

**2019**



**2020**

Name: \_\_\_\_\_

Seminar: \_\_\_\_\_

Parent/Sponsor Contact Information:

\_\_\_\_\_  
\_\_\_\_\_



# KADENA MIDDLE SCHOOL

*Motto:* Pursue Education like a Wolverine, Take a Bite of Learning Every Day.

## DoDEA Mission and Vision

**Mission:** Educate, Engage and Empower military-connected students to succeed in a dynamic world.

**Vision:** Excellence in Education for Every Student,  
Every Day, Everywhere

## Purpose Statement

To help every student **LEAD:**

**L**ove Learning

**E**xcel at all we do

**A**chieve goals together

**D**o what is right

# KMS AB Calendar SY 19-20



## AUGUST

M	T	W	Th	F	M	T	W	Th	F
19	20	21	22	23	26	27	28	29	30
W	W	W	W	W	A	B	A	B	A

## SEPTEMBER

M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	F
2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30
H	B	A	B	A	B	A	B	A	B	A	B	A	B	A	B	A	B	A	B	A

## OCTOBER

T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th
1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30	31
B	A	B	I	A	B	A	B	A	H	B	A	B	A	B	A	B	A	B	I	A	B	A

## NOVEMBER

F	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F
1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29
W	B	A	B	A	B	H	A	B	A	C	B	A	B	A	B	A	B	A	H	H

## DECEMBER

M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T	
2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30	31	
B	A	B	A	I	B	A	B	A	B	A	B	A	B	A	H	H	H	H	H	H	H	H

## JANUARY

W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F
1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30	31
H	H	H	B	A	B	A	B	A	B	A	B	A	H	B	A	B	W	A	B	A	B	A

## FEBRUARY

M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F
3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28
B	A	B	A	B	I	A	B	A	B	H	A	B	A	B	A	B	A	B	A

## MARCH

M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T
2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30	31
B	A	B	A	B	A	B	A	B	A	B	A	B	A	B	A	B	A	B	I	A	B

## APRIL

Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T	F	F
2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30
A	W	H	H	H	H	H	B	A	B	A	I	B	A	B	A	B	A	B	A	B

## MAY

F	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F
1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29
A	B	A	B	A	B	A	B	A	B	A	B	A	B	A	B	H	A	B	A	B

## JUNE

M	T	W	Th	F	M	T	W
1	2	3	4	5	8	9	10
A	B	A	B	A	B	.5 day	W

W – Teacher Workday  
H – Holiday  
I – In-service Day  
C – Conferences  
 Early Release Day 1255pm

## PREFACE

The purpose of this guide is to provide parents and students with a convenient reference concerning the operations of Kadena Middle School. This guide is not an all-inclusive publication governing all aspects of the policies and regulations of the school, but rather one that serves as a reference to assist you. It is imperative that all parents and students are familiar with its contents. The information it contains will answer many questions, and can prevent many issues from arising. Should you have questions or concerns, please contact the school before any decision or action is made so that all individuals have a clear idea and precise understanding of the policy of concern. Updates and/or changes to this handbook will be posted on the school website throughout the year.

### **Acknowledgement and Understanding of Student Handbook 2019–2020**

The KMS Student Handbook is a valuable resource for parents and students. Information includes attendance policies, behavior expectations, grading policies, dress code, specifics regarding the governance and operations of KMS. Please read and sign the Handbook below to acknowledge your receipt and understanding of the information received.

Student Name (Printed)	* Student Signature Date
Parent Name (Printed)	* Parent Signature

**\*Signatures represent receipt of the student handbook and parent/student awareness of school policies and procedures for School Year 2019-2020\***

**Parents/Sponsors: Please verify that the contact information on page 1 is correct so your student can contact you during an emergency. If the information is incorrect, please provide the correct contact information to the KMS front office by calling 634-0217 or via email [mayo.kawamitsu@pac.dodea.edu](mailto:mayo.kawamitsu@pac.dodea.edu).**

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### Bell Schedule

<b>Daily</b>	<b>Tuesday (Early Release)</b>
0725-0850 Block 1 0855-1020 Block 2 1025-1225 Block 3 1 <sup>st</sup> Lunch 1025-1055 2 <sup>nd</sup> Lunch 1110-1140 3 <sup>rd</sup> Lunch 1155-1225 1230-1355 Block 4	<b>A Day</b> 0725-0750 Seminar 0755-0920 Block 1 0925-1125 Block 2 1 <sup>st</sup> Lunch 0925-0955 2 <sup>nd</sup> Lunch 1010-1040 3 <sup>rd</sup> Lunch 1055-1125 1130-1255 Block 3
	<b>B Day</b> 0725-0830 Block 1 0835-0940 Block 2 0945-1145 Block 3 1 <sup>st</sup> Lunch 0945-1015 2 <sup>nd</sup> Lunch 1030-1100 3 <sup>rd</sup> Lunch 1115-1145 1150-1255 Block 4

**\*Seminar is only on A Days**

## Section 1: General Information

### After School Activities Program

The activities program is designed to be in harmony with KMS's purpose, philosophy, goals, and strategies. Care is taken to avoid emulating the high school activities program, especially concerning athletics. Students have an opportunity to explore a wide variety of activities, which include both group and individual participation.

Students participating in after school activities must report to the appropriate area no later than 1400, unless other arrangements have been made. Students who leave campus may not return. If a student is not in an after school activity, they are not permitted to be on campus after 1405, unless other arrangements have been made.

### Pick-up/Walk

Parents are responsible for ensuring students have transportation home immediately following a school-sponsored activity. Students should ensure that they have documented parent permission to attend after-school activities prior to staying and have agreed upon transportation home.

### Activity Buses

Buses will be provided twice a week in support of the extra-curricular activities program. The buses will depart the school at approximately 1505, and will transport students to designated bus stops that are near areas of regular bus stops. The activity buses do not stop at all regularly scheduled destinations.

\*All after school plans/arrangements must be made prior to arriving at school that day. Telephone use will only be permitted for what the office staff deems as an emergency and/or in the case that an activity is cancelled.

### Attendance Policies

Students are expected to attend school every day, as missing instruction adversely affects students' learning and achievement. All absences (full or part day, including tardies) must be documented by a phone call, email, note, or visit from the parent or sponsor to the front office, with information regarding the reason for absence. This includes the date(s), and/or time(s) the student was absent or tardy. Excused absences/tardies include medical/dental appointments, emergencies, illness, or an advanced absence request has been completed and is on file. In order to be granted an excused absence, students who feel ill at school must see the school nurse prior to calling their parents or emergency contact. Please note that absences of more than three (3) days **require** a meeting with an administrator if the parent would like the absence considered excused. **All other absences/tardies will be considered unexcused.** Failure to bring the required statement explaining a student's absence(s) by the end of the second day will make that absence unexcused. A medical excuse is required for any student who is absent all day due to an appointment.

