Kadena Middle School Handbook

Latest Update: August 2011

Kadena Middle School AP – Angela Butler
Kadena Middle School Principal – Al M. Barney
Okinawa District Superintendent – Martha Brown
Pacific DDESS Guam Area Director – Diana Ohman
DoDEA Director (interim) – Marilee Fitzgerald

Kadena Middle School ~ Background

Named for the base on which it is located, Kadena Middle School opened its doors to students in September, 1990. With an average annual attendance of nearly 700, over 14,000 military and civilian dependents have been KMS Wolverines since opening. Our current 6th, 7th and 8th grade combined population ranges between 550-600 students.

Our professional staffing is just over 60, all of whom are dedicated to ensuring our military service members and their support families have peace of mind their children are in a safe, caring and achievement focused environment that either moves children toward or keeps their children in the upper quartile of the nation in student achievement.

KMS employs a middle school philosophy that aligns children in HOUSE teams where they 'share' CORE teachers who work collaboratively with parents and the community to ensure every student achieves. Our middle-school program employs 85 minute long 'block classes' that are on an 'A' and 'B' schedule of rotating blocks.

You Get the BEST@KMS! Is our slogan and Red and Black are our school colors, which we encourage everyone to wear for special spirit occasions and Fridays.

Student and Office Hours

- 0700 - Campus open for student arrival and assembly in courtyard
- 0715 - Students enter buildings ~ Doors Open
- 0720 - 1350 Instruction and Closed Campus
- 1350 - 1356 – Students leave campus or are in after school activities with sponsors
- 1359 - Buses depart KMS
- Main Office Hours Monday thru Friday 0700-1600

Telephone Numbers

Attendance/Registrar	634-0217
Front Office	634-0217
Guidance Counselors	632-7433 or 7434
School Nurse	634-0512
Transportation Office	645-7820

DoDEA Mission Statement

To Provide an Exemplary Education that Inspires and Prepares All DoDEA Students for Success in a Dynamic, Global Environment. Please visit the DoDEA Community Strategic Plan for details on our priorities.

Kadena Middle School Vision Statement

The KMS IPLAN provides all students with the skills to:

Integrate Technology
Problem solve and reason
Learn responsible choice making
Achieve individual potential
Never stop learning

Okinawa District Vision Statement

- Exemplary schools challenging students
- All students achieving success in a comprehensive educational program Supporting student centered schools
- Diversity enhancing every program
- Preparing students for their next pursuit
- Enhancing partnerships between schools, parents, communities, and military services

Keep in mind as you read through this booklet, that our policies and guidelines governing students both written and implied are established for the purpose of maximizing the educational setting for the achievement of all students while respecting the rights of individual students.

DoDEA Pacific 2011-2012 School Year Calendar

2011	
Aug 29	Begin 1st Quarter & 1st Semester
Sep 5	Federal Holiday - Labor Day
Oct 10	Federal Holiday - Columbus Day
Nov 3	End of 1st Quarter
Nov 4	No School Students- Teacher Work Day
Nov 7	Begin 2nd Quarter
Nov 11	Federal Holiday - Veterans' Day
Nov 24	Federal Holiday - Thanksgiving
Nov 25	Recess Day
Dec 19	Begin Winter Recess
Dec 26	Federal Holiday - Christmas
Dec 31	Federal Holiday - New Year

2012	
Jan 2	New Year's Day- Federal Holiday
Jan 3	Instruction Resumes
Jan 16	Federal Holiday - MLK Jr. Day
Jan 26	End 2nd Quarter & 1st Semester
Jan 27	No school students- Teacher work day
Jan 30	Begin 3rd Quarter & 2nd Semester
Feb 20	Federal Holiday - Presidents' Day
Apr 5	End of 3rd Quarter
Apr 6	No school students- Teacher work day
Apr 9	Begin Spring Recess
Apr 16	Instruction Resumes - 4th Quarter
May 28	Federal Holiday - Memorial Day
Jun 14	End 4th Quarter & 2nd Semester - Student last day
Jun 15	No school students- Teacher work day

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WELCOME LETTER

Dear Students, Parents and our KMS Community,

I want to welcome each of you to Kadena Middle School. Our goal is to support the family members of the US military and SOFA sponsored civilians with a safe, caring and achievement oriented education providing opportunities for all students. We work to incorporate three 'R's to education.

- **The first R: We establish positive Relationships with students.** This provides a personal connection and caring to each student's success and promotes respect for all. Middle school students are socially developing and highly inquisitive people, and arrive at KMS with a broad spectrum of competencies and skills. We are extremely fortunate to have the BEST possible circumstances for educating young adults. A large portion of our KMS teachers have advanced degrees and are fully prepared to meet the task of developing a challenging standards based curriculum that engages our youth. They are committed to continuous learning about teaching and incorporate strategies that engage our young adults and connect learning to our changing world.
- **The second R: We promote Relevance for students from the concepts being taught in school to real world situations**. From Math to Health, students need to know how what they learn here is something they can apply in their lives as adults and world citizens. Our strongest local asset is the common moral fiber that bonds our unique military support community ~ nationalism. That sense of duty, loyalty and obligation to do what is best for our charge and work very hard achieving that goal. We focus on the positive and do not tolerate influences that deter or undermine the good order that allows students to remain positive and achieve.
- **The third R: We encourage and celebrate Rigor in our lives.** Rigor is not a pile of difficult homework, but is the unbroken interest in a task. We pride ourselves on challenging students in all curricular areas. I will work to include you, parent or community member, into our school in ways that helps students achieve.

