

SHUGHART MIDDLE SCHOOL

Parent/Student Handbook

2016-2017



Home of the Blackhawks!

TABLE OF CONTENTS

WELCOME	3
ABSENCES/TARDIES.....	4
ACCOMMODATIONS.....	9
ADMISSION REQUIREMENTS	10
ACADEMIC INTEGRITY	10
AFTER SCHOOL BUS	11
ATHLETICS	11
BICYCLES	12
BULLYING, TEASING, AND GANG-LIKE BEHAVIOR.....	12
CAFETERIA PROCEDURES	14
CHECK-OUT-TIMES	15
CANCELLATION OF SCHOOL.....	15
CHILD ABUSE/NEGLECT.....	16
CELL PHONE POLICY	17
COMMON BINDER.....	17
COUNSELING SERVICES	18
DISCIPLINE	18
EMERGENCY INFORMATION	20
GUESTS AT SCHOOL	20
HONOR AWARDS	21
IMPROPER COMPUTER USE	21
INSTRUCTIONAL PROGRAM	22
LENGTH OF SCHOOL YEAR	22
LOCKS AND LOCKERS	22
LOST & FOUND	22
MONEY AND VALUABLES.....	23
PROHIBITED ITEMS.....	23
PHYSICAL EDUCATION	24
SCHOOL BUS INFORMATION.....	24
SCHOOL HEALTH POLICIES.....	25
STUDENT RESPONSIBILITIES.....	26
SCHOOL HOURS.....	27
SCHOOL IMPROVEMENT TEAM	27
SPECIAL INSTRUCTIONAL PROGRAMS.....	27
REPORTING PUPIL PROGRESS.....	29
STUDY TRIPS.....	29
TELEPHONE SERVICES.....	30
TEXTBOOKS.....	30
VANDALISM.....	30
WALKING STUDENTS.....	30
WEAPONS.....	31
Appendix:	
• <i>Standards for Mathematical Practice</i>	
• <i>Shughart Student Data Notebook</i>	

DoDEA Mission

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

SHUGHART MIDDLE SCHOOL Vision

Shughart Middle School: A community that inspires, empowers, and challenges learners.

Dear Shughart Families,

Welcome to Shughart Middle School! You and your children are a vital part of our school community. We assure you that we will do everything possible to make the learning environment at Shughart safe and nurturing for your children. Additionally, we emphasize high academic standards and appropriate social behavior for all students.

Many of the programs we offer to students are described in this handbook. It is important that you take a few minutes and become familiar with our school policies and procedures. After reviewing the information with your child, please sign and date the last page.

Communication between the home and school is very important to ensure the maximum benefit for children in their educational experience. We encourage you to visit the school often. We hope you will become involved in your child's education through such programs as the PTA and the Continuous School Improvement Team, as well as volunteering at school.

We have an open door policy. If you have concerns about anything at school, please feel free to come in and discuss those concerns. If an administrator is not available, please make an appointment with the school secretary.

The partnership between home and school is the foundation for student success. As we form that partnership, we wish you and your children a successful, exciting school year.

Karen C. Jones

Principal

Scott McCaig

Asst. Principal

ABSENCE/TARDIES

Regular school attendance correlates directly with success in academic work, improves social interaction with adults and peers, provides opportunities for important communication between teachers and students, and provides a cumulative effect of establishing life-long positive habits that are critical for developing career readiness skills and success in college. School attendance is a joint responsibility between the parent or sponsor, the student, the classroom teacher, and the school. Please ensure your children attend school each day school is in session.

On the first day following an absence, students are required to bring a note from parents or guardians stating the specific reason for the absence. Since we are acting “in loco parentis” during school hours and are responsible for your children, we must know where they are during these times. For the safety of your child, he/she will not be permitted to leave school grounds unless a parent or guardian signs him/her out. When students return to school following an appointment, they should be signed in at the office and receive a pass to class. Work assignments during the child’s absence should be completed promptly upon return.

Each teacher is required to keep a record of their students’ attendance in each class.

The secretary will call all reported absences daily for verification using an automated call notification system.

The guidance office will generate weekly absence/tardy reports.

Parents may also be notified of excessive tardies using the chain of command.

Excessive tardies and absences will be reported to the school social worker. If the problem persists, the sponsor’s command will be contacted.

Students who are more than 5 minutes tardy to class will be sent to the office.

If a student will be absent due to block leave or family emergency which results in an extended absence from school, the parent must bring supporting documents for principal approval. A work request form will then be taken by the student to each teacher for signature, and a copy will be kept in the guidance office. Work must be turned in by the date determined by the teacher.

The following information is taken from DoDEA Regulation 2095.01 regarding attendance.

DoDEA REGULATION 2095.01

The student shall:

- a. Adhere to the school attendance policies and procedures identified in this Regulation and DoDEA Manual 2051.2 (Reference (d)).
- b. Inform the local school main office in the event of an absence, arriving late, or departing early from school.
- c. Identify and make up all classroom activities, or assignments, which were missed as a result of the absence(s).
- d. Understand the differences between excused and unexcused absences, to include possible consequences for excessive unexcused absences or tardies, in accordance with DoDEA Regulation 2051.1 (Reference (a)).
- e. Comply with the intervention plan developed by the SST or Student Educational Monitoring Plan.

CONDITIONS UPON WHICH STUDENT ATTENDANCE IS ESTABLISHED

1. CALCULATION OF ATTENDANCE

- a. Daily student attendance is identified based upon a quarter of the school day formula.
- b. Students will be identified present or absent, based upon the following criteria:
 - (1) Absent up to 25% of the school day = absent one -quarter of the school day
 - (2) Absent between 26% to 50% of the school day = absent one -half of the school day
 - (3) Absent between 51 % to 75% of the school day = absent three -quarters of the school day
 - (4) Absent between 76% to 100% of the school day = absent full-day
- c. The school office will rectify (each morning) the reason for each and all student absences based upon information provided by the parent or sponsor. (See Enclosure 4)

2. PRESENT SCHOOL SPONSORED ACTIVITIES

- a. Curricular. Student attendance is recorded as "present school sponsored curricular activity."
- b. Non-Curricular. Participation in Interscholastic Athletic Programs. Must be in compliance with DoDEA Regulation 2740.1, Reference (c).
 - (2) Students are required to be in school the full day on the day of a weekday game, pursuant to Reference (c). The only exception is for an appointment approved by the school administration in advance.
 - (3) A student cannot be absent from school and attend practice except for an excused absence approved by the administration in advance.
 - (4) A student who is "unexcused absent" on the day of a scheduled athletic program is ineligible for participation in that event.
 - (5) A student suspended from school is not eligible, at the minimum, for the next scheduled competition.
 - (6) Student attendance is recorded as "present school sponsored non curricular activity."
 - (7) Students are responsible for identifying and making up all classroom activities or assignments which were missed as a result of being out of school while traveling to or from, and participating in, an Interscholastic Athletic Program.

3. REQUESTS FOR STUDENT ABSENCE. School administrators must consider the following factors prior to approving an absence:

- a. The student is in good academic standing,
- b. The student has a record of consistent school attendance during the current school year.
- c. Review of the impact previous extended absences from school have had on the student's educational program during the current school year.
- d. Administration shall confirm with the parent or sponsors Command, if dates of any extended absence are mandatory or discretionary.

4. EXCUSED ABSENCE

a. The parent or sponsor should attempt to schedule appointments before or after the school day to minimize disruption of the educational environment.

b. DoDEA considers the following conditions to constitute reasonable cause for absence from school for reasons other than school related activities. The principal has final authority to identify an absence as excused from school and institute a Student Educational Monitoring Plan to be completed during absences when appropriate. (See Appendix to Enclosure 2)

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

5. UNEXCUSED ABSENCE

- a. Absence from school or a class without written verification from a parent or sponsor will be unexcused.
- b. The parent or sponsor will be notified by the administration, or designee, each time a student is "absent unexcused" from school.
- c. School personnel will work collaboratively with the student's parent or sponsor to identify the reason(s) for the truancy and in assisting parents or sponsors whenever possible.
- d. Unexcused absences may result in disciplinary action (i.e., detention, in-school suspension, and expulsion), along with loss of credit, if the student does not comply with the intervention plan, pursuant to Reference (a).

6. CONSEQUENCES REGARDING UNEXCUSED ABSENCES.

Unexcused absences may result in school disciplinary actions pursuant to Reference (a) (i.e., detention, in-school suspension, and expulsion).