### Makeup Work Policy for Excused Absences/Tardies

All excused absences, to include pre-planned and school-sponsored trips, will result in the student receiving at least one additional class period for each period missed to make up the assignment that was given during the period absent. This will not apply to long-term projects and assignments that were made prior to the period during which the student was absent. Such assignments will be due on the regularly scheduled date. If the student has an excused absence on that date, the long-term project or assignment will be due on the day he/she returns to class.

It is the student's responsibility to check with teachers about missed work after an excused absence and ensure it is submitted by the next class period. All students are encouraged to communicate with teachers via email during absences for information and to turn in work.

Advanced absences require students to receive assignments prior to departing. Assignments should be turned in two days after return to receive credit. The front office staff will provide the student with appropriate forms and information for advance absences.

### **Extended and/or Pre-Planned Absences**

The following procedure has been adapted for those who are submitting a Pre-planned Absence Request. The purpose of this change is so that we can better support students when they miss classroom instruction.

1. Parents will notify the school at least six business days prior to the first day of the absence.
2. Student/Parent obtains and completes Part I of the Preplanned Absence Form (available from the front office or by email.)
3. After Administration Approval in Part II, students will have teachers complete a separate page given by the front office, which will list any assignments the teacher gives the student in advance.
4. The student returns the completed form to the front office. A copy will be made for the student and a copy placed in the student's file.

**\*For more information, see the complete KMS Student Handbook; section *Attendance***

### **Tardies**

Tardies are monitored on a quarterly basis. At the beginning of each quarter, the number of tardies resets to zero. Consequences will be given according to the Tardy Policy below:

5 tardies in one quarter	After school detention; parent notification
6-9 tardies in one quarter	After-school detention will be given for each tardy earned; parent notification
10 or more tardies	Parents conference and reference to Pacific South SECONDARY Schools Discipline Matrix for (see <i>Truancy</i> )

### **Truancy**

The action of truancy is defined as any student who, after reporting to school, skips or leaves class and/or school without permission. Any student who is absent from school without the knowledge or permission of his/her sponsor or school authorities is also considered truant.

Students who display habitual acts of truancy as stated in the DoDEA Regulation (E3.5.20) will be referred to the Kadena Disciplinary Action Program (KDAP). For more information, see Pacific South SECONDARY School Discipline Matrix: Level 2 Behaviors *Truancy*.

### **Acceleration with PCS Orders**

Students may accelerate their courses if their sponsor has PCS orders that require them to leave before the end of the semester/school year if the withdrawal date is no earlier than 20 school days before the end of the semester. Students may request accelerated work to finish all assignments before leaving. Students in high school credit classes must request accelerated work if they wish for it to count toward their final grade. Work not turned in may be counted as a zero and averaged with current grades to determine the credit class' final grade. This pertains to high school credit classes only.

If students withdraw before this date, they will receive a grade to date for all work completed before departure. This grade will be averaged with the previous quarter grade to determine a semester average.

#### **SY 2018-2019 Withdrawal Dates**

- Semester 1: December 12, 2019
- Semester 2: May 12, 2020

**\*For more information, see the complete KMS Student Handbook; section *Accelerated Withdrawal***

### **Early School Departure without PCS Orders**

Early school departure for family vacation/EML leave is STRONGLY DISCOURAGED. Students will get a grade to date and may not receive accelerated assignments. Outstanding assignments may be

entered as no credit and averaged into the final grade. Grade to date values are not final progress report grades and will negate semester credit for high school credit classes.

## **Awards**

### **Honor Roll**

Honor Roll students are determined at the end of each semester for full time students. Grade point averages are computed to identify students who have received a 3.0 or higher, with no C's, D's or F's, as honor roll students. Honor roll students will be provided an appropriate achievement certificate and receive recognition during an assembly of their peers. Parents are invited to attend.

Two levels of Honor Roll are recognized at KMS:

- *Principal's Honor Roll* = All A's
- *Wolverine A/B Honor Roll* = All A's and B's

### **Certificates of Performance**

Performance certificates are awarded to students at Semester Awards Ceremonies. Teachers will make selections based on standard, set criteria that are developed by a school committee. Awards include *Academic Achievement* and *Effort & Growth*.

### **President's Academic Education Awards Program**

To receive this prestigious award endorsed by the President of the United States and the U.S Secretary of Education, students must meet specific criteria with regard to grade point average, standardized test scores, and time enrolled in school. This achievement opportunity is only available to 8<sup>th</sup> grade students.

### **KMS "Marvel" Award (Citizenship Award)**

The KMS 'Marvel' Award is given to up to six students who have demonstrated civic responsibility throughout the school year or during the occurrence of a major event. This is determined by the display of a deed(s) that proves that these individuals are productive and caring members within their school community. Evidence of such is but is not limited to, showing the utmost respect for the school/bus environment, initiating care of a peer in need, being an up-stander to bullying, and reporting threats to the safety of others.

### **Backpacks, Oversized Purses, and Large Cross-body Bags**

All backpacks, oversized purses, and large cross-body bags must be stored in a student's assigned locker during the school day. Students are not allowed to carry or store these items in classes.

Students who enroll in school after the initial distribution of lockers will be assigned one within the first five days of attendance.

See *Lockers* for more information.

### **Bicycles/ Skateboards**

Students may ride bicycles, skateboards, scooters, and other forms of the like to school. Students are not allowed to ride these items on school grounds during the school day, before school, or at dismissal. Students are to adhere to posted signage and this policy by getting off their vehicle at the curb and walking the bicycle/scooter to the bike racks or carry their skateboard to their locker or designated location. All personal items must be secured. The school is not responsible for bicycles/skateboards/or scooters ridden to school, parked on school grounds, or improperly secured. Any student who chooses not to follow these rules will lose the privilege of riding any of these items to school.

Bicycles/skateboards/scooters, etc. will be confiscated if the student does not have a helmet, in the interest of safety. The item will be returned to the parent.

Students who fail to comply with the stated guidelines defined in above could have riding privileges revoked at the discretion of KMS administration.

**KMS reserves the right to prohibit skateboards and scooters on campus at any time. Students and parents will be notified if a policy changes.**

### **Books & Materials**

Textbooks and library books are loaned to students free of charge and are expected to be kept in the condition in which they were received.

#### **Rules regarding schoolbooks and property:**

Students are required to sign for textbooks upon availability and must return the same numbered book when withdrawing or at the end of the school year. It is highly recommended that lost or damaged books to include library books are replaced. Information on replacing books is available in the front office. Sponsors are also responsible for payment in case of loss or damage to laboratory equipment, audio/visual equipment, computer materials, musical instruments, and any other school property or equipment, which may be lost or damaged.

