

# West Point Middle School Student-Parent Handbook



**MIDDLE SCHOOL  
HONOR CODE**

2020-2021

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## **About DoDEA and West Point Middle School**

West Point Middle School is part of the Department of Defense Education Activity ([DoDEA](#)), which operates 168 schools in DoDEA Americas, DoDEA Pacific and DoDEA Europe. All schools within DoDEA are fully accredited by U.S. accreditation agencies. Approximately 15,000 employees serve more than 78,000 DoDEA students. [The DoDEA Community Strategic Plan](#) provides a road map for keeping DoDEA at the forefront in advancing the Department of Defense's agenda for education and as a leader in education for improving student performance and achievement.

WPMS includes grades five through eight, totaling about 250 students. The main building of the school was constructed in 1934 and is an historic landmark on post. A twenty-eight million dollar military construction project was awarded in 2010 to renovate a portion of the existing facility and construct an addition with state-of-the-art science, music, art, and library spaces.

WPMS was recognized by the New York State Assembly in 2016 and designated a Blue Ribbon School of Excellence in 1998 and most recently in 2011, one of just thirty- three middle schools in the nation to be so honored. This recognition is a direct result of the high standards and scaffolds of support in place for every single learner, each and every day at WPMS.

All DoDEA schools are accredited through AdvancED, the largest school accreditation organization in the world. An integral part of school accreditation is the Continuous School Improvement (CSI) cycle, through which the following school mission, vision, and goals have been developed:

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

Vision: WPMS ensures highest achievement for all learners.

Goal 1: All students will improve their reading comprehension across the curriculum.

Goal 2: West Point Middle School will improve student wellness by increasing opportunities for family participation in wellness activities.

## **Activities and Clubs**

Several extra-curricular activities and clubs are available for interested students. Staff members offering after-school opportunities to students will advertise such programs in the newsletter in August so the student and family may consider participation.

## **Athletics**

In partnership with West Point MWR's Child and Youth Services sports office, WPMS offers three seasons of athletic activities. The intramural program is free of charge; the modified sports program has a fee. The program is administered and equipped by MWR, and the school provides DoDEA employees to coach.

Participation in all athletics programs require that students maintain a 2.0 GPA with no more than one failing mark. Grades are checked every two weeks. The first time a student does not meet this standard, they are required to seek teacher assistance after school and may practice but not play or travel to an away game. They may not dress out or sit on the bench for home or away games when ineligible. If still ineligible after two weeks, the student will be removed from the team roster and required to turn in her or his uniform.

Students in grades 5 & 6 may participate in the intramural program, which meets twice weekly and focuses on skill acquisition and sportsmanship in a variety of sports.

For students in grades 7 & 8, the modified sports program provides competitive opportunities with middle schools in the Orange-Ulster BOCES league. The sports are listed below:

### ***Fall: Cross Country, Soccer (Co-Ed) and Volleyball (Girls)***

Sign-ups for these sports are held in August. The fall season runs from September to the first week in November. In a typical season there will be weekly competitions. All runners are provided a uniform, team sweats, and transportation to all meets. Practice days and times will be announced by the coaches at the start of the season.

### ***Winter: Basketball (Boys and Girls)***

The winter season sport is boys and girls basketball. Uniforms and travel are provided. Per OC- BOCES guidelines, the size of the team will be limited to the travel squad. Depending upon the number of interested students, try-outs may need to be held and cuts made. Practice days and times will be announced by the coaches at the start of the season.

### ***Spring: Track and Field***

Sign-ups for these sports are held in February. The spring sports season runs from March to May. Typically the Orange County season consists of 8-10 meets that are held from April to May. Each athlete is provided a uniform, team sweats, and transportation to all meets. Practice days and times will be announced by the coaches at the start of the season.

## **Attendance**

DoDEA Regulation 2095 .1, “School Attendance,” establishes policy and assigns responsibilities for student attendance in DoDEA schools. It is DoDEA policy that:

- a) 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.
- b) School attendance is mandatory.
  - 1) All students are required to attend school for 180 instructional days per year (subject to exceptions noted in 2095.1) to ensure continuity of instruction, successfully meet academic standards and demonstrate continuous educational progress.
  - 2) Except for exigent circumstances, absences such as family vacations and absences during standardized testing will be unexcused.
  - 3) Medical appointments and other discretionary appointments should be scheduled during non-school time to maximize student learning.
  - 4) School attendance is a joint responsibility between the parent or sponsor, the student, the classroom teacher, and the school. The parent or sponsor should make every attempt to ensure their children attend school each day it is in session and also establish regular communication with the classroom teacher.
  - 5) A student educational monitoring plan shall be implemented during all pre-approved extended absences to mitigate the negative impact on a student’s educational program. This plan will provide a comparable experience to the traditional classroom or course in content, rigor, and expectations for completion of assignments.
  - 6) Students with excessive absences, defined in the regulation as seven or more per semester, will be monitored by the Student Support Team (SST) to assist students in the completion of all required work and mastery of course objectives.
- c) The USAG West Point School Liaison Officer may be called upon to provide command support of the school’s efforts to ensure the letter and spirit of the regulation is followed.

