastery of concepts and skills as appropriate to the assignment
- Informing both students and parents of student performance and completion on homework assignments as appropriate in a timely manner

Administrator Responsibilities:

- Ensuring the school policy is published and distributed to all students and parents
- Supporting teachers' efforts to ensure homework is completed
- Planning for the periodic review and evaluation of the school homework policy by teachers, students, and parents

**SCHOOL TELEPHONES FOR STUDENT USE**

School telephones are for official school business only. Students are permitted to use the school telephone only in emergency situations and with the permission of an administrator or teacher.

Forgotten homework or lunch money, messages for parents, or requests to go home or to post facilities with friends are not considered emergencies. The office phone in the main office can be used after school to call parents.

## **APPENDICIES**

### **Appendix B: Computer Use and Student Email Agreement Form**

As a reminder, during registration all students and parents/guardians signed a computer usage agreement outlining acceptable use of computers, software, email, Internet, and the computer network at Iwakuni Middle School. We would like to remind students and parents that by signing the Computer Acceptable Use form students are agreeing to the following:

- Student G-Mail E-mail accounts ending with the “@student.dodea.edu” suffix are the only acceptable form of email communication allowed while at school. Yahoo, Hotmail, standard G-mail accounts (@gmail.com), and other email services are not allowed.
- Students will not download or install any software on school computers to include games, music or video files, and file sharing programs.
- Streaming video or music across the network is prohibited.
- All personally owned USB devices including “thumb” or “pen” drives, external hard drives, iPods, PDAs, cameras cannot be attached to any DoDEA computer device at school or to the DoDEA computer network.
- The District utilizes and controls an Internet filtering system for all schools. Students may not under any circumstance attempt or bypass the filtering system for any purpose including trying to access blocked sites or inappropriate material.
- Students and parents acknowledge that personal websites, YouTube, Facebook pages, other social media and entertainment sites including chat-rooms, blogs, and gaming sites are prohibited.
- Student use of computers is a privilege and their actions while on line are subject to monitoring by the IT staff, administration and classroom teachers.
- Computers and supporting software and hardware are US Government property and should be treated with care and respect. Vandalism of any kind is unacceptable.

By signing the official agreement form students and parents recognize that failure to abide by these conditions and those stated in the Acceptable Use document will result in disciplinary actions including afterschool detention, office referrals, loss of computer privileges and possible suspension from school.

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*Department of Defense Education Activity Student Registration Form 700A, "Internet Agreement and Consent to Use Information Technology Resources Terms and Conditions," dated March 2016;*  
[http://www.dodea.edu/Offices/Regulations/dodea\\_forms/upload/Form-700A-Internet-Agreement.pdf](http://www.dodea.edu/Offices/Regulations/dodea_forms/upload/Form-700A-Internet-Agreement.pdf)

## Appendix C: PAC-CIA Framework