7. EXCESSIVE SCHOOL ABSENCE

a. 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.

b. Student attendance is calculated based upon the date of enrollment in a DoDEA school, which may occur anytime during the school year.

c. After 5 cumulative absences (excused or unexcused) in a semester, the school administrator shall review the student's academic performance, the reasons for the absences, and determine the impact of repeated absences 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 extended leave. If appropriate, a referral shall be made to the SST, an intervention plan may be developed by the SST to support the student's advancement for the current school-year (elementary and middle school) or, successful completion of course credit (secondary).

d. If appropriate, after 7 cumulative absences (excused or unexcused) in a semester, the SST is convened to review the student's academic and social emotional progress and if appropriate, develop or revise the intervention plan. When appropriate, the principal shall request Command assistance to ensure that appropriate action or services are implemented to improve school attendance.

8. MONITORING STUDENT ATTENDANCE.

This attendance policy is 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 Identified as At-risk. Students who are identified by school administration or the SST as at-risk for not fulfilling the grade or course standards, shall be monitored throughout the school-year and the SST reconvened as necessary, to consider the student's unique circumstances and determine what additional educational supports are needed, such as:

(1) Meeting with parent or sponsor.

(2) Command assistance.

(3) Participation in makeup class(es).

(4) Recommendations, which may include the establishment of an attendance plan for the following school-year, by the SST.

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

9. TARDY

a. Late arrivals will be considered "tardy unexcused" unless the school receives written verification from the parent or sponsor consistent with the reasons for excused absences.

b. Students are expected to report to school each day on time and to report to all classes on time.

Failure to do so constitutes tardiness.

c. Students are responsible for making up all missed work when arriving late to class.

d. Students missing less than 1/2 school day will be counted present, but will be marked "tardy excused", or "tardy unexcused."

(1) Excused Tardy. Conditions that constitute an excused absence also constitute excused tardy. (See section 4.b. of this enclosure)

(2) Unexcused Tardy

(a) Tardy from school or a class without written verification from a parent or sponsor will be unexcused.

(b) Students leaving school grounds without prior written parent or sponsor permission.

(3) Excessive Tardy

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

(b) After 5 cumulative tardies (excused or unexcused) in a semester, the administration shall meet with the student and their parent or sponsor to discuss the excessive tardiness and identify the extent to which the tardiness has impacted the student's academic and social-emotional progress.

Consideration shall be made for the student's unique circumstances to include illness, extensive medical appointments or procedures, or family circumstances.

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

10. EARLY DISMISSAL

a. All students must have written permission from a parent or sponsor before leaving school while it is in session.

b. Early dismissal will be documented based upon the time the student is dismissed from school. This will be counted as an absence from school using a quarter of the school day formula, in accordance with this Regulation. (See Enclosure 4)

11. ACCELERATED WITHDRAWAL FOR MILITARY SPONSORED REASONS

a. The principal may authorize an accelerated withdrawal of a student who must withdraw from school 20 or less instructional days prior to the end of a semester.

(1) The parent or sponsor must present verification of the date required for the student to depart from the school (e.g., permanent change-of-station orders).

(2) All of the conditions of an accelerated study program outlined by the student's teachers must be met prior to withdrawal in order for grades to be assigned and credit to be granted.

b. This provision is permitted for early withdrawal with full Carnegie credit based solely on careful consideration of the unique circumstances that military families face. It recognizes that due to military requirements, families are occasionally required to make permanent change-of station moves prior to the end of the school year, and that the school-age dependents of military sponsors should not be penalized educationally for these required moves.

(1) The 20-day limitation provides reasonable flexibility without compromising academic standards or

placing the student in an untenable position in regard to mastery of curriculum content.

(2) This policy is not intended to apply to, or be extended for, the convenience of family travel, visits, or other discretionary reasons. It is only for permanent change-of-station moves.

c. Students who withdraw prior to the 20-day limitation of the accelerated withdrawal policy will receive "withdrawal" grades rather than final grades.

NOTIFICATION OF ABSENCE

On a day when the student must miss school, parents should call the Main Office between 0700 and 0725 and leave a message to inform the school the reason for the absence. When teachers know that a student will not be in class it helps them anticipate student needs. Students must make up all work missed during absences as soon as possible. Failure to do so may result in a lower overall grade.

READMISSION AFTER ABSENCES/TARDY

A parent or guardian is responsible for signing the student in at the Main Office or send a note to the main office when a student is late or absent. Students are to be present in the classroom at the designated time for class or they will be considered tardy. Students who are detained by school officials and are consequently late to class will be given a hall pass. Tardiness will be recorded during each nine-week period for each class. Excessive tardies will result in disciplinary action.

When a student returns from an unanticipated absence, the reason for the absence should be reported to the attendance clerk in the main office. The parent or sponsor must verify the reason for the absence, either in writing, email or by phone.

ACCOMMODATIONS: Limited to the following:

MEDICAL ACCOMMODATIONS: Must include valid documentation from a medical doctor that includes justification statements.

RELIGIOUS ACCOMMODATIONS: Must include valid documentation from the Installation Chaplain that includes justification statements.

PROCEDURE: For those having an off-post/base religious affiliation, they may submit their documentation (i.e., the documentation provided by their religious affiliation leader) justifying an accommodation to the Superintendent of Schools. The Superintendent will then seek a written recommendation from the installation Chaplain's Office.

Accommodations are good for the school year in which they are approved. All accommodation requests, with required documentation, must be submitted to the Superintendent of Schools for a final decision. **The Superintendent of Fort Bragg Schools will make the final decision on accommodations.**

ADMISSION REQUIREMENTS

Students must live on Linden Oaks or bring a letter from the housing office stating that parents are on a waiting list for housing in the community. To enroll, parents will need to bring the following items to the guidance office:

- Immunization Records (See Immunization Requirements)
- Certified Birth Certificate
- Copy of sponsor's current orders assigning him/her to the Fort Bragg area
- Housing paperwork (lease agreement with child's name included)
- Special program information (Gifted Education, Special Education, etc.)
- Current Standardized Test Scores
- Most recent report card
- Legal custody papers as required

ACADEMIC INTEGRITY

Academic integrity consists of honest and ethical behavior when completing school work. To have academic integrity, one must avoid plagiarism, cheating, forgery, and dishonesty when completing assignments.

Why is academic 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).
- 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. Use the method(s) your teacher(s) require
- 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
- Definition OF CHEATING:
 - Possession of unauthorized material
 - Substantial editorial or compositional assistance
 - Submission of another student's material already graded for credit
 - False claims of fabricated references
 - Copying off someone else's exam and/or quiz; or passing answers from a quiz or exam to another student.
- Definition of FORGERY:
 - The act of altering official forms, documents, records, or the signing of such forms or documents by someone other than the proper authority
 - Examples (not exhaustive):
 - Having an unauthorized person sign a parent's signature
 - Changing grades on assignments, assessments, or report cards/progress reports
 - Submitting electronic communication in another person's name

AFTER SCHOOL BUS

Shughart MS provides a bus Monday, Tuesday and Thursday at approximately 4:10 p.m. for students who have remained after school to participate in school-related extracurricular activities. These activities are those sponsored by an adult in a school-related activity.

After School buses are not for students who normally walk to school, miss the regular buses, or who have been suspended from the regular bus. All rules governing regular buses apply to the After School bus.

ATHLETICS

Athletic competition is an integral part of our overall academic progress. The current research shows those students who participate in school athletics or other extra-curricular programs do better academically and have fewer disciplinary problems. This year Shughart Middle School will compete in athletic competition against Harnett County Middle Schools in the following activities:

FALL

- ❖ Football
- ❖ Soccer (Boys)
- ❖ Volleyball (Girls)

WINTER

- ❖ Basketball (Girls and Boys)

SPRING

- ❖ Baseball (Boys)
- ❖ Softball (Girls)
- ❖ Soccer (Girls)

Please note that middle schools are allowed to charge entry to athletic events. There may be a small fee for spectators.