## **Birthdays and Other Celebrations**

Student birthdays are recognized during the morning announcements. Please do not send in any type of food, presents, or any other party-related item unless asked to do so by a

teacher. These items can cause a significant disruption to the school day, as well as possible issues for students with food allergies. We ask that all personal celebrations take place outside of the school day so that we may remain focused on highest achievement for all learners.

## **Communication**

Effective two way communication is an integral part of student success. Parents and students have several ways in which they can communicate with the school:

### ***Conferences***

Parent-teacher conferences are held on dates identified on the school calendar. Parents and teachers may also request a conference at any time during the school year should questions or concerns arise. Grade-level teacher teams meet with parents so that a full picture of a student's school experience can be considered, including strengths and areas of possible growth.

### ***Email/Phone***

All staff members are most-easily contacted by electronic mail. The email address format is `firstname.lastname@am.dodea.edu`. Faculty/staff email addresses will be published in August. Responses can be expected by the end of the following school day. If you need to contact Mr. Shea, you can do so @ [Miles.Shea@am.dodea.edu](mailto:Miles.Shea@am.dodea.edu) or on his cell @ 845-667-0529.

### ***Gradespeed***

All DoDEA schools provide web-based access to assignments, attendance, and grading data to parents and students using Gradespeed. Instructions for creating a parent account can be found on the school web site. Student accounts are generated upon enrollment for the school year.

### ***West Point Gazette***

The West Point Gazette is student generated and is posted to the school web site and emailed the first week of every month, other than July and August. An email notification is sent to all sponsor email accounts in the school database. It may also have attachments of possible interest to West Point families from agencies on post (e.g. chapel, MWR, ACS, ODIA) and private organizations registered with the West Point Garrison (e.g. West Point Schools PTO, DUSA, WPWC). These documents are provided as a service and in no way imply DoDEA or WPMS endorsement.

### ***AtHoc***

Curricular, extra-curricular, school delays, closures, and early dismissals will be communicated to parents using the AtHoc notification system. AtHoc sends a recorded message to every telephone number in the school database so that parents will be sure to receive critical information. The only way to keep the message from going to a particular phone number is to remove it from the school database.

would mean that the number would not be accessible to teachers or other staff members. The system will be used to communicate important or emergency information, or to update information about school events.

## ***Telephone***

Telephone messages can be left for teachers by calling 845-938-2923. Office staff members will notify the teacher by email, who will call back by the end of the next school day.

## ***Web Site***

Our school web site contains a wealth of information about our school, including course information, calendars, lunch menu, continuous school improvement efforts, and registration/ withdrawal information.

## **Continuous School Improvement**

Every DoDEA school is required to engage in Continuous School Improvement (CSI). Its purpose is to identify improvement goals based upon a variety of data sources, including standardized tests, local assessments, and classroom performance. Parents are encouraged to participate in the development and implementation of the plan. CSI is one part of the accreditation process, which is administered for all DoDEA schools by AdvancED.

An integral part of school accreditation is the Continuous School Improvement (CSI) cycle, through which the following school mission, vision, and goals have been developed:

Goal 1: All students will improve their reading comprehension across the curriculum.

## **Curricula**

DoDEA has developed [rigorous and demanding curriculum standards](#). The curriculum standards specify what students should know and be able to do. DoDEA curriculum standards are based on the content standards produced by the National Council of Teachers of Mathematics, the National Council of Teachers of English/International Reading Association, the National Research Council's National Science Education Standards and the National Council for Teachers of Social Studies.

Standards are important because they set high levels of learning and performance for all students. The standards also serve as a basis for assessment across the curriculum. They focus on what is important in each curriculum area.

## **College and Career Readiness Standards**

DoDEA will continue implementing College and Career Readiness Standards across the curriculum.

### **Eligibility**

Attendance is limited to dependent children of sponsors living in designated family housing at West Point, New York. However, DoD Directive 1342.16 and 34 CFR 22.15 provides that where a member of the Armed Forces is assigned to an installation on which there is a DoDEA school and provided on-post family housing that is expected to be available for occupancy and to be occupied within 180 school days, the member's dependents are permitted to attend the school while residing in an area adjacent to the installation. Transportation for such children is the responsibility of the parent. A letter from the housing office on post is required to establish eligibility in this way.