### **Cafeteria & Lunch Regulations**

The AAFES School Meal Program will provide wholesome, nutritious, meals to eligible students in participating DoD schools OCONUS. The U.S. Department of Agriculture (USDA) approves the program.

PLEASE NOTE: KMS does not provide free food or lunch money for students who forget their lunch. In these cases AAFES will provide food for the student; money for the lunch must be reimbursed to AAFES. KMS will provide contact information for delinquent lunch accounts, but is not responsible for collection of debts. The AAFES School Lunch Program is the collecting agency.

### **Cheating**

Disciplinary Rules and Procedures: DODEA Regulations 2051.1

Individual teachers and/or administrators will address cheating and notify the sponsor, parent, or guardian. Students who copy others' work, cheat on tests or exams, plagiarize (use other's material as their own), etc., **will receive no credit.**

#### **Plagiarism**

Plagiarism is using another person's words or ideas without clearly acknowledging the source. Some examples of plagiarizing include but are not limited to the following:

- Quoting without attribution
- Passing off ideas as your own even if reworded without attribution
- Imitating a passage's structure or organization as your own
- Submitting someone else's words or ideas under your name
- Copying someone else's work, including homework
- Concealing the extent to which you have borrowed from a text or other source

**\*For more information, see the complete KMS Student Handbook; section *Scholastic Integrity***

### **Communication between School and Home**

Newsletters and emails are sent home regularly to inform parents of upcoming events and important information. Parent/Teacher Conferences will be conducted at the end of first quarter on November 15, 2019, and upon request by either the parent or the teachers. If you would like to request a conference at any point during a semester, we encourage you to contact any of your student's teachers or guidance counselor to schedule a meeting time.

**Note:** Secondary schools do not have an additional designated Parent Conference Day designated any other time during the school year.

**\*For more information, see the complete KMS Student Handbook; section *Parent-Teacher Conferences***

### **Contact/Emergency Contact Information**

A student may become ill or injured during the school day. Therefore, it is essential that emergency information be kept up-to-date especially when sponsors receive new duty assignments, families move to permanent quarters, telephone numbers change, babysitters are changed, or the emergency contact moves away. The school also should be informed if the sponsor will be TDY/TAD or traveling and have left their children with someone else. A Power of Attorney providing the name of the person responsible for the child in the sponsor's absence should be sent to the school. Duty phone, quarters address, and home phone should be included with the Power of Attorney.

### **Parent to Student Communication**

Please coordinate any arrangements concerning after school transportation/participation in after school activities with your child prior to the start of the school day. In the event that an emergency arises, students may be notified of a change in plans by leaving a message with the front office. Students will not be called from class to answer a call from parents.

### **Emergency Drills**

Students are expected to closely follow the directions of a specified drill as directed by the teacher or individual in charge. It is critical that students display attentive, orderly behavior that will not interfere with the safety of themselves or others.

**\*See Standard Response Protocol for additional information.**

### **E-Readers**

At KMS electronic books include any device that has the main function of storing books. Cellphones with eBook storage are NOT in this category as their main function is as a communication device. Students will be allowed to bring electronic book readers to school if the following rules are followed:

1. Electronic book readers are used only during designated reading times and at the classroom teacher's discretion.
2. Student must turn in an E-book reader agreement form signed by their guardians to their seminar teacher.
3. Students are responsible for the security of their E-book reader. KMS is not responsible for any loss or damage to any E-book reader brought to school.
4. Students are only able to view age appropriate books during school hours. The school recommends parents monitor the books that their child places on their E-book reader to make sure they are age and subject appropriate.
5. At no time will eBook readers be connected to the school's network or any other data connection.
6. eBook readers are not for surfing the network, only for reading books.
7. eBook readers are considered technology and as such fall under DoDEA's *Appropriate Use of DoDEA Information Technology Resources* guidelines.

Any student who violates any of the rules will be disciplined in accordance with the guidelines in the DoDEA Policy on Use, which was given to all families when registering. A copy of these rules can be found at the following website:

[http://www.dodea.edu/Offices/Regulations/dodea\\_forms/loader.cfm?csModule=security/getfile&pageid=421884](http://www.dodea.edu/Offices/Regulations/dodea_forms/loader.cfm?csModule=security/getfile&pageid=421884)

### **Hall Passes**

All students must be in class at the appropriate time. Any student who is not in class must have a hall pass in his/her possession. This includes before school, during classes, and during lunch. Students are responsible for obtaining appropriate passes, and may face disciplinary consequences if found out of class without a pass or misusing the hall pass privilege.

Students are expected to gather items needed for class during scheduled, passing periods only. Returning to lockers during instructional time is highly discouraged. Any student returning to their locker during a class period must be granted permission by the assigned teacher and be in possession of a teacher, signed hall pass.

### **Homework Policy**

The following policy statement is reflective of the intent and purpose of DoDEA Administrative Instruction 2000.9, "Department of Defense Dependent Schools Homework Policy," dated 7 July 1993.

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

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

### **Late Work Policy**

All students are encouraged to turn in assignments on time. However, our school wide *Late Work Policy* states that assignments will be accepted up to one class period late. The grade level that the student is a member of will determine the penalty assessed. Performance based classes like Band, Chorus, Strings, Drama, and Art may have an alternate *Late Work Policy* to include an alternate assignment given at the teacher's discretion. Please refer to individual teacher's syllabus for additional information.

### **Lockers**

Students are issued lockers during the first week of school. Locker rules:

- Lockers, as well as locker combinations, are not to be shared with other students
- KMS is not responsible for personal property kept in lockers, or property that is lost/stolen from them
- Lockers may not be painted, have stickers attached, pictures mounted, or be defaced in any way inside or out
- Lockers **MUST** be secured at all times
- Lockers are subject to search at any time
- Combinations, if forgotten, can be retrieved from seminar teachers
- ALL personal items must fit, and be kept in the locker to include backpacks, helmets, etc.
- Students are not allowed to share lockers
- Switching lockers without administrative authorization is not allowed

### **Lost & Found**

There is a general lost and found area in the cafeteria for items such as clothes, backpacks, shoes, and lunch boxes. Any of the items that are not claimed at the end of each quarter will be donated to charity. Any item of value (iPod, iPhone, money, eye glasses, etc.) will be placed in the front office until claimed.

### **Medication Policy**

Students requiring medication during the school day may have a parent or the school nurse administer it. If medication is to be given by the school nurse, it needs to be accompanied by a *Hold Harmless* letter that is filled out, signed by the student's doctor the sponsor/parent/guardian. The medication must be in its original package

and must be labeled with the name of student, name of medication, time to be taken, dosage, and prescribing doctor. Under no circumstances may a student bring medication to school to self-administer. In addition, the school nurse may not dispense over the counter medication without a *Hold Harmless letter* on file.