RULES AND REGULATIONS GOVERNING PARTICIPATION IN ATHLETICS

The following are general requirements for student participation in athletic activities:

- **MEDICAL EXAMINATIONS** – Each student must receive and have on file a physical before he/she will be allowed to try out or begin practice for participation in inter-scholastic athletic contests. Physicals may be conducted by a physician, physicians' assistant, nurse, or nurse practitioner.
- **SCHOLASTIC REQUIREMENTS** – A student must have passed a minimum of 5 out of 6 courses during the last semester to be eligible for athletic participation at any time during the succeeding semester. (Harnett County Schools Middle Schools Athletic Handbook)
- **BIRTH CERTIFICATES** – A copy of each athlete's birth certificate must be presented to the head coach of each sport.
- **AGE OF PLAYER** – A student may participate in athletic contests at Shughart during a school year if he/she will not be 15 years of age on or before October 16th of said year.
- **CONDUCT** – Drinking, smoking, possession or use of drugs will not be tolerated.

- **DISCIPLINARY ACTION** – Any athlete who is on suspension or in-school suspension may not attend any practice or play in an athletic contest or attend as a spectator.
- **ATTENDANCE** – Student must be in attendance a minimum of 85% of school hours during the semester to be eligible.

BICYCLES

Students may ride bicycles to school. Students are expected to follow all safety rules and take the recommended routes to school. Bicycles should be placed and secured in the bicycle racks with an appropriate lock and may not be ridden on school grounds. Students who ride bicycles are required to wear safety helmets. Shughart is not responsible for damage to bicycles or theft (Fort Bragg Regulation 385-10). Skateboards and scooters can be ridden to school, but students must carry them once they reach the crosswalk.

BULLYING, TEASING, THREATS AND GANG-LIKE BEHAVIOR

Bullying is **repeated** physical, verbal, or emotional behaviors and actions against another person over a period of time. It is considered to be a serious matter and is not acceptable in any form at Shughart Middle School. Actions regarded as bullying include persistent teasing, ridicule, name-calling, physical violence, social ostracism, unkind gossip, verbal threats, intimidation, and/or malicious exclusion. **Threats against other students or any adult in the building will be taken seriously and acted upon accordingly.**

Any actions or behavior that results in bullying or teasing will not be tolerated and will be dealt with at the appropriate level. The SMS Bullying Rubric details specific bullying behaviors and levels of consequences. The rubric is intended to be a guide when dealing with issues of bullying/harassment. Please note the behaviors listed in the rubric are not intended to be all-inclusive but simply an indication of typical behaviors that constitute bullying. Any and all bullying behaviors apply.

Dress related to cliques or gangs or actions related to gang-like behavior will likewise be handled at the appropriate level of concern and consequences. Extortion is the practice of threatening or forcing another student to give up money, food, or any other item. These violations of school policy will result in disciplinary action.

**Shughart Middle School Bullying Discipline Rubric
School Year 2015-2016**

What is Bullying Behavior?

Name Calling Insulting Benign Threats Gossiping Making fun of Swearing
 Mean teasing Taunting Harassing Mocking Exclusion
 Lying about Others

***Posting any of these behaviors on the internet for others to see (social networking venues)**

- Taking property (to include food)
- Damaging/destroying property
- Threats of emotional/physical violence
- Spreading rumors
- Play fighting or similar behaviors that causes bodily harm
- Cyber bullying (electronically) posting on social networking sites
- Hazing
- Retaliation (regarding reporting occurrence of aggressive acts)

1st Offense	2nd Offense	3rd Offense
Teacher Level	Teacher Level	Administration Level
Parent notified	Conference	Office Referral
Mandatory bullying counseling with counselor	Administration notification (in writing)	Suspension (type of suspension and number of days will vary depending upon the nature of the offense)
Beyond 3rd Offense		
Individual Behavior Plan		
<p>After the third time a student 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.</p>		

Classes Only
“Classes Only” means the student participates in no informal, unstructured or non-classroom group activities during the school day such as lunch, passing time in the hall, and special assemblies.
Severe or Non-compliant
Suspension/Expulsion
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 action.
What is harassment?
Harassment is any physical or verbal abuse of a person because of his/her age, ethnicity, gender, race, religion, sexual orientation, disability or any other legally protected status.

CAFETERIA PROCEDURES

A hot breakfast & lunch program is conducted in the school cafeteria. Students not eating breakfast are not allowed in the cafeteria until school begins. Parents will be provided eligibility information for free and reduced breakfast and lunch prices. Students who forget money will be allowed to get a charge slip for one day. The cost of breakfast is \$1.00 and lunch is \$2.25. Reduced meal prices are 30 cents for breakfast and 40 cents for lunch. It is helpful when students have the correct change.

Parents may pre-pay for school meals electronically using the link on the Fort Bragg Schools website at <http://www.dodea.edu/Americas/NC-FortBragg/>. Look for the link to www.lunchprepay.com. Parents are also able to prepay at school through the cafeteria clerk.

Students will have a choice between two entrees daily. Students may not bring sodas to drink with their lunches nor may they bring large bags of snack foods.

Parents may join their children at any time for lunch. Please check in at the office. However, sheet cakes, cupcakes, etc may not be brought to the school as part of birthday or other celebrations.

Walking students who wish to eat breakfast may enter the cafeteria at 7:40. Bus riders may enter at 7:45. Breakfast is over at 8:00. The cafeteria will remain open in the event a bus is late. Administrators will inform the cafeteria manager.

CAFETERIA RULES AND PROCEDURES

1. Classes should enter the lunchroom in an orderly manner according to the directions of the cafeteria monitors or teachers on duty.
2. Teachers will bring the students to their assigned tables. Teachers may then leave unless fulfilling lunch monitoring duties.
3. Cafeteria monitors and teachers direct students to the lines.
4. Students move along the line to get silverware, napkins, lunch, and milk. Students exit the lunch line through the outside opening where they stop to pay the cashier.
5. Students will remain seated during lunch, unless a monitor or teacher gives permission to do otherwise.
6. The cafeteria monitor and teachers will direct students to take trays and trash to the disposal area, placing appropriate items into receptacles.
7. Students will wipe the tables and sweep the area if needed at the direction of the monitor or teacher. Classes will not be dismissed until the table areas are clean.
8. Students not adhering to lunchroom rules will eat at isolation tables. This is not a detention area for infraction of classroom rules or a study hall.
9. Students must have a pass to leave the lunchroom.
10. Have lunch number ready.
11. Maintain an inside voice and speak only to your table mates.
12. Keep hands and feet to yourself.
13. Be polite to all teachers, cafeteria workers, adults and fellow classmates.
14. Follow directions and all cafeteria procedures.
15. Keep lunch area clean.
16. Only one trip through lunch line.
17. Always use appropriate manners.

CHECK OUT

Parents may not check out students after 2:40 p.m. Monday, Tuesday, Thursday and Friday

On Wednesday, the latest check-out time is 1:50 p.m.

CANCELLATION OF SCHOOL

In the event it is necessary to close school or dismiss early because of weather conditions, announcements will be made over command channel 7 and local television and radio stations including WTVD (ABC Ch 11), WFNC/WQSM, WFLB 96.5, WNCN (NBC Ch 17), UNC- TV (PBS), WKML FM 95.7, WRAL (CBS Ch 5), WRAZ (Fox 50), and NEWS 14. If weather conditions deteriorate during the day, you should be alert to a possible early dismissal. Please plan with your children so they will know the procedures they should follow in the event that school is dismissed early. It is imperative that each family has in place a plan for early school dismissal. It is not possible to allow all students to use the telephone. (You will receive a One Call notice in the event of a cancellation/delay or early dismissal.)

CHILD ABUSE/NEGLECT

The Department of Defense Educational Activity (DoDEA) which provides administrative services and support to the Domestic Dependent Elementary and Secondary Schools (DDESS) has mandated that any and all school personnel report suspected child abuse and neglect (DoDEA Regulation 2050.9).

The regulation (2050.9) defines child abuse/neglect as the following:

- Physical injury, sexual maltreatment, emotional maltreatment, deprivation of necessities, or combinations for a child by an individual responsible for the child's welfare under circumstances indicating that the child's welfare is harmed or threatened.
 - For further clarification outside of the DoDEA regulation, "negligent treatment" means the failure to provide, for reasons other than poverty, adequate food, clothing, shelter, or medical care so as to seriously endanger the physical health of the child (42 USC Sec. 13031). Neglect also includes unattended or inadequate supervision of minors and chronic deprivation of educational opportunities.
- The term [child abuse/neglect] encompasses both acts and omissions on the part of a responsible person.
- A "child" is a person under 18 years of age for whom a parent, guardian, foster parent, caretaker, employee of a residential facility, or any staff person providing out-of-home care is legally responsible. The term "child" means a natural child, adopted child, stepchild, foster child, or ward.
- The term [child abuse/neglect] also includes an individual of any age who is incapable of self-support because of a mental or physical incapacity and for whom treatment in a Medical Treatment Facility (MTF) is authorized.