### **Gifted Education**

DoDEA schools provide gifted education services to identified students that meet DoDEA eligibility criteria. Transferring students with gifted identification in their incoming records will be evaluated for DoDEA eligibility in accordance with the [DoDEA Gifted Education Guide](#).

### **Grades**

All DoDEA schools follow the same grading scale:

A= 90- 100%

B= 80- 89%

C= 70- 79%

D= 60- 69%

F= 0- 59%

The grades given reflect a student's overall performance in each subject within the curriculum. Homework is an important factor in the profile of any student and serves as a method of measuring the mastering of instruction provided by the classroom teacher. Homework is a central element in preparation for and support of learning. Please see the section entitled "Homework."

Report cards have specific entries which evaluate/report the child's commitment to the completion of study and preparation for school instruction at home. Parents or students with questions regarding grades are asked to first contact the assigning teacher, as she or he has the most information concerning how a grade was calculated.

## **Health and Wellness**

A wellness program has been established to assist in maintaining a healthy and productive student body, staff, and faculty. It is part of the overall educational program.

The Wellness Program objectives include:

- Maintain a healthy and productive student body, staff, and faculty.
- Prevent outbreaks of communicable and contagious diseases, including the common cold.
- Practice constant surveillance for health and safety hazards.
- Provide health orientation and guidance for students, school personnel, and the community.

### ***Going Home***

You will be called to take your child home if his/her temperature reaches 100 degrees. The child must remain home and maintain a normal temperature for 24 hours without the use of Tylenol/Motrin before returning to school.

Children will be sent home if they have DIARRHEA OR VOMITING at school. Children MUST be free of fever, vomiting, diarrhea for a full 24 hours BEFORE returning to school.

All students must be signed out by the parent/emergency contact for dismissal.

If your child is cared for in the nurse's office, you might receive a phone call for additional information so we can better evaluate the situation.

#### **LET YOUR CHILD KNOW YOUR PLANS**

It's wise to tell your child any special plans for your day before he/she leaves for school. Occasionally it helps us find a needed parent. In addition, you may want to send a note to school to let us know where you can be reached during the day if you have plans to be away from your home or work site.

### ***Absences***

Please call the school if your child will be absent. If the absence is due to a communicable disease/illness of more than 5 days, the child must bring a medical certificate permitting return to school.

### ***Asthma and Allergies***

Asthma and allergies are very common in this part of the country. Quite often symptoms differ between home and school, depending on what triggers them. We'll gladly work with you on treatment to insure that your child enjoys the school day as fully as possible.

### ***Keeping your Child Healthy***

Plenty of rest and a nutritious breakfast are major contributors to your child's daily well-being and ability to learn. Children are permitted to bring a nutritious snack for mid-

morning snack and are allowed to purchase a snack from the Cafeteria as well.

### ***When to Return to School***

Chicken Pox: after all the blisters have scabbed over. This usually takes 5-7 days.

Conjunctivitis (Pink Eye): following 24-hour appropriate treatment and a permission note from the doctor.

Fever: following 24 hours of a normal temperature without the use of Tylenol or Motrin.

Head Lice: following appropriate treatment. No nits may remain for your child to re-enter school. He/she must be checked by the school nurse prior to returning to the classroom.

Impetigo: following 24 hours of antibiotics and with a permission note from the doctor. Sores must be covered at school until healed.

Ringworm: following appropriate treatment and a permission note from the doctor. Patches of ringworm on the skin must be covered while at school. This covering should be removed when your child goes home so the area will heal properly.

Strep Throat: following 24 hours of antibiotics and with a permission note from the doctor.

### ***Medication***

When medications must be administered during the school day, the medication must be delivered to the school nurse by the parent/ guardian in the original container, properly labeled by the pharmacy or physician, stating the name of the student, the medication, the dosage and time, and the current date. Students may not possess or self-administer any medication. Prior to administering the medication, the physician and parent must complete and sign the DODEA medication permission form. This permission form has to be completed every school year.

The school system DOES NOT stock any OVER-THE-COUNTER medication for general use by students. Administration of over-the-counter medications also requires the physician and parent to complete and sign the DODEA medication permission form.

We appreciate your cooperation with our policies so we can insure that your child receives medications accurately.

### ***Emergencies***

Please provide the school with updated phone numbers, including pagers, cellular phone numbers and at least one or more emergency contacts. Please inform the school nurse if you do appoint someone to have a medical power of attorney.

## ***Child Abuse and 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, enclosure 2).

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 for 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 are to 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.