**Students must never share medications (including non-prescription medications) at school or at school-sponsored events.**

**\*For more information, see the complete KMS Student Handbook; section *Medication at School***

### **Planners**

A planner is issued to each KMS student and must be maintained by the student. Teachers write assignments and academic outlines on the board, which students copy into the planner each class period. It is highly recommended that parents check the planner for homework and other communications each night. There is also space for parents to write notes to teachers.

An area for parent contact information is located on page 1 of the planner for students' use during an emergency. (Please complete it.) Students are expected to keep their planners in good condition. Lost planners are replaceable at the expense of the student.

If a PCS happens during the school year, planners must be returned to the guidance counselor as a part of the withdrawal process.

### **Report Cards & Grading System**

Official progress reports of academic achievement are issued at mid-term (after 20 school days) of each marking period. Report cards are issued each nine weeks (quarterly); see the school calendar for end of quarter dates. Kadena Middle School uses DoDEA's adopted grading scale.

A = 90-100  
B = 80-89  
C = 70-79  
D = 60-69  
F = 59 and below  
I = Incomplete

A grade of *Incomplete* (I) will change to a letter grade when assignments have been completed and turned in. The maximum time for completion is two weeks. *Incomplete* grades are only given in extenuating circumstances. Parents and students should work closely with classroom teachers to resolve grades resulting in an "I".

GradeSpeed is the official grading communication program for teachers, students, and parents. Parents can register and get reports of progress from any computer, at any time. Parents can register for GradeSpeed at <https://dodea.gradespeed.net/pc/Default.aspx>

### **GradeSpeed Codes**

Teachers use various codes in GradeSpeed to notate student progress for individual assignments. To establish schoolwide consistency we have established the following guidelines for the use of these codes.

#### **Abs - Absent**

- Used if a student is absent on the day an assignment is given or collected.
- The use of this code requires the student to makeup the work in accordance with the makeup work policy in the student handbook.
- Does not have an impact on a student's grade.

#### **Exc - Excused**

- Used for an assignment that was completed prior to a student's arrival at KMS.

- Used for an assignment that was completed during a school approved absence or activity that does not need to be made up and submitted for a grade.
- Used for students on emergency/medical leave if the teacher feels that an assignment does not need to be made up for a grade.
- Does not have an impact on a student's grade.

**Msg - Missing**

- Used if an assignment was not submitted at all.
- This code indicates to parents and students that the assignment can be made up. If the assignment is submitted, the amount of credit given is at the discretion of the teacher.
- Calculates as a 0 in a student's grade.

**Zero - (0)**

- To be used if a student has failed to turn in an assignment by the assigned date.
- Use of a zero indicates to the parents and students that the assignment cannot be made up for credit.
- Calculates as a 0 in a student's grade.

**\*For more information, see the complete KMS Student Handbook; section *Grading and Grading System***

**Signing in/out of school**

**Signing In:**

Students arriving after 0725 must be signed into school in the main office by a parent/guardian or emergency contact. If students sign themselves in without parent/emergency contact, a doctor's note is required.

**Signing Out:**

Students may be picked up during the school day only by a parent or emergency contact. In order to be granted an excused absence, students who feel ill at school must see the school nurse prior to calling parents or their emergency contact. Students will be called to the office only after the parent has signed them out. Students are not allowed to leave campus without being signed out by a parent/guardian or emergency contacts.

**Student Drop-Off and Pick-Up**

Students are allowed on campus beginning at 0705 and must clear campus by 1405 on full days, and by 1305 on half days. Students will meet in the designated areas identified by grade level. During inclement weather, 7<sup>th</sup> and 8<sup>th</sup> grade students will meet in the gymnasium while 6<sup>th</sup> grade students convene in the cafeteria.

Students must be dropped-off along the curb in the front of the main school building. If parents need to enter the building during this time, parking in a designated space is required.

Students can be picked-up during dismissal along the curb in front of the school.

**Students Taking Academic Responsibility (STAR) program**

As part of our Continuous School Improvement Plan, we have adopted a school-wide intervention program to track student success and boost student achievement and academic responsibility.

The goal is for ALL students to:

1. Receive support towards success
2. Develop the habit of completing and turning in assignments on time
3. Reinforce the value of hard work and effort
4. Strengthen communication between home and school.
5. A way to REDUCE the number of D/F's.

The STAR program will target students failing two or more classes. Parents and teachers can also refer potential candidates who they feel would benefit from the support and structure of the program. Students making academic

progress will be released of their STAR commitment based on earning satisfactory grades on progress reports or report cards. Students will not be released from their commitment to the program between these periods.

**Teacher Contacts**

If you have questions or concerns, all staff members may be reached by email by using the following formula: [firstname.lastname@dodea.edu](mailto:firstname.lastname@dodea.edu). All telephonic messages will be delivered to teachers via email during the duty day, as calls will not be forwarded to classrooms during instructional times.

**Telephone & Cell Phone Use**

If students need to make a phone call during school hours, they **must** report to the main office with a teacher signed hall pass. The reason to make a telephone call must be approved by front office staff. **NO cell phone use** is allowed on the school grounds during the instructional day. Cell phones are to remain off and stowed inside the student’s locker during school hours. Cell phones may be used after school hours outside of the building.

**Students who do not comply with the cell phone policy will receive the following consequences:**

- 1<sup>st</sup> Offense – Confiscated. The student may claim the device at the end of the school day.
- 2<sup>nd</sup> Offense – Confiscated. Parent must come in to claim the device on the same day or after.
- 3<sup>rd</sup> Offense – Confiscated. Cell phone can be withheld for a timeframe determined by administration and/or student can lose the privilege to have a cell phone on school grounds.

**Transportation**

Pacific. Transportation Management Office Building 5821 Camp Foster, 645-7820/2036 handles all bus transportation on Okinawa. For specific questions about routes and drop-off/pick-up times, please contact the transportation office.

All KMS students who ride the bus must board at KMS. Students are not allowed to board the bus at Kadena High School.