Our primary responsibility and concern must be for the safety and welfare of the child. The national mandate to prevent child abuse is so strong that school officials can be charged if they fail to report a suspected case of child abuse. Therefore, any and all suspected cases of child abuse/neglect will be reported to the appropriate authorities.

Our ethical and mandated responsibilities in the DDESS system require all staff members to report suspected cases to the appropriate school administrator and to the base or post Family Advocacy Program* (FAP). The FAP management team, composed of the military installation's medical, legal, law enforcement and social work staff, is responsible for determining if child abuse/neglect has occurred and provide appropriate services for the child and family.

*Individual military branches and/or installations may have additional reporting requirements, processes, or procedures. These additional responsibilities **do not** however, relieve a DDESS employee from their duty to report suspected abuse to their appropriate school administrator and their FAP.

CELL PHONE POLICY

Shughart Middle School recognizes that parents expect their children to remain in communication with them after school hours. While we recognize that cell phones can be valuable tools for families, students may not access their cell phones during the school day.

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

1. If a student's cell phone rings 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.
 - a. For the first offense, students will receive a warning. The student may return to the office at the end of the school day to pick up the cell phone. The parent will be notified of the offense.
 - b. For the second offense, the student will receive a detention. The parent will be notified to pick up the cell phone.
 - c. After the second offense, students will be subject to suspension.
3. Shughart 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.

These electronic items are not allowed at school:

MP3 players or any music devices,

Electronic game or entertainment media devices

iPads or other similar tablet computers.

Students who bring e-readers to school are held solely responsible for their security.

COMMON BINDER

1. 2" – 3" Binder (3" provides a little more room)
2. Pencil Pouch (to hold writing utensils and other tools needed for your classes)
3. Student Planner (to write down work assignments, upcoming tests or projects and to record hall passes). A planner will be provided to students.
4. Student Handbook (reference policies and expectations of Shughart M. S.)
5. Homework Folder
 - a. One side labeled "To Do" – these are the work assignments that need to be completed and turned in for credit
 - b. Other side labeled "Done" – these are work assignments that are completed and need to be turned in for credit
6. 8 Pocket Folders **without prongs** labeled "Advisory, and one each for Period 1 – Period 7" – Each pocket folder represents a class period, including Advisory period. It can be customized to meet the instructional needs and teacher expectations.
7. Loose leaf notebook paper.

NOTE: Teachers may ask students to purchase a journal for class that will be left in class.

COUNSELING SERVICES

Shughart Middle School currently has two full-time counselors. The basic counseling services are listed below but not limited to:

- Individual and group student counseling.
- Classroom guidance services.
- Consultation to faculty, parents and community agencies.
- Coordinating services to special need students
- Coordination of services from school to community agencies.
- Referrals to the counselor may be accomplished through:
 - Self-referral by an individual student
 - Referral of a student by a parent, faculty member or community agency.

The guidance counselors are available to all students. Students need a pass from their teacher in order to go to the Guidance Office. We recognize that problems occur during the school day, and we allow time for students to come to the Guidance Office to make an appointment to see a counselor.

Counselors are available to assist students with scheduling problems, personal problems, academic planning, social adjustment, referrals, and other services within the community. Parents are welcome to schedule an appointment with a counselor whenever there is a need.

DISCIPLINE

There are five basic rules governing expectations for positive student behavior:

- 1. Be responsible**
 - a. Follow school rules
 - b. Use appropriate language and gestures
 - c. Maintain a safe environment
 - d. Take care of yourself, each other, and the school
- 2. Be respectful**
 - a. Listen to others
 - b. Be kind and caring
 - c. Be courteous to all adults and fellow students
- 3. Do your best (Achieve)**
 - a. Keep a positive attitude
 - b. Contribute in a positive way
 - c. Do your own work
 - d. Complete your assignments
 - e. Be prepared to learn
- 4. Pride and Safety**
 - a. Respect and value the property of others
 - b. Keep all areas free of trash and litter
 - c. Report any vandalism to a teacher
 - d. Report any incidents occurring on buses or walking pathways to an adult
- 5. Excellence**
 - a. Set goals for improvement
 - b. Be a role model to others

- c. Arrive on time to school and classes

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

PUBLIC DISPLAY OF AFFECTION (PDA)

Students are not allowed to kiss, embrace, or hold hands on campus, either during the school day or at any school functions. Such actions will result in disciplinary action.

FOOD, DRINK AND GUM RULES

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 IS NOT PERMITTED AT SMS.** 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.**

SEXUAL HARRASSMENT

If a student feels uncomfortable with the actions of another student, he or she should first tell the other that the actions are not appreciated. If the behavior continues, the student must report the harassment to an adult at the school.

DISCIPLINARY PROCEDURES

Discipline is maintained best in a climate of mutual respect and consistent enforcement of policies. The administrators will make every effort to maintain a climate of trust and respect among teachers, students and parents in regard to student discipline. The classroom teacher is responsible for discipline in his/her classroom. If a student continually disturbs a class and/or if his/her behavior interferes with the learning process of others, the following procedures should be followed:

- Step 1 - Pupil-teacher conference
- Step 2 - A telephone call to parents
- Step 3 - Lunch detention with the teacher
- Step 4 - After school detention and pupil-teacher-parent conference
- Step 5 - Referral to an administrator

Immediate Administrative Discipline will be issued for the following:

- Use of profanity or vulgar language
- Fighting
- Possession of tobacco, alcohol, or drugs
- Weapons, including use of everyday objects as weapons
- Disrespect to teachers and staff
- Bullying

- School administrators may use in-school suspension or out-of-school suspension as a consequence for non-compliance with behavioral standards.
- School administrators may also contact personnel within the district superintendent's office, the sponsor's chain of command, the Garrison Commander, and military police to assist the child in understanding behavioral expectations.
- Behavioral violations are classified in three categories. Category I includes relatively minor violations usually handled at the classroom level. Category II includes repeated violations of Category I and more serious violations such as vulgarity or disrespect to school personnel. Category III includes highly serious violations that are brought before the Fort Bragg Schools Discipline Committee.

EMERGENCY INFORMATION

We want to remind parents that the school must maintain the correct current address (home and unit), as well as the home and duty telephone number of every sponsor while the child is enrolled in school. **It is important for parents to notify the school promptly of any change in addresses and telephone numbers.**

GUESTS AT SCHOOL

Students may not bring guests, other than parents or guardians, to school at any time. This includes lunchtime.

HONOR AWARDS

There are two categories of Academic Honor Lists: PRINCIPAL'S HONOR ROLL AND HONOR ROLL. All subjects will be utilized to determine eligibility. Grade points are assigned as follows: A=4.0, B=3.0, C=2.0, D's and F's are ineligible. Any C, D or F makes a student ineligible for any honor roll.

Principal's Honor Roll – All As: a 4.0 GPA

Honor Roll - All As and Bs: a 3.5 or above GPA

An Awards Ceremony will be held at the end of each quarter during the year to recognize academic accomplishment and students with special achievements.

REPORT CARDS

Report cards will be sent home on the following dates:

November 3, 2016

January 30, 2017

April 6, 2017

June 16, 2017 (mailed home)

IMPROPER COMPUTER USE

Students may use Shughart Middle School computers in accordance with your Student Computer Use Contract. The DoDEA Computer and Internet Access Agreement for Students signed by the student and sponsor must be on file at SMS before using a school computer. Students will be held accountable for the terms and conditions of the agreement.

Unauthorized access to a computer; unauthorized electronic copying to or from a computer; entry into non-authorized electronic storage areas; and any actions that interfere with an authorized user's access are each serious offenses that will call for the student's actions to be evaluated by the school administration and disciplinary action will be taken.

Students will be issued a Google email account. This email system is NOT private, and SMS retains the right to review student electronic mail and postings. Violations of legal and respectful conduct will warrant disciplinary evaluation. Students and parents must sign and return an internet agreement form. Disciplinary evaluation for the above offenses will include suspension from use of the computer, detention(s), or possible suspension from school.