## Homework

The assignment of homework gives the child the opportunity for independent, planned practice of the skills and the application of concepts learned at school. It is an important part of the learning process. The amount of homework assigned will vary from one teacher to another and from day to day.

On average, the following amounts of homework can be expected on a weekly basis:

<b>Grades 5 &amp; 6</b>	5-6 hours per week
<b>Grades 7 &amp; 8</b>	7-9 hours per week

There are many factors that might influence the amount of time that your child takes in doing homework. If you find that your child needs more time than suggested above, a parent-teacher conference should be scheduled.

Ordinarily, it is expected that work missed due to absences will be made up. Homework is posted in Gradespeed. If you wish to pick up your child's homework, please not the school office prior to 0800 hours so that homework assignments can be gathered for pick up between 2:00 PM and 3:00 PM at the school office.

## Hours

The teacher duty day is from 0730- 1500 hours. The

student school day is from 0735- 1418 hours.

Early dismissal takes place every Wednesday at 1318.

The Main Office is open from 0630- 1500 hours.

## Inclement Weather

In the event the schools must be closed due to inclement weather or an unscheduled early release must take place, every child's sponsor will receive a phone call indicating as such. West Point Schools uses the **One Call Now** phone message service that delivers automated phone messages, within minutes, to our student contact numbers located in our database.

It is critical for you have a "family plan" for your child to follow. We would like to suggest that a "Plan B" be established to your emergency family routine, also. Please go over these procedures with your family as soon as possible.

On days the West Point Schools will be closed due to inclement weather, the news media will make appropriate announcements. It will also be announced on community channel 23 and the 938-7000 information line.

The decision to close school is made in consultation with West Point Garrison Command, independent of other school districts, i.e., Highland Falls. School authorities in the surrounding communities may or may not close their schools. On days when weather is inclement, parents are urged to ensure that school will be in session prior to dropping their children off at school. It is likely that there will not be any school employees on campus at the time a normal drop-off would take place.

## **Lunch Program**

West Point School is a participant in the National School Lunch Program. The lunch program is regulated and subsidized by both the state and federal governments and meets the standards for nutrition set by the State Department of Education and the U.S.D.A. The cafeteria offers three different entrees every day. The entrée choice is made each morning in the classroom and sent to the cafeteria. A hot lunch includes entree, vegetable, fruit and milk. Please call the Child Nutrition Director, 938-1816 with questions or concerns.

### **Lunch program:**

Daily Lunch (See On-Line Menu for Alternate Choices)

Lunch: \$3.00 daily (25¢ Reduced or Free – must apply to qualify)

À la carte Milk: \$.50 (No Fat Chocolate or Low Fat White)

À la carte Snacks: \$1.00 Sherbet, Jumbo Pretzel, Assorted Reduced Fat Snack Bags, Home Baked Cookies, GoGurt, Fresh Fruit

4 oz. 100% Juice Cup: \$.50      10 oz. 100% Juice Bottle \$1.25

Bottled Water: \$1.25

Mid-Morning Snack Program: \$1.00-Cereal & Milk, Bagels, Breakfast Bars

Prices/Selections Subject To Change

The West Point School Lunch Program is “Nut Free”.

### ***Parent Visits***

If you plan on joining your child for lunch on any given day, please advise your child's teacher. Extra food preparation is required.

### ***Bulldog Bistro***

The Bulldog Bistro will be held the last Thursday of every month September through May. Please plan to join us for lunch with your child at that time.

***Payment:***

The West Point School lunch program uses the "Meals Plus" meal tracking system software. Your child is issued a 3 or 4 digit PIN number and enters that number into the key pad at the cash register. Purchases are entered into the system at that point. You may continue to send a check to school payable to: West Point Lunch Fund in any amount and it will be credited to your child's account. You may also pay by credit card through the website: LunchPrepay.com. There is no fee to register your child however a 5% charge will be applied if you choose to deposit money into his/her account via your credit card. You may check lunch history and request a low balance e-mail. The cafeteria no longer sends out low balance letters. Please call the program manager's office to obtain your child's 10 digit ID number. You will need this number to register on LunchPrepay.com. Remember, unless you advise otherwise, your child will be able to charge ala-carte snacks to his/her lunch account with this new computerized system. We can block the account if you let us know.

***Special Dietary Needs:***

If your child has special dietary needs due to medical reasons, please send in a note from the doctor stating the problem and listing exactly what the child may eat or drink. If a specific brand name is required, please state the name brands in the official request.

***Charging:***

Lunches may be charged a maximum of three times. You will be notified by note through your child when he/she has charged lunch and payment must be made the following day. If payment is not received by the 4th charge, the students will be given a Cheese Sandwich and Milk. The cost will be added to your account. No charging will be permitted after April. No exceptions to this written policy will be allowed.