<p><u>Appropriate bus safety</u> and behavior is expected at all times, while riding buses, students will:</p> <ul style="list-style-type: none"> <li>• Board and exit the bus in an orderly and safe manner</li> <li>• Keep aisles, steps, and empty seats free from obstruction</li> <li>• Keep all body parts inside the bus windows</li> <li>• Present bus pass when boarding the bus and upon request</li> <li>• Promptly comply with the bus driver or monitor’s instructions</li> <li>• Remain fully and properly clothes</li> <li>• Remain seated while on the bus</li> <li>• Treat the bus and other private property with care</li> <li>• Treat the driver and fellow students with respect</li> <li>• Maintain an indoor voice at all times</li> </ul>	<p><u>Inappropriate/prohibited behavior</u> on or around school busses includes (but not limited to):</p> <ul style="list-style-type: none"> <li>• Assault (fight, push, shove, trip), harass or create an intimidating environment</li> <li>• Burning material to include cigarettes/ pipes/ e-cigarettes</li> <li>• Eat or drink, including gum and candy</li> <li>• Litter in or outside the bus</li> <li>• Participate in/encourage horseplay</li> <li>• Possess or use illegal drugs or alcohol</li> <li>• Possess or use knives, gun, or any other items defined as a weapon in DoDEA Regulation 2051.1 dated 04APR2008</li> <li>• Possess pornographic material or gamble</li> <li>• Run, jump, and swing on ceiling or seat rails</li> <li>• Spit or use saliva in any manner</li> <li>• Stand or move while the bus is in motion</li> <li>• Throw or shoot objects in any manner</li> <li>• Ride unauthorized bus, or loan bus pass to another person</li> <li>• Use any aerosol spray such as hairspray, perfume, deodorant, or hazardous items</li> <li>• Use or possess unacceptable items identified in the code of conduct</li> <li>• Use profanity, make derogatory racial, ethnic, sexual remarks, or use obscene gestures or speech</li> <li>• Vandalize the school bus</li> </ul>
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**\*For more information, see the complete KMS Student Handbook; section *School Bus Behavior***

## Username/Passwords

Here are the usernames/passwords for different logins used throughout the school:

• <b>School Website</b>	<a href="http://www.dodea.edu/Pacific/Okinawa/KadenaAB/KadenaMS/">http://www.dodea.edu/Pacific/Okinawa/KadenaAB/KadenaMS/</a>
• <b>KMS School login</b>	<b>User:</b> First initial of first name, first three letters of last name, and last four of student number (fla#####) <b>Password:</b> Kdms@##### (first four)
• <b>SRI</b> (Scholastic Reading Inventory, Reading Counts, and GradeSpeed)	<b>User:</b> first.last <b>Password:</b> kdms##### (first four)
• <b>Google(GAFE)</b> (...@student.dodea.edu) • <b>MackinVia</b> (e-books and databases) <a href="http://MackinVia.com">http://MackinVia.com</a> (get app first if using with iPod, iPad, Kindle, Nook, etc.; see Google folders for info)	<b>User:</b> first letter first name, first three letters of last name, last four of student number (GAFE - add "@student.dodea.edu") <b>Password:</b> kdms##### (first four)
• <b>Information Center Catalog</b>	<a href="http://slicclassic.dodea.edu/search~S94">http://slicclassic.dodea.edu/search~S94</a> <b>name:</b> first.last <b>barcode:</b> full student # (10 numbers) (log in to request a book, review a book, save book titles to a list, etc.)

## Visitors

All visitors must sign in/out at the front office and obtain a visitor's badge. Parents are welcome to visit classrooms, as long as it has been pre-arranged with the administration at least 24 hours in advance. This includes parents who want to "check-in," or spend the day with their child. Parents are encouraged to participate in scheduled classroom activities that require volunteers; however, parents are not allowed to question or interview other students on community or personal issues while here at school.

## Lunch

Sponsors/parents are welcome to have lunch with his or her student. Only the receiving student can accept outside food. (See the aforementioned information above regarding communication with other students.)

## Celebrations/Birthdays

Food items brought in for special occasions must be arranged with the teacher of the class in which the event will occur prior to the day of interest. Balloons and/or flowers cannot be accepted or delivered during the school day.

**\*For more information, see the complete KMS Student Handbook; section *Visitors and Volunteers***

## Weather/School Related Issues

School may be closed early or cancelled due to a typhoon (Typhoon Condition of Readiness listed below), tsunami weather conditions, heating, electrical, or plumbing problems that may endanger the health or safety of the students. Announcements of closing and delays will be made on AFN radio and television as early as possible. If school must close early, every effort will be made to contact sponsors. It is important that parents review with students where to go in case school closes early. In the event of a school closure during the day, buses will come to retrieve bus-riders and will drop them off at their regular bus stop.

### Tropical Cyclone Conditions of Readiness (TCCOR)

TCCOR 4: Destructive winds of 50 knots or greater are possible within 72 hours. TCCOR 4 will be continuously in effect as a minimum condition of readiness from 1 June to 30 November annually

TCCOR 3: Destructive winds of 50 knots or greater are possible within 48 hours

TCCOR 2: Destructive winds of 50 knots or greater are anticipated within 24 hours

TCCOR 1: Destructive winds of 50 knots or greater are anticipated within 12 hours **No school for students.**

TCCOR 1 Caution: Destructive within of 50 knots or greater are anticipated within 12 hours. Actual winds are 24-49 knots

TCCOR 1 Emergency: Actual winds of 50 knots or greater

STORM WATCH: The typhoon is moving away but the base is still feeling some effects. Hazardous conditions may exist due to storm damage. In some cases the storm could return to Okinawa, so stay alert

ALL CLEAR: Hazardous conditions and winds are no longer present. Return to normal duties. All clear is announced when all hazards have been cleared.

**END OF SECTION 1: GENERAL INFORMATION**

## **Section 2: Discipline**

**To guarantee your rights as a Kadena Middle School student, you are expected to be responsible for your own actions and abide by the rules contained in this handbook.**

### **Students' Rights and Responsibilities**

- Students have the right to learn without being disturbed
- Students must accept responsibility for decisions relating to their own learning and educational progress
- Students have a right to be in school without fear of physical or verbal assault or sexual harassment
- Students have the right to feel physically and emotionally safe from harm
- Students have the right to be in a drug free environment
- Students are entitled to enjoy the opportunity to participate fully in school unabridged and unimpaired because of race, religion, sex, Creed, national origin, disability or intellectual ability
- Students will be extended equal opportunities to participate in educational and school sponsored activities

**\*For more information, see the complete KMS Student Handbook; section *Student Rights and Responsibilities***

### **Code of Conduct**

Students, teachers, and other staff members have the right to a safe and orderly school environment. School policies and procedures for student conduct apply in the school, on school grounds, in areas near the school grounds, on school buses, when traveling between home and school, during all school sponsored activities, and school sponsored trips. All students who fail to comply with the Code of Conduct will be held accountable for their actions. The administration at Kadena Middle School believes that logical consequences for unwanted behavior should be progressive and unique to the situation and offense. After investigating incidents, a logical and appropriate consequence will be assigned when warranted. Consequences are based on Disciplinary Rules and Procedures, DoDEA Regulation 2051.1 dated 04APR2008.