INSTRUCTIONAL PROGRAM

Shughart Middle School is one of the eight DDESS schools on Fort Bragg and Linden Oaks. Headquarters for DDESS is located in Peachtree City, Georgia.

The school is financed primarily by appropriated funds from Congress. It is well supplied with textbooks, library books, computers and audio-visual equipment. The school is staffed with experienced teachers who are certified through DoDEA. Recent studies have shown that DDESS students score higher than the national average in most subject areas.

Shughart students participate in the DDESS standardized testing programs. Tests administered include the Terra Nova, a standardized test that measures a student's achievement in reading and language arts, math, science and social studies. You will receive specific information concerning testing programs prior to the specific test dates.

The instructional program at Shughart Middle School is organized so that children of varying abilities and interests can work together in groups with each engaged in tasks on individual instructional levels. Students select elective courses based on their own individual interests and aptitudes. The curriculum at all grade levels is based on DoDEA standards.

LENGTH OF SCHOOL YEAR

The maximum number of duty days for teachers is 190. Students are scheduled for 180 days of classroom instruction. Days for teacher workdays and in-service training are provided in the 190-day calendar.

LOCKS AND LOCKERS

Homeroom teachers will assign lockers for each student.

1. Students may not share lockers or use lockers not assigned to them.
2. Lockers should be kept clean at all times.
3. The school cannot be responsible for articles or books lost from lockers.
4. No locks other than the ones assigned by the school may be used on lockers.
5. **Lockers should be kept locked and combinations not shared.**

LOST & FOUND

“Lost and Found” bins are located in several school hallways. Students should check the Lost & Found whenever anything is lost. Items such as watches, jewelry and money are turned in to the office. If glasses are found, the office secures them for pick-up. Periodically during the school year and at the end of the school year, items that have not been claimed by the owner will be donated to charity.

MONEY AND VALUABLES

Money and valuable items should not be brought to school. The school cannot be responsible for losses or theft of items that should not be brought to school.

PROHIBITED ITEMS

Students should not bring to school any items that interfere with the classroom atmosphere or endanger the health and safety of other students. Examples of inappropriate items are laser pointers, cameras that take videos, video cameras, iPods/MP3 players, radios, water guns, disc/cassette players/mini-disc players/boom boxes, trading cards, game boys, and dice for gambling.

Teachers and administrators determine which items are inappropriate on campus, and they will confiscate them and keep them until a parent comes to pick them up. Such items not claimed by the sponsor by the close of the school year will be donated to charity or destroyed.

Students who own a digital book (i.e. wireless readers, kindles, or e-books) will be allowed to use these items at appropriate times as determined by the teacher and administration. Digital reader/book devices with additional functions (i.e. playing music or games) are only permitted to utilize the reading features during the school day. Students are responsible for safeguarding their readers appropriately.

Items which are contraband under law or community policy will not be returned. If in doubt about whether an item is appropriate, ask before bringing it. If the student is too embarrassed to ask if the item is appropriate at school, it probably is not appropriate. If a teacher has any reason to believe that a container of liquid contains alcohol, that container is a prohibited item and will be confiscated.

The following items are items that generally cause injury or create annoying situations for staff

and other students. We appreciate the support of parents in assisting the school staff to prevent the following items from being brought to school.

- | | |
|---|----------------------------|
| 1. Radios, iPods, mp3 players, CD players, Gameboys** | 10. Valuable items** |
| 2. Toys or other novelty items | 11. Large sums of money** |
| 3. Knives (real or toy)* | 12. Cameras** |
| 4. Guns (any variety)* | 13. Cards |
| 5. Caps and poppers* | 14. Gum - Candy |
| 6. Skate boards** | 15. Razor blades* |
| 7. Darts* | 16. Roller blades** |
| 8. Beepers, cellular phones, or like electronic devises** | 17. Animals |
| 9. All Tobacco products: matches and /or lighters | 18. Any drugs/medications* |

* These items are subject to the Fort Bragg Schools Discipline Policy and DoDEA Regulation 2051.1 and through such, can result in long-term suspension and expulsion at the direction of the Fort Bragg 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 take the item and bring it to the school administration to secure it. When children bring any of these items to school, the school administration will hold the item until a parent/guardian comes for it.

If confiscated, cell phones and electronic devices will be brought to the office for student pick-up following dismissal. For the second offense, the confiscated item must be picked up by a parent or guardian. Subsequent confiscations will result in in-school suspension or out of school suspension for repeated offenses.

We **cannot** accept deliveries of food, flowers and/or balloons to your child at school. Please do not have flowers and/or balloons delivered to your child at school. The classroom, hallways and especially the buses are not suitable locations for these items.

PHYSICAL EDUCATION

The physical education curriculum at Shughart Middle School provides opportunities for achievement, growth and physical development. These opportunities are provided through games, sport activities, dance, and rhythm activities. After school athletics include the following sports: football, volleyball, basketball, softball, baseball, and soccer. Team tryouts will be announced throughout the year for both boys and girls.

It is very important that students dress out in PE uniforms. Uniforms may be purchased through the PE department or should follow the guidelines listed below.

Shirt: plain gray, red or white t-shirt

Gym Shorts: navy or black

Tennis Shoes

Students seeking to be excused from a physical education class must bring a note from their parent or guardian. Even though a student may be excused from participating because of extenuating circumstances, he/she is still expected to dress out and pay attention to the lesson. **Excuses for extended periods must come from a doctor.**

SCHOOL BUS INFORMATION

Students must comply with school bus safety procedures. School bus discipline referrals will result in administrative action, which may include suspension from school bus privileges. At a minimum, detention will be issued for violators of bus regulations.

ON AND AROUND SCHOOL BUSES STUDENTS WILL:

1. Comply with the Behavior Standards for School Bus Students.
2. Board and exit the bus in an orderly, safe manner.
3. Remain seated while on the bus.
4. Talk with other passengers in a normal voice.
5. Keep all parts of the body inside the bus windows.
6. Keep aisles, steps, and empty seats free from obstruction.
7. Remain fully and properly clothed.
8. Treat the driver and fellow students with respect.
9. Promptly comply with the bus driver's instructions.
10. Treat the bus and other private property with care.

ON OR AROUND SCHOOL BUSES STUDENTS WILL NOT:

1. Fight, push, shove, or trip other passengers.
2. Use or possess unacceptable items identified in the school Code of Conduct.
3. Push while boarding or exiting the bus.
4. Get on or off the bus while the bus is in motion.
5. Make excessive noise or play electronic equipment without earplugs.
6. Put objects out of bus windows or hang out of windows.
7. Engage in horseplay.
8. Obstruct aisles, steps, or seats.
9. Engage in public displays of affection.
10. Eat, drink, or litter on the bus.
11. Use profane or abusive language or make obscene gestures.
12. Spit.
13. Harass or interfere with other students.
14. Disrespect, distract or interfere with bus driver.
15. Damage private property.
16. Sit in the bus driver's seat.
17. Open or try to open bus door.
18. Throw or shoot objects inside or out of bus.
19. Tamper with bus controls or emergency equipment.

SCHOOL HEALTH POLICIES

The school nurse is considered a health consultant and as such, the nurse appraises the health status of students, identifies health needs and confers with individual students and their parents regarding particular health problems.

1. Medications that are required during the school day must be administered through the nurse's office.
2. Medication **should not** be transported daily by student to/from school. The medication must be brought to school by the parent/guardian of the student **in the correct medicine bottle with current pharmacy label**. If medication is not properly labeled, it will not be given.
3. The **physician and parents** must complete and sign an Administration of Medication Request Form.
4. The school administration may designate the responsibility for security and/or administration of medication to a public school employee.
5. Non-prescription medications will not be given unless accompanied by a written doctor's order and supplied in the original container with appropriate label intact.
6. A medication log will be kept which records time and date of administration.
7. The school will assume **no legal responsibility** for students who self-medicate.

There is nothing more frustrating than trying to call the parent of a sick or injured child, only to find that all phone numbers on file are inaccurate. **PLEASE keep home, work and emergency contact phone numbers up to date.**

Children with the following symptoms should not be sent to school:

- A temperature of 100.5 degrees or over
- Vomiting
- Acute cold symptoms
- Persistent coughs
- Sore throats accompanied by fever or rash
- Red, swollen, draining eyes
- Earaches
- Toothaches
- Diarrhea

During the school year, vision and hearing screenings are done. Any time notification is sent home regarding a child's failure to pass a particular screening, the written follow-up by the health care provider should be returned for the student's school health file. If no follow-up information is received, it can only be assumed that none was done.