***Free and Reduced Applications:***

The application process is done discreetly and the computerized system makes it impossible for anyone to know who receives this benefit. The application is included with your Registration Packet or can be picked up at the Main Office. Please contact the cafeteria manager with any questions.

**Parking**

Visitor parking is limited in the first parking lot to the right when accessing the campus from Washington Road. Fifteen-minute spots are available outside the bus loop for sponsors wishing to drop off something or picking up a student during the school day. At no time are cars allowed to park in the bus loop. Cars are prohibited from entering the bus loop during arrival and departure times for both schools. Community members unable to abide by the clearly marked parking requirements compromise the safety of everyone on campus and will therefore be referred to the Military Police.

## **Permanent Change of Station**

Whenever a parent receives orders or advanced notice of transfer, please send a written notice to the Registrar as soon as possible so the proper papers may be prepared.

When a member of the Armed Forces is transferred and the family moves from on-base to off-base housing in an area adjacent to the Federal property, the children shall be permitted to continue in attendance at the West Point Middle School for the remainder of the school year, provided the family continues to reside in the adjacent area. A letter should be sent to the Principal indicating that intention. Please include a copy of the sponsor's orders, the date of residence transfer, and the new address and telephone number.

Parents who depart from West Point on PCS orders prior to the end of the school year but after 20 school days prior to the end of the school year should notify the school at least two weeks prior to departure so that their children's work can be accelerated and final grades prepared. Children who depart after 6 weeks prior to the end of school will be given a report card indicating that "If school work were to have continued at the present level, \_\_\_\_\_ would have been promoted to/retained in grade \_\_\_\_."

Parents may pick up a "copy" of their children's records at the end of the child's last day of attendance, please give the secretary at least a week's notice. If records are to be picked up on the last school day of the year, a week's notice must be provided due to the heavy workload at that time of the year. The child's official records will be mailed to the receiving school once the receiving school sends a request to the WPMS.

Written guidance to attend DoDEA/DDESS schools under the new authorization: "The Office of Defense General Counsel has advised pursuant to Section 2164 (c) (3) of title 10 USA, a dependent of a military member or Federal civilian employee may continue enrollment in DDESS for the remainder of a school year notwithstanding a change during such school year in the status of the member or employee that would otherwise terminate the eligibility of the dependent to be enrolled in DDESS. The preceding sentence does not limit the authority of the Secretary of Defense to remove a dependent from enrollment in DDESS at any time for good cause determined by the Secretary."

## **Physical Education**

The primary goal of physical education at West Point Middle School is to teach children how and why they should keep themselves physically fit throughout their lifetime. Physical education classes are developmentally appropriate and based on DoDEA curriculum standards. The physical education teacher is also responsible for teaching adapted physical education for children who have special needs in grades 5-8.

Students must bring a change of clothes - Tee-shirt, shorts or sweats, and socks. For safety, slip-on sneakers, sandals, hiking boots, and shoes are not acceptable. Students

must wear sneakers that tie up or Velcro tightly with non-marking soles. No jewelry will be permitted in the gymnasium. Students should leave jewelry, watches, bracelets, etc. at home on the days they are scheduled for PE.

Students who cannot participate in physical education class due to illness or injury must provide a statement from the physician. Children well enough to be in school are well enough to participate and dress for PE classes. Students who may be involved in limited participation will do so within the teacher's discretion based upon information provided by the parents and/or physician. Students wearing a cast will not participate unless a doctor's note states it is safe for the child.

## **Smoke-free School**

In accordance with Federal and State laws promulgated in 1994, it is the policy of DoDEA and West Point Schools to prohibit the use of all tobacco products at any time in the school buildings, at school-sponsored activities (on and off campus), in school vehicles, in other vehicles on school property, and within the boundaries of the school grounds.

## **Special Education**

The West Point Schools are responsible for the assessment, identification, and education of children, ages 3-21 inclusive, who are classified as educationally disabled under the Individuals with Disabilities Education Act (I.D.E.A. 1991). To meet this requirement, a school-based team of specialists is available to review referrals, determine the need for evaluation and provide special education and related services. Service delivery models include: inclusion, pull out programs, co-teaching, consultation, monitoring and homebound instruction. While every effort is made to educate the children in their regular classrooms, some placements are separate from regular classrooms. These separate placements are determined to be least restrictive in that a child is given an opportunity to participate in an educational program appropriate to his/her individual instructional level. All pullouts are based on specific criteria.

Child Find: If you suspect your child may have a disability, it is strongly recommended that you notify the school as soon as possible so assessments may be scheduled to identify those needs.