### **Students are expected to:**

- Be courteous to other students, staff members, and visitors to the school
- Exhibit cooperation and respect for the judgment of their teachers and all adult school staff members.
- Conduct themselves in a respectful, safe, and orderly way
- Exhibit appropriate social behaviors. KMS believes in and promotes mutual respect among staff, students, and parents
- Seek help/mediation with any peer conflict with the counselors, school psychologist, or administrators
- Follow fire and bomb drill procedure exactly

### **Prohibited behaviors**

- Weapons at school, sexual harassment, and name calling will not be tolerated and carry severe consequences
- Medication not registered with the nurse
- Fighting, play fighting, pushing, shoving, shouting, scuffling, horseplay, or running will not be tolerated
- Instigating, cheerleading, promoting, or displaying behavior that encourages peers to participate in any unsafe and/or negative practices will not be tolerated
- Submitting false Incident Reports
- Public displays of affections (hugs, kisses, holding hands, etc)
- Defacing school property
- Verbal or written putdowns, name calling, vulgar language, harassment, racial or ethnic slurs and gestures will not be tolerated

- Leaving class/school without a pass or permission (truancy)

### **Prohibited Items**

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

- Aerosol products (Binaca, perfume, body sprays, shaving cream, air freshener, canned cheese, etc.)
- Alcohol of any kind
- Bandanas/do-rags or other items which might be considered gang or exclusive group regalia
- Chains of any weight or length that could be used to cause severe injury
- Clothing, book bags, or tote bags, which advertise drugs or display logos with inappropriate language, alcohol, tobacco products, or offensive messages
- Collectible cards for trading or sales purposes (baseball, football, Dragon Ball, Pokémon, etc.)
- Fidget spinners
- Fireworks, poppers, or similar items of the sort (hazardous and non-hazardous)
- Hypodermic needles
- Ignition devices – matches or lighters
- Inappropriate toys and stuffed animals
- Laser pens/devices
- Medications (except for those kept for students by the nurse)
- Personal electronics: MP3 players, PDAs, iPods, cell phones, electronic games
- Razor blades
- Tobacco or tobacco products (this includes E-Cigarettes or vapor cigarettes)
- Weapons or weapon replicas (including water and Nerf gu

### **Assembly Conduct Expectations**

Performances and presentations are available at KMS to enhance learning. Proper assembly behavior requires students to:

- Enter and leave in a quiet and orderly manner under their teacher's supervision
- Remain seated
- Listen attentively
- Behave courteously to all performers, presenters, and guests

### **Cafeteria Conduct Expectations**

- All students will come into the cafeteria quietly and orderly
- Students eating school lunch will line up in a single file to retrieve their lunch. If a student does not know his/her lunch pin number, the student must present an ID (i.e. school bus pass) before signing the lunch log. Any students purchasing a *la carte* item(s) must also present an ID before entering a lunch pin number.
- Students will remain seated while eating.
- There is no table hopping, standing, throwing food, or sharing/stealing food or drinks
- Once finished, students must clean up their area and dispose of their tray following the procedures of the lunch monitors
- After eating, students may proceed outside, when indicated, remain in the cafeteria to visit with friends, or sign out to go to the information center or other approved locations
- Students are not allowed to leave the cafeteria to visit his/her locker for any reason
- Shouting, yelling, running, screaming, play fighting, or other similar behaviors are prohibited

### **Classroom Conduct Expectations**

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

- Be on time
- Be respectful to everyone, both their person and property
- Be prepared, bring books and supplies to class
- Complete assignments
- Do not damage classroom property (including books)
- No eating or drinking inside classrooms
- Follow all classroom rules
- Write assignments in planner each class

### **Common Area Conduct Expectations**

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

- Maintain safe behavior at all times, i.e., no running pushing, play fighting or engaging in unsafe behavior
- Drink only water in clear plastic containers; no glass containers of any kind
- Eat food or candy only in designated areas
- No chewing gum at any time
- Keep hallways and stairwells clear
- Follow fire and bomb drill procedures exactly
- Maintain a clean campus; no littering

### **Information Center (IC) Conduct Expectations**

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

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

### **Bullying**

DoDEA leadership is committed to making our schools safe, caring, and welcoming places for all our children. Bullying is a one-sided pattern of repeated aggressive behaviors directed from one child to another with negative intent. Some examples of bullying may be verbal, physical, and/or relational; have at its overlay race, ethnicity, religion, gender, or physical or mental ability. It is persistent irritation or tormenting of another. Negative actions can be verbal, physical contact or gestures. It is aggressive behavior or intentional "harm-doing". It occurs within an interpersonal relationship and is characterized by an imbalance of power. Students are instructed to notify an adult if their efforts to stop bullying are ineffective. School personnel will intervene on behalf of students and parents in an effort to stop the negative actions that are occurring at school. Bullying is listed as a Level 3 behavior in the Pacific South Secondary Discipline Matrix. The administrator reserves the right to determine the severity of the offense and how it is categorized.

### **Technology Expectations**

#### **Computer Policy**

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

Students may have access to:

- Electronic mail communication for educational purposes, only
- World Wide Web and all of the appropriate resources available through this medium
- Internal resources such as, data produced by staff and students, commercial databases, commercial software, printers, etc.

KMS has taken precautions to restrict access to controversial materials or files that may contribute to system integrity. However, on a global network, it is impossible to control all materials. KMS believes the value of information and interactive processing through computer technology far outweighs the possibility that users may procure material that is not consistent with the educational goals of DoDEA. Student email and drive accounts are for educational use and content must be professional.

Internet access is coordinated through government agencies and regional networks. The operation of a network relies on the proper conduct of the end users who must adhere to strict guidelines.

All DoDEA students, employees, and authorized users are required to read, sign, and adhere to the DoDEA Computer and Internet Access Agreement (DoDEA Form 6600.1F2). Parents must cosign this user agreement for enrolled students before user accounts are established.

### **Computer Use**

All KMS students must complete the Digital Citizenship course in order to receive accessibility to the computer network at school. Acceptable computer technology is made available at KMS to facilitate learning in support of the curriculum. The use of computer technology and its associated resources is a privilege, not a right. Inappropriate use will result in cancellation of computer privileges. The system administrator determines what inappropriate use is, and will refer such users to the principal for administrative consequences such as:

- Removal of access to computer networks
- Closure of student account
- Seizure of individual files/data
- Imposition of other consequences as appropriate

### **Network Etiquette**

Students are expected to abide by the generally accepted rules of network etiquette. Violations include:

- Inappropriate email
- Inappropriate internet sites
- Downloading inappropriate files
- Uploading inappropriate files in Google or student drives
- Transmission of or access to material in violation of U.S., Japan, or SOFA Regulations. This includes copyrighted, threatening, or obscene materials
- Abusive or inappropriate language via email
- Revealing personal information
- NOTE: electronic communication on a government system is not private, and may be used as evidence for inappropriate use.