Please notify the school nurse should your child develop a communicable condition such as chicken pox, measles, ringworm, impetigo, etc.

STUDENT RESPONSIBILITIES

WE EXPECT ALL SHUGHART STUDENTS TO:

- Assume responsibility for their academic performance.
- Treat people the same way you like to be treated.
- Remain on school grounds unless permission to leave is granted by the administration.
- Use the facility and all materials, books and equipment in an appropriate manner.
- Obey the rules of proper conduct while using the school buses or walking directly home from school.
- Respect school property and other people's private possessions.
- Bring to school only necessary school materials and leave unsafe or expensive items at home.
- Help keep school and campus free from litter.

Mr. Thomas Brady, Director DoDEA, wants stakeholders to be aware of the DoDEA Administrative instruction, 2051.02, "Student Rights and Responsibilities" which can be accessed at http://www.dodea.edu/foia/iod/pdf/2051_02.pdf. This link will provide details of student rights and also their responsibilities while at school.

SCHOOL HOURS

ENTRY BELL	7:50 a.m.
CLASSES BEGIN	8:00 a.m.
DISMISSAL	3:10 p.m.
WEDNESDAY DISMISSAL	2:20 p.m.

Students are expected to leave the school grounds immediately after school unless they are participating in a supervised school activity.

SCHOOL IMPROVEMENT TEAM

The Continuous School Improvement Team (CSIT) is a decision-making committee comprised of parents, teachers, students and the principal that helps guide school improvement efforts.

We hope that you will volunteer to become a part of the decision-making process this year.

Each school year educators and parents work together at Shughart in a partnership to identify the educational needs of our students, to draft a Continuous School Improvement Plan (CSIP) with identified goals and outcomes, and to refine the plan throughout the school year, based on the results of evaluation and assessment. The purpose of our CSIP is to accomplish the DDESS mission of providing our students with a world-class educational program that prepares them for success in a dynamic global economy. All educators are involved in the process of school improvement. We need and encourage parental support and active

participation in the process of making Shughart School an even better learning environment for our students.

SPECIAL INSTRUCTIONAL PROGRAMS

ENGLISH AS A SECOND LANGUAGE

The English as a Second Language (ESL) Program is available to all students who have a first language other than English and who are limited in English speaking and/or proficiency skills.

The two main learning objectives for the ESL Program are:

1. The student will acquire necessary components of the English language for success in the regular classroom program.
2. The student will acquire skills to function effectively in a U.S. culture and at the same time incorporate the cultural aspects of the student's background.

WORLD LANGUAGES

Students have the opportunity to hear and speak foreign languages in French and Spanish classes. Study and appreciation of French and Hispanic cultures are emphasized. Additionally, students learn basic grammatical constructions as they develop skills of comprehension and speaking a foreign language.

SPECIAL EDUCATION

Shughart Middle School follows Department of Defense Instruction (DODI) 1342.12 "Provision of Early Intervention and Special Education Services to Eligible Department of Defense Dependents (DoD)", 11 April 2005 http://www.dodea.edu/foia/iod/pdf/1342_12.pdf and Department of Defense Education Activity Special Education Procedural Guide, 2500.13-G, September 2005 <http://www.dodea.edu/regs/SPEDproceduralGuide.pdf> in the provision of Special Education to eligible students. If you believe that your child has a handicapping condition that is adversely affecting educational performance, contact the Shughart Middle School Case Study Committee (CSC) Chairperson, the counselor or the principal regarding your concern.

LIBRARY / INFORMATION CENTER

Our Information Center represents a combination of resources that include people, materials (books, magazines, films, computer programs, videos and other AV software, equipment, facilities and services.)

We welcome all students and parents to explore the library/information center, to use it to the fullest and to build a lifelong love for books and learning. Hours are 8:00 a.m. until 3:15 p.m.

Books may be checked out for two weeks with renewal privileges.

No fines are charged, but lost or damaged library books must be paid for or replaced with one of comparable value and acceptable content before records are cleared.

GIFTED EDUCATION PROGRAM

Identification Procedures

Purpose

The purpose of identification in the gifted program is to find students whose potential and/or performance is so extraordinary that they require differentiation in their instructional program.

Goals

Locate and recognize students in grades 7-9 with extremely strong learning profiles in the areas of:

- Intellectual ability
- Academic achievement (general or specific)

Use multiple criteria for eligibility and specific procedures that acknowledge the variety of ways and environments in which students manifest giftedness.

REPORTING PUPIL PROGRESS

At Shughart, teachers use five basic methods of reporting pupil progress to parents: telephone calls, progress reports at mid-term, report cards, Gradespeed, and parent/teacher conferences.

Report Cards – At the end of each nine-week period, report cards are sent home. The report contains letter grades for academic progress. The marking system is as follows:

- | | | |
|----------|---|---|
| ▪ 90-100 | = | A |
| ▪ 80-89 | = | B |
| ▪ 70-79 | = | C |
| ▪ 60-69 | = | D |
| ▪ 0-59 | = | F |

Mid-term progress reports will be sent home for those students whose progress is unsatisfactory, generally those making D's & F's, or any student who has shown a significant decrease.

Another method of reporting is parent/teacher conferences. Conferences will be held November 4 and April 21. Please feel free to schedule additional conferences as the need arises.

STUDY TRIPS

Study trips at Shughart Middle School serve an important function. They supplement and enrich the curriculum for students. Permission slips for participation in study trips are sent home by the teacher and must be signed by a parent/guardian and returned to the school. Failure to return the signed permission slip will mean that the child will be unable to go on the trip with the class.

Adult chaperones must complete Anti-terrorism Level 1 training. The training link is available on the Fort Bragg Schools website: <http://www.dodea.edu/Americas/NC-FortBragg/index.cfm>

If you agree to chaperone a class on a study trip, please make arrangements for other children in the family to be cared for outside the school. Preschool children or brother/sisters from other classrooms will not be allowed to accompany you on the study trips.

If a student develops a history of behavior problems indicating to be unreliable to the safety of him/herself and others, parents may be specifically requested to chaperone a study trip. If a parent is unavailable, alternate activities may be planned for the student to remain at school.

TELEPHONE SERVICES

Students are not to use the telephone without permission from the teacher or other school officials. The use of school telephones by students is primarily reserved for **EMERGENCY** situations, and this should be emphasized at home. Students may not use their personal cell phones to contact parents during school hours unless directed by staff.

Please keep your requests for us to deliver telephone messages to your children to an **ABSOLUTE MINIMUM**. This type of request forces us to interrupt classes and places us in a very awkward position.

We really need your full cooperation in this area.

TEXTBOOKS

Textbooks are issued free to students, who must accept responsibility for their care and return to the school. The students must pay for lost or heavily damaged books. The excuse that a book was stolen from a locker cannot be accepted by the school as a reason for not paying for a missing book.

Students will keep books with them or in lockers. Books left unattended will be taken to Lost and Found. The student may claim the book that day without penalty.

VANDALISM

Any vandalism to the school facility and/or school equipment will result in disciplinary actions and parent notification. In addition to disciplinary action the student(s) will be responsible for replacing or reimbursing the school for repairs.

WALKING STUDENTS

Students walking to and from school are expected to:

1. Come directly to school and return directly home at dismissal
2. No loitering
3. Arrive no earlier than 7:45 (breakfast students 7:40)
4. Inappropriate behavior to or from school will be reported to the PMO's office for consequences. (fighting, vulgar language, threatening, bullying, harassment etc.)

DoDEA Regulation 2051.1 E3.1.2 Grounds for disciplinary actions while en route between school and home or any school activity.

WEAPONS

All DDESS schools are part of the DoDEA Zero Tolerance for Weapons. All weapons, look-a-like weapons, and toys or objects of any kind that somewhat resemble weapons are prohibited. Weapons can be items carried, presented, or used in the presence of other persons in a manner likely to make reasonable persons fear for their safety. Students in possession of such items will be subject to automatic and immediate suspension, pending a discipline committee hearing, and expulsion proceedings.