## **Standardized Testing**

West Point Middle School fully participates in the DoDEA Comprehensive Assessment Program. Students take the system-wide standardized test, PARCC. Results are mailed home to parents in early October.

## **Standards of Conduct**

Everyone is responsible for conducting himself or herself in a manner that respects the rights of others. Honesty, integrity and trust are the keys to the establishment of good character. Listed below are descriptions of the standards of conduct for WPMS students.

These local standards are in addition to, but do not supersede [DoDEA Regulation 2051.1, "Disciplinary Rules and Procedures."](#)

***Bullying:*** The purposeful, repetitive belittling, intimidating, or harassing words or actions directed at one or more students by an individual or group of students will not be tolerated. Students referred to the office for this type of behavior will be required to meet with the guidance counselor and will likely also face disciplinary action.

***Bus Conduct:*** Student conduct on DoDEA-contracted buses is governed by DoDEA Regulation 2051.1, Enclosure 8. The standards are listed below:

ON AND AROUND SCHOOL BUSES STUDENTS WILL:

1. Comply with all school rules with the "Behavior Standards for School Bus Students."
2. Board and exit the bus in an orderly, safe manner.
3. Present bus pass when boarding the bus, and upon demand.
4. Remain seated while on the bus.
5. Talk with other passengers in a normal voice.
6. Keep all parts of the body inside the bus windows.
7. Keep aisles, steps, and empty seats free from obstruction.
8. Remain fully and properly clothed.
9. Treat the driver and fellow students with respect.
10. Promptly comply with the bus driver's or monitor's instructions.
11. 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, on, 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.
- II. Use profane or abusive language or make obscene gestures.
12. Spit or bite.
13. Harass, bully, 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, or touch bus operating devices or equipment.
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.
20. Violate any other school rule, law, or military installation regulation.

**West Point Honor Code:** West Point Middle School implemented an Honor Code in SY 2015-2016 that focuses on being responsible, fair, caring, trustworthy, and respectful and a good citizen. The entire student body practices the Honor Code chant in the morning meeting once a week.



***Cheating/Plagiarism:*** Copying or otherwise claiming another student's work as her or his own is considered cheating. Plagiarism is a form of cheating. The Random House dictionary defines plagiarism as "the unauthorized use or close imitation of the language and thoughts of another author and the representation of them as one's own original work." Imitation or borrowing by itself is not plagiarism. Drawing on other people's ideas is perfectly reasonable and, in fact, unavoidable in academic writings—but the borrowing must be acknowledged.

***Definition of School Grounds:*** The school grounds include all three school buildings (elementary school, middle school, and gymnasium), all areas between the school buildings up to the boundaries of surrounding USMA buildings such as government quarters and Keller Army Hospital's parking lot. All parking lots and sidewalks along Barry Road are also considered school grounds. School officials have primary responsibility for student behavior occurring within reasonable view from all sides of the buildings during normal school hours (0730-1415). Departure from school grounds does not automatically mean release from the school's jurisdiction. Conduct away from school that is a result of something that began at school is considered a school issue and will be dealt with accordingly.

***Dangerous Items:*** The use, possession, or display of any article (including clothing, hats, etc.) promoting the use of tobacco products, alcohol products, illegal drugs, or weapons (including toy weapons and replica weapons) is not permitted on or off campus during school hours or when participating in/observing school-sponsored or school-supervised activities. Objects that might cause injury or disrupt the learning environment are not to be brought to school. Knives, wallet chains, and weapons of any kind are examples, as are the possession of alcohol, legal or illegal drugs (including paraphernalia), and tobacco products. Violations of this type are categorized as serious incidents of severe conduct and will likely result in suspension from school and notification being sent to the USMA Office of the Garrison Commander.

***Disruption of the Learning Environment:*** The commission of any act that impacts the good order and discipline of the learning environment established by any teacher or staff member.

***Dress Code:*** The dress code applies at school and school-sponsored functions. Dress is the responsibility of the student and the parent and must never interfere with the educational process. It's important that student clothing be safe, neat, clean, and modest. We hope that the dress code will guide students as they learn to develop their discretion and good judgment. Parents will be contacted upon the first incident of a dress code violation and may be asked to bring in appropriate clothing. Repeated violations will result in disciplinary action.

Clothing designs, logos, and text should not promote or contain references to sex, drugs, alcohol, tobacco, violence, profanity, racism, sexism, discrimination, or

hate speech. Jewelry, accessories, notebooks, or backpacks must not violate our school's values of sobriety, inclusion, and respect.

Dresses, skirts, and shorts should be long enough to reach at least to mid-thigh. A quick check is that the item should reach at least to the end of the fingertips when the arms are held straight by the sides.