### **Security**

Security is essential. If a student feels that he/she can identify a security problem, he/she must notify a system administrator, teacher, or school administrator. Students may not share user name or password information. Attempts to login to the system as someone else may result in suspension of user privileges and/or administrative consequences for the person sharing their login information as well as the person using it. Any user identified as a security risk or having a history of problems with computer systems may be denied access to computer technology.

## Vandalism

Vandalism will result in immediate cancellation of all computer access privileges. Vandalism is defined as any malicious attempt to harm, destroy, or abuse any computer technology or the data of another user. This includes, but is not limited to transmitting viruses, using magnets on screens or CPUs, removal of a mouse ball, scratching or writing on computer parts, surface, or removing keys from keyboard.

## Dress Code Expectations

Students are expected to dress in an appropriate way at all times on school grounds, during school-sponsored activities, and study trips.

Dress code expectations include:

- **TOPS:** Armpits, cleavage, backs and bellies must be covered. Sleeveless shirts may be worn if the top of the shirt on each side is wider than the student's three middle fingers laid flat on their shoulder.
- **UNACCEPTABLE TOPS:** Halter tops, strapless shirts, spaghetti straps, undershirts as a top shirt, off-the-shoulder tops without appropriate straps underneath, mid-drift tops, see-through tops, tops that look like lingerie, low-cut tops, tops with an open back, or tops that show any part of the bra, any type of pajama shirt, and any t-shirt with inappropriate language/logos.
- **PANTS:** All pants must fit and be appropriate for school. Underwear may not show at any time, holes in the knees of pants are acceptable. **\*Jeans with holes above the knee must be worn with tights, leggings, shorts, or concealing patches to cover skin. Holes are not to be taped at school.**
- **UNACCEPTABLE PANTS:** Oversized pants with no belt, any sagging pants, yoga pants (all types), or other pants that are stretch pants and/or made to resemble tights. These items may be worn under skirts/shorts of appropriate length. Excessively holey pants are not permitted. Jeans or pants with holes above the knee must be worn with undergarments (leggings, tights, shorts) to prevent the skin from showing. No form of pajama pants is allowed.
- **SHORTS/SKIRTS:** All shorts and skirts must be no shorter than 3 inches above the knee and/or have a 7-inch inseam when measured from the top of the kneecap while standing in an up-right posture. This is the required length with or without leggings, stockings, or tights.
- **SHOES:** Closed toed shoes are the recommended footwear for school. Sandals may be worn, but are not recommended in wet weather.
- **UNACCEPTABLE SHOES:** Shower shoes, rubber flip-flops, athletic slides, and Velcro sandals.
- **HEADWEAR:** No hats/do-rags/bandanas/sunglasses are allowed in the building. Headscarves/wraps and like accessories are acceptable.



**PLEASE NOTE: Students who are enrolled in physical education is responsible for having appropriate clothing and footwear for the activities of the class. Clothes worn for PE that are appropriate for that classroom environment only cannot be worn in other locations of the school.**

## Unacceptable Clothing

Included as *Appendix A* are pictures of unacceptable clothing. This list is not meant to be all-inclusive, but a sample of what is unacceptable. Administration makes the final decision on all dress code violations.

## Discipline Procedures/Guidelines

Management of student behavior is a responsibility shared by students, parents, the school, and the community. KMS strives to teach and reinforce positive student attitudes and behaviors while working to eliminate nonproductive behaviors. There are discipline procedures in place to help aid the staff and administration in handling problem behaviors, and are based on DoDEA regulation 2051.1 "Disciplinary Rules and Procedures," dated July 1, 2008.

Discipline is handled first by the classroom teachers, specialists or educational aides. Classroom behavior expectations are shared with the students and parents at the start of the school year. Teachers strive to keep

students in class when possible, but will refer to administration when behavior cannot be managed in the classroom setting.

### **Incident Reporting**

Students and parents have the responsibility to report to administration anything they feel needs to be addressed concerning any issue at school. Incident report forms are available in the front office; also, students who are referred to the office for discipline reasons will also fill out an incident report to state their point-of-view of the incident, or reason for referral.

Writing a false incident report will be addressed as a disciplinary violation.

### **Pacific South Secondary School Discipline Matrix**

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

### **Detention**

Detention will be held Wednesday or Thursday after school by a teacher or administrator. Parents will be notified by phone, email, or written note when a detention is assigned at least 24 hours prior to the date/time of the proposed detention. Following a detention, parents are responsible to provide transportation home. Failure to attend assigned detentions will lead to consequences, which may include suspension.

### **Suspension**

A student may be suspended from school for 1-10 days.

- Students who are assigned out of school suspension are permitted to make up all class work and homework assignments. The objective in assigning punitive actions is to modify inappropriate student behavior. It is not our goal to jeopardize academic growth.
- At the discretion of the administration, and with the cooperation of the parents, students may be assigned service to the school on non-instructional days, such as teacher workdays, in-service days, or holiday recess periods. Students may be assigned to correcting the behavior by conducting restorative actions such as picking up trash in and/or outside the building, returning trays in the cafeteria, or other duties as appropriate.
- A readmission conference may be requested by administration. The purpose of suspension from school is to communicate clearly to the student that the behavior that precipitated the suspension will not be tolerated at school. In order for suspension to be an effective deterrent to future behavior problems, it is extremely important that students be under the direct supervision of an adult when out of school during the suspension time.
- Suspended students may not be on, or near any DoDEA school campus, nor attend any school functions for the duration of the suspension.
- We encourage direct parent escort with students to all classes in lieu of suspension when appropriate. Suspensions greater than 10-days may be deferred; however, all suspensions less than 10-days, or other disciplinary actions, will be served in a timely manner. If a student is to be suspended from school, the student and parents/sponsor are informed of the suspension and the reason(s) for this action. The sponsor is notified in writing. Copies of suspension notices may be sent to Kadena Disciplinary Action Program (KDAP) and to the Kadena Air Base 18<sup>th</sup> Mission Support Group Commander.

### **Suspension of Special Education Students**

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

### **Expulsions**

The Okinawa District Superintendent, only on written request by the school principal, will make the final decision for expulsion. All students expelled from DoDEA will be provided the opportunity to use correspondence courses or other appropriate education programs for the duration of the expulsion; this includes access to DoDEA school counselors.

### **Discipline Committee**

The Kadena Middle School Discipline Committee is comprised of school officials and command representatives, and meets to make consequence recommendations to the principal on disciplinary matters when parents appeal a suspension action or when expulsion has been recommended. Committee members are appointed by the principal/assistant principal and help to consider recommendations for suspensions lasting longer than 10 days and/or expulsion. The committee will hear evidence and forward findings and recommendations to principal.