The following list provides examples of prohibited weapons although it is not an exhaustive list:

- Guns. Machine-guns, pellet guns, shotguns, pistols, and rifles are all prohibited whether they are registered or not.
- Knives include locking blade knives or switchblades, pocket knives, straight razors, or razor blades.
- Laser pointers or any laser beam lights are classified as weapons due to the potential for eye damage.
- Ice picks, daggers, bolo knives, machetes, swords, spears, bows and crossbows of any size, or any similar instruments.
- Clubs, or any object that may be used as a club to inflict bodily harm, e.g., pieces of wood, ball bats, pipe, stones or bricks, blackjacks, brass knuckles.
- Authentic appearing replica of a firearm, e.g., a toy or BB guns.
- Items that are not normally considered dangerous but could be misconstrued as a weapon.

- Objects that might be readily used to inflict bodily harm, e.g., bicycle chains, cans with sharp points, broken bottles or glass, small knives with retractable blades.

Please sign and date below once you and your child have read the Handbook.

_____ Child

_____ Parent

_____ Date

Appendix

Standards for Mathematical Practice: As DoDEA transitions to utilizing College and Career Readiness Standards for Mathematics, teachers and students will become familiar with the eight Standards for Mathematical Practice (SMP). These standards have been adapted from the National Governors Association Center for Best Practices and the Council of Chief State School Officers. The SMP are appropriate for grades K-12; each grade level also has content standards for mathematics. These grade level content area standards can be found at <http://www.dodea.edu/Curriculum/Mathematics/index.cfm>

The Eight Standards for Mathematical Practice

1. Make sense of problems and persevere in solving them

Making sense and persevering are habits of mind needed by all students to be successful learners of mathematics. Before a student can engage in mathematics, they need to make sense of what they are being asked to consider.

2. Reason abstractly and quantitatively

Reasoning abstractly requires that students make sense of quantities and their relationships in problem situations. Students decontextualize and contextualize mathematics; they translate problem situations into symbols which they are able to manipulate and, as they manipulate the symbols, refer back to the problem situation to make sense of their work.

3. Construct viable arguments and critique the reasoning of others Constructing arguments requires that students use stated assumptions, definitions, and previous results. They make conjectures, justify their conclusions, and communicate them to others. They respond to the arguments of others.

4. Model with mathematics

Modeling with mathematics requires that students make assumptions and approximations to simplify a situation, realizing these may need revision later, and that students interpret mathematical results in the context of the situation and reflect on whether they make sense.

5. Use appropriate tools strategically

Using tools strategically requires that students are familiar with appropriate tools to decide when each tool is helpful, know both benefits and limitations, detect possible errors, and identify relevant external mathematical resources and use them to pose or solve problems.

6. Attend to precision

Precision refers to the accuracy with which students use mathematical language and symbols as well as precision in measurement.

7. Look for and make use of structure

Looking for structure refers to students' understanding and using properties of number systems, geometric features and relationships, and patterns of a variety of types to solve problems.

8. Look for and express regularity in repeated reasoning

Looking for regularity in repeated reasoning refers to the process of noticing repeated patterns or attributes and using those to abstract and express general methods, expressions or equations, or relationships.

Shughart Student Data Notebook

At Shughart MS, we believe that we are a community that equips all students to be life-long learners who think, achieve, and care about the world. An important part of becoming a life-long learner is to understand the process of setting and meeting goals. Your data notebook will help you look at all the components that make up your education, choose a goal from one of those, and review your goal several times each grading period. Your teachers will help you learn how to choose a goal, how to break it down into parts that you can manage, and how to refine or change the goal. You can have different goals each grading period, or you can have the same goal for as long as you need to keep it. It's really YOUR goal, so make it meaningful to YOU.

You will also look at other components that affect your education: absences, tardies, the number of missing assignments, and assessment scores. As you continue to grow and learn this year, we hope that you will become more invested in your education, because that investment will guide your path toward higher education and/or a career.

Date Notebook Dates: See the dates below for the specific dates that you will work in your data notebooks during advisory and other classes. Teachers will guide you in this process.

Quarter 1: Initial Goal Setting 9/6 – 9/9 Progress Check 1: 9/16 Progress Check 2: 9/30 Progress Check 3: 10/14 Q1 GPA: 11/3 – 11/8 My Student Data Check: 11/1- 11/3	Quarter 3: Initial Goal Setting 1/31 – 2/2 Progress Check 1: 2/15 Progress Check 2: 3/8 Progress Check 3: 3/22 Q3 GPA: 3/29-3/30 My Student Data Check: 4/3-4/5
Quarter 2: Initial Goal Setting 11/7 – 11/10 Progress Check 1: 11/21 Progress Check 2: 12/7 Progress Check 3: 1/11 Q2 GPA: 1/24-1/25 My Student Data Check: 1/25-1/27	Quarter 4: Initial Goal Setting 4/6-4/7 Progress Check 1: 4/19 Progress Check 2: 5/3 Progress Check 3: 5/24 Q4 GPA: 6/6 My Student Data Check: 6/6-6/8

Are YOU going to be College and Career Ready?

SMART Goal Q1

S(Specific Details) + M(Measurable + A(Actions to Attain) + R(Relevant to Me) + T(Timely Deadline)

EVALUATE

How will I evaluate whether or not my goal was accomplished?

NEXT STEP

How will I accomplish my goal?

SMART GOAL

What do I want to do?

• My goal is...

WEAK AREA

• My weakest subject is...

• Some areas that need improvement are...

• What will help me most to achieve success?

GOAL FOCUS WORDS

change	complete	cooperate	document	facilitate	identify	maintain	participate	simplify
collaborate	compose	create	eliminate	focus	improve	manage	prioritize	strengthen
communicate	control	develop	establish	generate	increase	organize	plan	summarize
								use



My progress will be monitored by _____

Date I expect to accomplish my goal: _____

How am I doing so far?

Progress Check 1

Progress Check 2

Progress Check 3

I know I reached my goal because: _____

Parent Support:

I will assist and support my child in attaining this goal by _____

Parent Signature: _____

Date: _____

Student Signature: _____

Date: _____

QUARTER 1

CLASS NAME Core	GRADE EARNED	CONVERSION TO GPA
ELA/Reading		
Math		
Science		
Social Studies		
PE		
TOTAL	Add up all GPA numbers in 3 rd column and place in box 1	Box 1 <input style="width: 100px; height: 30px;" type="text"/>
GPA for Core Classes	Divide the number in box 1 by 5 and put answer in Box 2. This is your CORE GPA.	Box 2 <input style="width: 100px; height: 30px;" type="text"/>
CLASS NAME Encore	GRADE EARNED	CONVERSION TO GPA
Class 1		
Class 2		
TOTAL	Add up all Encore GPA numbers in the 3 rd column and place in box 3.	Box 3 <input style="width: 100px; height: 30px;" type="text"/>
OVERALL GPA for ALL CLASSES	Add the numbers from box 1 and 3 then divide by total number of classes you take. (6 th graders have 6 classes and 7/8 graders have 7 classes) Place your answer in Box 4.	Box 4 Overall GPA <input style="width: 100px; height: 50px;" type="text"/>

GPA Conversion Chart	
GRADE	GPA POINTS
A	4
B	3
C	2
D	1
F	0

Grading Scale
A = 90 to 100
B = 80 to 89
C = 70 to 79
D = 60 to 69
F = 0 to 59

EXAMPLE:

Course	Grade	GPA Point
ELA	B	3
Math	C	2
Science	A	4
Soc Stud	A	4
PE	A	4
TOTAL		17

17 divided by 5 = 3.4

YOUR Core GPA IS: 3.4

Show your work here:

SMART Goal Q2

S(Specific Details) + M(Measurable) + A(Actions to Attain) + R(Relevant to Me) + T(Timely Deadline)

EVALUATE

How will I evaluate whether or not my goal was accomplished?

NEXT STEP

How will I accomplish my goal?

SMART GOAL

What do I want to do?

• My goal is...

WEAK AREA

• My weakest subject is...

• Some areas that need improvement are....

• What will help me most to achieve success?

GOAL FOCUS WORDS

change	complete	cooperate	document	facilitate	identify	maintain	simplify
collaborate	compose	create	eliminate	focus	improve	manage	strengthen
communicate	control	develop	establish	generate	increase	organize	summarize
						plan	use



My progress will be monitored by _____

How am I doing so far?