Blouses, shirts, and tops should be tucked in and fit properly so that cleavage is not exposed. Shirts should be buttoned to cover chest. Tops should also be long enough to be tucked in to keep the midriff covered while seated or in motion.

Pants should fit properly. There should be no excessive bagginess or sagging that reveals undergarments while seated or in motion.

No revealing clothing is allowed. Examples include, but are not limited to see-through, backless, strapless, thin straps, (NO LESS THAN THREE FINGERS IN WIDTH), or made of fishnet. Underwear should always be concealed.

No pajama type clothing or slippers.

For safety, slippers or Heelies (sneakers with wheels) and similar styles must not be worn. The wearing of strapless sandals and flip-flops is discouraged, as these types of shoes come off easily and can cause slips and falls. Bare feet are not allowed. Also for safety, shoes with ties should be tied.

Students will not wear sunglasses, hats, other headwear, or outdoor clothing in the classroom and / or building.

Students will not wear chains attached to their garments. These include wallet, security and dog chains, including any form of spiked and/or studded accessories.

Clothing for physical education class may have further restrictions. The physical education teachers will communicate this to parents and students.

Inasmuch as children go outside for lunch recess, parents are asked to ensure that their children are adequately dressed for outdoor play when they leave for school. During inclement weather, children should be dressed in suitable clothing.

***Electronic Devices:*** Electronic devices (including, but not limited to: cellular telephones, digital cameras, music players such as iPods, recording devices, video games, video recorders) must be stored in student lockers from the second bell (7:50 a.m.) until the end of the school day (2:18 p.m.). They may not be out of the locker or used at any time during the school day, including lunch and recess. Devices confiscated by staff members will be turned in to the principal, who will return it only to the parent or

sponsor. This rule will be strictly enforced to protect the integrity of the learning environment and the digital privacy of all WPMS students.

***Electronic Images:*** Digital pictures and videos may not be taken at any time during the school day except with a school-issued camera. Digital images taken with school-issued equipment may be used only for school purposes under the direction of a teacher.

***Fighting:*** Fighting on the school campus or at school-sponsored events will result in disciplinary action and possible referral to the Military Police. Discipline will be administered to all parties involved.

***Food:*** All food is to be consumed in the cafeteria except when eating in a classroom has been authorized by a teacher. Morning snack can be purchased in the cafeteria from 0900-1000. Gum is forbidden at all times.

***Harassment and Threats:*** Derogatory remarks, threats, and verbal harassment will not be tolerated. Students who are feeling threatened by others should report their concerns to a teacher, counselor, or principal.

***Insubordination:*** Failure to comply with the reasonable request of a school employee or volunteer is considered insubordination and may be appropriately construed to be willful disobedience.

***Inappropriate Language/Gestures:*** Conduct that materially and substantially interferes with the educational process is prohibited. The use of profanity, vulgarity, and inappropriate language or gestures (whether spoken, written, or transmitted electronically) is unacceptable conduct.

***Leaving Campus:*** Students may not leave the campus without being signed out by a parent or guardian. Exceptions must be approved in advance by the principal.

***Nuisance Items:*** The display or use of items which are disruptive to the learning environment is not permitted. These items include, but are not limited to, electronic devices, stuffed animals, and toys. Anything not germane to the educational program of West Point Middle School may be considered a nuisance item and shall be subject to confiscation. Students who bring valuable items to school take full responsibility and must secure such items at all times. The school is NOT responsible for missing or lost nuisance items and will not engage in more than a basic investigation should one end up missing.

***Public (Common) Area Conduct:*** Conduct in the common areas of the school should be appropriate for an educational institution. Running, shouting, profanity, and "horseplay" are not acceptable.

***Public Displays of Affection:*** Any amorous display of affection during school hours may result in disciplinary action. Face-to-face contact (kissing) and body-to-body contact (embracing) are public displays of affection and are not permitted at school or at school-sponsored activities.

***Rumors:*** Counselors and administrators support resolving differences by communication. Rather than spreading rumors about possible incidents or issues, students have the responsibility to refer potential problems to an adult. If a student contributes to a serious incident such as a fight by spreading information ("He said/She said" situations), disciplinary action may be taken against that student.

***Sexual Harassment:*** Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Such conduct is deliberate and repeated.

***Tardiness:*** Students must be in their assigned classes when the bell rings unless they have a tardy pass from a teacher. Students earning a total of five tardies for all classes, not five per class, per quarterly marking period will be assigned detention by the principal.

***Vandalism:*** Willful damages to and defacing of school, community, US government property, or the property of others is strictly forbidden.