**\*THIS HANDBOOK IS SUBJECT TO CHANGE AT ANY TIME. ALL  
STAKEHOLDERS WILL BE NOTIFIED OF CHANGES AS THEY BECOME  
AVAILABLE**

## Appendix B: Pacific South SECONDARY School Discipline Matrix

LEVEL 1 BEHAVIORS – DODEA REGULATIONS: E3.4, E3.5.11, E3.5.12, E3.5.21					
<ul style="list-style-type: none"> <li>Didn't obey instructions (E3.5.12)</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>Hall pass violation (E3.5.12)</li> </ul>	<ul style="list-style-type: none"> <li>Internet violation (E3.5.21) <i>see school policy</i></li> <li>Offensive behavior (E3.5.11)</li> <li>Public displays of affection (E3.5.11)</li> <li>Tardies (E3.4) <i>see school policy</i></li> </ul>			
LEVEL 1 BEHAVIOR CONSEQUENCES					
	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4 <sup>th</sup> Offense	5 <sup>th</sup> and Subsequent
<b>School</b>	Admin Counsel	Admin Counsel Detention Parent Contact	Detention Parent Contact	Parent/Student Conference Detention	1-3 days suspension
<b>Bus</b>	Warning	1-5 days suspension	1 - 10 days suspension	1 - 20 days suspension	1 - 30 days suspension
LEVEL 2 BEHAVIORS - DODEA REGULATIONS: E3.4, E3.5.11, E3.5.12, E3.5.21					
<ul style="list-style-type: none"> <li>Abusive acts/lang. (E3.5.11)</li> <li>Aggressive behavior (E3.5.11)</li> <li>Alarm violation/offense (E3.5.11)</li> <li>Attendance violation (E3.5.20)</li> <li>Changing grades (E3.5.18)</li> <li>Cheating (E3.5.18)</li> <li>Damage to property (E3.5.11)</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>Disrespect to student (E3.5.11)</li> <li>Forgery of signature (E3.5.18)</li> <li>Harassment all categories (E3.5.11)</li> <li>Insubordination (E3.5.11)</li> <li>Lying (E3.5.11)</li> <li>Off limits violation (E3.5.11)</li> <li>Plagiarism (E3.5.18)</li> <li>Portable electronic device (E3.5.16)</li> <li>Received stolen property (E3.5.11)</li> </ul>	<ul style="list-style-type: none"> <li>Safe rule violation (E3.5.11)</li> <li>Scuffling (E3.5.11)</li> <li>Stealing (E3.5.9, E3.5.11)</li> <li>Tamper with equipment (E3.5.8, E3.5.11)</li> <li>Threats of damage (E3.5.11)</li> <li>Throw/Shoot objects (E3.5.11)</li> <li>Truancy (E3.5.20)</li> <li>Uncooperative with staff (E3.5.11)</li> <li>Unsafe behavior (E3.5.11)</li> <li>Verbal abuse/gesture (E3.5.11)</li> </ul>			
LEVEL 2 BEHAVIORS CONSEQUENCES					
	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4 <sup>th</sup> Offense	5 <sup>th</sup> Offense
<b>School</b>	Admin Counsel Detention	Detention Parent Contact	Parent/Student Conference Detention	1-5 days suspension	5-10 days suspension *Discipline Committee Hearing
<b>Bus</b>	Warning	1-10 days suspension	1 - 20 days suspension	1 - 30 days suspension	30 plus days – loss of bus
LEVEL 3 BEHAVIORS - DODEA REGULATIONS: 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					
<ul style="list-style-type: none"> <li>Abusive behavior to peers (E3.5.1, E3.5.11)</li> <li>Bullying (E3.5.11, E3.5.15)</li> <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> </ul>	<ul style="list-style-type: none"> <li>Left campus without permission (E3.5.11, E3.5.12)</li> <li>Sexual Harassment (E3.5.10, E3.5.11)</li> <li>Sexual off behavior (E3.5.10, E3.5.11)</li> <li>Smoking Tobacco Products (possession) (E3.5.4, E3.5.11)</li> <li>Threatening behavior (E3.5.1, E3.5.11)</li> </ul>	<ul style="list-style-type: none"> <li>Tobacco/Alcohol (possession) (E3.5.3, E3.5.11)</li> <li>Unauthorized presence (E3.5.11, E3.5.12)</li> <li>Vandalism (minor) (E3.5.8, E3.5.11, E3.5.17)</li> </ul>			
LEVEL 3 CONSEQUENCES					
	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4 <sup>th</sup> Offense	
<b>School</b>	1-3 days suspension	3-5 days suspension	5 or more days suspension *Discipline Committee Hearing	Expulsion *Discipline Committee Hearing	
<b>Bus</b>	1 - 10 days suspension	1 - 20 days suspension	1 - 30 days suspension	30 plus days – loss of bus	
LEVEL 4 BEHAVIORS - DODEA REGULATIONS: 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					
<ul style="list-style-type: none"> <li>Alcohol related (using) (E3.5.3)</li> <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, E3.5.8, E3.5.9, E3.5.17)</li> </ul>	<ul style="list-style-type: none"> <li>Drug Paraphernalia (E3.5.6)</li> <li>Drug Related (E3.5.5)</li> <li>Explosive Device* (E3.5.17, E3.5.19)</li> <li>Fireworks (E3.5.19)</li> <li>Full/Partial Nudity (E3.5.11)</li> <li>Illegal Substances (E3.5.5)</li> </ul>	<ul style="list-style-type: none"> <li>Prohibited Item (E3.5.2, E3.5.3, E3.5.4, E3.5.5, E3.5.6)</li> <li>Robbery/extortion (E3.5.7)</li> <li>Smoking Tobacco Products (using) (E3.5.4)</li> <li>Substance Abuse (E3.5.5)</li> <li>Weapon (E3.5.2)</li> </ul>			
LEVEL 4 CONSEQUENCES					
	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense			
<b>School</b>	5 or more days suspension Expulsion *Discipline Committee Hearing	Mandatory Expulsion Recommendation is required *Discipline Committee Hearing			
<b>Bus</b>	30 plus days – loss of bus privilege	Loss of bus privilege			

\*These are guidelines. The school administration reserves the right to determine consequences.

\*\*Schools have a variety of detention and suspension options.

\*\*\*Student Reflection Sheets may also be filled out by students.

**R**

Restate the question in a topic sentence format

**A**

Answer all parts of the question thoroughly

**C**

Cite specific examples from the text that support your answer

**E**

Explain how the evidence supports your answer





**NUMBER**

THE PARAGRAPHS



KEY TERMS/INFORMATION



UNKNOWN WORDS



THE AUTHOR'S CLAIMS AND OTHER EVIDENCE RELEVANT TO THE  
READING PURPOSE