Date I expect to accomplish my goal: _____	Progress Check 1	Progress Check 2	Progress Check 3
--	------------------	------------------	------------------

I know I reached my goal because: _____

Parent Support:

I will assist and support my child in attaining this goal by _____

Parent Signature: _____

Date: _____

Student Signature: _____

Date: _____

QUARTER 2		
CLASS NAME Core	GRADE EARNED	CONVERSION TO GPA
ELA/Reading		
Math		
Science		
Social Studies		
PE		
TOTAL	Add up all GPA numbers in 3 rd column and place in box 1	Box 1 <input type="text"/>
GPA for Core Classes	Divide the number in box 1 by 5 and put answer in Box 2. This is your CORE GPA	Box 2 <input type="text"/>
CLASS NAME Encore	GRADE EARNED	CONVERSION TO GPA
Class 1		
Class 2		
TOTAL	Add up all Encore GPA numbers in the 3 rd column and place in box 3.	Box 3 <input type="text"/>
OVERALL GPA for ALL CLASSES	Add the numbers from box 1 and 3 then divide by total number of classes you take. (6 th graders have 6 classes and 7/8 graders have 7 classes) Place your answer in Box 4.	Box 4 Overall GPA <input type="text"/>

GPA Conversion Chart	
GRADE	GPA POINTS
A	4
B	3
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Grading Scale
A = 90 to 100
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EXAMPLE:

Course	Grade	GPA Point
ELA	B	3
Math	C	2
Science	A	4
Soc Stud	A	4
PE	A	4
TOTAL		17

17 divided by 5 = 3.4

YOUR Core GPA IS: 3.4

Show your work here:

SMART Goal Q3

S(Specific Details) + M(Measurable) + A(Actions to Attain) + R(Relevant to Me) + T(Timely Deadline)

EVALUATE

How will I evaluate whether or not my goal was accomplished?

NEXT STEP

How will I accomplish my goal?

SMART GOAL

What do I want to do?

• My goal is...

WEAK AREA

- My weakest subject is...
- Some areas that need improvement are...
- What will help me most to achieve success?

GOAL FOCUS WORDS

- | | | | | | | | | |
|-------------|----------|-----------|-----------|------------|----------|----------|-------------|------------|
| change | complete | cooperate | document | facilitate | identify | maintain | participate | simplify |
| collaborate | compose | create | eliminate | focus | improve | manage | prioritize | strengthen |
| communicate | control | develop | establish | generate | increase | organize | plan | summarize |
| | | | | | | | | use |



My progress will be monitored by _____

How am I doing so far?

Date I expect to accomplish my goal: _____	Progress Check 1	Progress Check 2	Progress Check 3

I know I reached my goal because: _____

Parent Support:

I will assist and support my child in attaining this goal by _____

Parent Signature: _____

Date: _____

Student Signature: _____

Date: _____

QUARTER 3		
CLASS NAME Core	GRADE EARNED	CONVERSION TO GPA
ELA/Reading		
Math		
Science		
Social Studies		
PE		
TOTAL	Add up all GPA numbers in 3 rd column and place in box 1	Box 1 <input type="text"/>
GPA for Core Classes	Divide the number in box 1 by 5 and put answer in Box 2. This is your CORE GPA	Box 2 <input type="text"/>
CLASS NAME Encore	GRADE EARNED	CONVERSION TO GPA
Class 1		
Class 2		
TOTAL	Add up all Encore GPA numbers in the 3 rd column and place in box 3.	Box 3 <input type="text"/>
OVERALL GPA for ALL CLASSES	Add the numbers from box 1 and 3 then divide by total number of classes you take. (6 th graders have 6 classes and 7/8 graders have 7 classes) Place your answer in Box 4.	Box 4 Overall GPA <input type="text"/>

GPA Conversion Chart	
GRADE	GPA POINTS
A	4
B	3
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D	1
F	0

Grading Scale
A = 90 to 100
B = 80 to 89
C = 70 to 79
D = 60 to 69
F = 0 to 59

EXAMPLE:

Course	Grade	GPA Point
ELA	B	3
Math	C	2
Science	A	4
Soc Stud	A	4
PE	A	4
TOTAL		17

17 divided by 5 = 3.4

YOUR Core GPA IS: 3.4

Show your work here:

SMART Goal Q4

S(Specific Details) + M(Measurable) + A(Actions to Attain) + R(Relevant to Me) + T(Timely Deadline)

EVALUATE
How will I evaluate whether or not my goal was accomplished?

NEXT STEP
How will I accomplish my goal?

SMART GOAL
What do I want to do?
• My goal is...

WEAK AREA
• My weakest subject is...
• Some areas that need improvement are...
• What will help me most to achieve success?

GOAL FOCUS WORDS

- | | | | | | | | | |
|-------------|----------|-----------|-----------|------------|----------|----------|-------------|------------|
| change | complete | cooperate | document | facilitate | identify | maintain | participate | simplify |
| collaborate | compose | create | eliminate | focus | improve | manage | prioritize | strengthen |
| communicate | control | develop | establish | generate | increase | organize | plan | summarize |
| | | | | | | | | use |



How am I doing so far?		
Date I expect to accomplish my goal: _____	Progress Check 1	Progress Check 2
		Progress Check 3

I know I reached my goal because: _____

Parent Support:

I will assist and support my child in attaining this goal by _____

Parent Signature: _____

Date: _____

Student Signature: _____

Date: _____

QUARTER 4

CLASS NAME Core	GRADE EARNED	CONVERSION TO GPA
ELA/Reading		
Math		
Science		
Social Studies		
PE		
TOTAL	Add up all GPA numbers in 3 rd column and place in box 1	Box 1 <input style="width: 100px; height: 30px;" type="text"/>
GPA for Core Classes	Divide the number in box 1 by 5 and put answer in Box 2. This is your CORE GPA	Box 2 <input style="width: 100px; height: 30px;" type="text"/>
CLASS NAME Encore	GRADE EARNED	CONVERSION TO GPA
Class 1		
Class 2		
TOTAL	Add up all Encore GPA numbers in the 3 rd column and place in box 3.	Box 3 <input style="width: 100px; height: 30px;" type="text"/>
OVERALL GPA for ALL CLASSES	Add the numbers from box 1 and 3 then divide by total number of classes you take. (6 th graders have 6 classes and 7/8 graders have 7 classes) Place your answer in Box 4.	Box 4 Overall GPA <input style="width: 100px; height: 50px;" type="text"/>

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Math	C	2
Science	A	4
Soc Stud	A	4
PE	A	4
TOTAL		17

17 divided by 5 = 3.4

YOUR Core GPA IS: 3.4

Show your work here:

My Student Data for SY 2016 – 2017

Data to Track	Quarter 1	Quarter 2	Quarter 3	Quarter 4	COMMENTS
Attendance					
Tardies					
No. of Missing Assignments					
Scholastic Reading Inventory (SRI)					
Math Assessment					
Reading Assessment					
TerraNova Scores 2015	READING	LANGUAGE	MATH	SCIENCE	SOCIAL STUDIES
TN - NP Score					
Other					

How to Access My Accounts

Each student will receive a student logon account to get onto the computers here at Shughart MS. When you log into your computer for the first time using the default password, you will have to create a new password that matches the below details.

1. Username - bg.firstname.lastname
2. Password - MUST be at least 9 characters long and include:
 - One capital letter (can have more than one capital),
 - One lowercase letter (can have more than one lowercase letter),
 - One number (can have more than one number), AND
 - One symbol

Your student login default password to initially get into the computer is: Schoolisfun4me!

All other accounts will use this information for you to log into them:

For all accounts that use online sources, students must use their "standard naming convention". The standard naming convention is used for security and to keep your personal information (PII) from being accessed by anyone. The standard naming convention will consist of: first initial of your first name, first three initials of your last name and the last 4 of your student ID. **EXAMPLE:** Jane Doe with student ID 697421334 would have this standard name: jdoe1334

ACCOUNTS	USERNAME	DEFAULT PASSWORD
SRI (Schloastic Reading Inventory)	jdoe1334	See ELA Teacher
Gradespeed	jdoe1334	TBD
Google/Schoolology	jdoe1334@student.dodea.edu	passwordXXXX (last 4 of student ID)

MLA Heading for all papers:

EXAMPLE:

First and Last Name	Harry Potter
Teacher's Name	Professor McGonagall
Subject/Class Period	Transfiguration/3 rd Period
Date (day, month, year)	Wednesday, August 2016