***Severe Conduct:*** There are certain displays of behavior that are considered to be severe and should result in immediate referral to the administration. In most instances, these actions will result in suspension and/or expulsion from school. These are:

Fighting

Possession/sale of and/or being under the influence of drugs or alcohol

Willful, significant damage to school, community or others' property.

Abusive, hostile, harassing (to include sexual harassment), or malicious behavior.

Any action that is considered to violate local, state, or federal laws or installation rules or regulations.

Willful disobedience/insubordination.

Threat of violence communicated to staff, students, or anyone present on campus or at a school-sponsored activity.

Possession of a weapon (see below)

West Point Middle School enforces the DoDEA Policy of "Zero Tolerance" for any and all weapons. Students are not allowed:

To have weapons;

To have objects that resemble weapons (replicas or toys);

To use any object as a weapon.

***Disciplinary non-attendance (suspensions):*** Credit is given for class assignments. The student is responsible for obtaining those assignments and completing them in a timely manner. Normally, if a student misses a day of school for suspension, any work required should be presented as soon as the student returns to class. A student on suspension will not be eligible to participate in any extra-curricular activities during the term of the suspension prior to the next day of regular school attendance. This applies to both in-and-out-of-school suspensions.

***Discipline Committee:*** A Discipline Committee is established at the beginning of each school year. The Committee is convened in cases of severe conduct in order to provide a panel independent of the school. The Committee consists of both school and community members. When the proposed consequences for a student exceed 10 days of suspension or include an expulsion, a formal disciplinary hearing is convened under the authority of [DoDEA Regulation 2051.1](#), Enclosure 4.

***A special note to parents concerning discipline:*** The school staff takes no pleasure in disciplining students, yet we recognize our responsibility to assist students in this area of development. Effective discipline is a partnership between parents-school-students. When we contact you by phone, note, or conference about behavior, we are really seeking your support and follow-up in helping the student realize that certain actions and/or attitudes are not appropriate in school because they make learning difficult or impossible or may create hazards to self or others. Students rapidly adopt socially acceptable behavior when they realize that the home and school share the same standards.

***Detention:*** Parents will receive a telephone call or email so that they may grant permission for their child to be held after school on detention. Detention is one method the teachers or the school administrator may employ to address serious and/or repeated inappropriate behavior by children. Parents are contacted when misbehavior becomes disruptive to the good order of school routine or classroom instruction or potentially injurious to the child or their peers. Detention after the close of classes is never the sole remedy for misbehavior but rather is employed in conjunction with counseling and/or other restrictions or loss of privilege imposed by staff members supervising the students.

## **Transportation**

Students who live too far from school to walk to and from school are transported by bus. Only these students may ride the bus.

Bus schedules are carefully developed dependent upon residence. Therefore, students are allowed to ride only the bus to which they are assigned. Parents must make transportation arrangements for after-school activities like Brownies, Boy Scouts, Girl Scouts, or visiting the house of a friend. Middle school students may not ride the elementary school

buses without written permission from the bus coordinator, which will be granted only in extreme extenuating circumstances.

In the interest of safety students riding the bus must remain in their seats while the bus is moving and must maintain good behavior at all times. Students are not permitted to save seats for one another or to board the bus at other than the designated stop. Parents of students who ride the bus are asked to talk with their children about bus safety as a supplement to the instruction given at school. Students who are found to be misbehaving on the bus may receive one warning, depending on the severity of the infraction, before the riding privilege will be suspended. In some cases, seats may be assigned to serve as an intervention measure. Parents will be notified of the warning or any disciplinary action by letter.

School bus routes and times will be published at the beginning of the school year. Times may not be exact and parents are asked to have the students at the bus stop a few minutes early, particularly at the beginning of the year as the routine develops. Inquiries pertaining to bus transportation should be directed to the bus coordinator at 938-1988.

Students are permitted to ride bicycles to school. Since the entrance to the school at Barry Road is narrow and used by vehicles at the beginning and end of the school day, students are required to *walk* their bicycles at the time they leave or cross Washington Road entering the school area. The bicycle must be *walked* on the sidewalk to the designated bicycle parking area. This procedure should be reversed when leaving the school area. Failure to follow this rule will result in the loss of the privilege of bringing the bicycle onto the school grounds. Students are urged to lock bicycles at school.

## **Visitors**

Students who attend other schools are not permitted to visit West Point Middle School while classes are in session. Not only is there a legal liability, but experience indicates that the presence of guests is a distraction and thus interferes with normal classroom activity. All visitors will be required to have a driver's license or Department of Defense identification for our automated School Check In system.

## **Volunteers**

Volunteers are always welcome at West Point Middle School, but a current application must be on file with the Main Office. A visitor's badge will be provided at the time of sign-in. Volunteers must remain within line-of-sight of a DoDEA employee when working with students.