Together,
Al M. Barney
Principal, Kadena Middle School

Kadena Middle School Purpose and Objectives

The curriculum goals and objectives of Kadena Middle School (KMS) are designed to meet the educational and social needs of 6th to 8th grade children in preparation for adult life.

Not only does KMS provide a firm foundation in basic educational skills and knowledge, but also accommodates the controlled transition between elementary and high school. Middle school students experience rapid physical and emotional growth as in so doing, require special attention. Their self-concept, learning interests, and values are refined during this period of development. KMS is sensitive and responsive to the unique intellectual, physical, emotional and social needs of adolescent students.

The following initiatives receive high priority:

- Strong emphasis is placed on learning and the instructional process. Acquisition of basic skills and information appropriate for the intellectual development of our students. AVID skills are implemented school-wide that are proven to increase the probability of student graduation from universities/colleges.
- The use of instructional Houses and related lesson planning emphasizes both content and techniques of learning.
- Development of positive concepts through structured social opportunities befitting 11 to 14 year olds.
- Programs are designed for the full range of student abilities, recognizing our students as individual persons and as individual learners ~ often referred to as differentiated learning.
- Experiences are designed which allow students to discover different interests and abilities. Students then use these to make additional decisions and choices. This process of exploration and enrichment provides students with more insight regarding themselves and those around them.
- Opportunities for citizenship development are furnished through participation in student governments and school wide activities. Guidance and control is highly organized to provide the clarity and direction so greatly needed by this age group.
- Providing a safe physical and psychological environment along with an environment free of substance abuse.

Communication between School and Home

When parents have questions or concerns, they should contact school by calling 634-0217. Calls will be directed to the staff member who can provide the most direct information about the concern. Calls will not be forwarded to classrooms during the instructional day, though messages will be forwarded via email.

Student Use of School Phones

- Kadena MS provides a telephone in the hallway adjacent to the Nurse's office for student use from 0710 – 0720 and from 1350 – 1405. This telephone is unable to call Cellular telephones. Student use of cell phones after dismissal at 1350 is permitted as they leave campus.

Parents are encouraged to use email to contact staff members.

All staff can be reached through the following address format: ***FirstName.LastName@pac.dodea.edu*** or you may find their email addresses by visiting the *KMS Int**er**net web site* and navigate to KMS *Int**ra**net*.
Internet Site: http://www.kadena-ms.pac.dodea.edu
Intranet Site**:** http://wolverinenet.kadena-ms.pac.dodea.edu

Chain of Command – "Solutions at the point of contact"

- Whenever the concern involves a staff member, parents are asked to work to resolve the concern directly with that person before referral to administrators.
- Problems not resolved by first discussing them with the teachers and KMS administrators, may be referred to the office of the District Superintendent.

Mr. Al Barney, Kadena Middle School Principal Telephone: 634-0217 Al.Barney@pac.dodea.edu Kadena Middle School - Unit 5166 APO AP 96368-5166
Ms. Martha Brown, Okinawa District Superintendent Telephone: 634-1204 Martha.Brown@pac.dodea.edu
Ms. Diana J. Ohman, Director DoDDS Pacific-DDESS Guam Telephone: 644-5878Torii Station, Okinawa Diana.Ohman@pac.dodea.edu
Ms. Marilee Fitzgerald, DoDEA Interim Director Marilee.Fitzgerald@hq.dodea.edu 4040 North Fairfax Drive, Arlington, VA 22203

Arrival/Departure and Block Schedules

- Earliest staff supervision available: 0700 students assemble in courtyard, during inclement weather, students move into the cafeteria
- Students Enter Building 0715 – CCTV Announcements 0720
    - First Block 7:20 8:50
    - Second Block 8:55 – 10:20
    - Third or Lunch Block A10:20– 10:50, B 11:05 – 11:35, C 11:50 – 12:20
    - Fourth Block 12:25 – 13:50
- Students must clear campus within ten minutes of the dismissal bell unless participating in an after school activity by working with a teacher or being in the Information Center (IC).
- Students who arrive on buses between 0720 and 0730 go directly to their classes.
- Students arriving later than 0730 must be signed in by parent and secure a late pass from the main office before reporting to class.
- Half Day Schedule – Students are dismissed at 1020 and buses are rescheduled to depart at 1030. Buses depart from KMS bus lane.
- All students clear campus at 1030.

Partners in Your Children's' Education

As partners we have a common goal, the best possible education preparation for adulthood. The role of parent participation in the education of our children is an important one. Our DoDEA Community Strategic Plan addresses parental participation by promoting the social, emotional, and academic growth of children.

School Advisory Committee (SAC)

- Kadena Middle School, like all DoDDS Schools, has a **SAC** or ***School Advisory Committee***.
- All meetings are open to the public and are held regularly at KMS.
- The SAC is responsible for advising the principal on matters affecting the operation of the school. Committee concerns may include school policy, instructional programs, staffing issues, budget, facilities, maintenance, administration procedures, pupil personnel services, educational resources, program evaluation,
- Student standards of conduct, and other educationally related items.
- This committee is an advisory group.

- The principal retains final decision authority on school policy.
- In order for issues to be discussed and acted upon by the School Advisory Committee, any parent must identify himself/herself to a SAC member and provide contact information for feedback. If they wish to have a concern presented anonymously, they must state so orally to the SAC member or ask via email.

SAC may:

- Recommend solutions to problems
- Determine feasibility of implementing new programs
- Review school policy and advise principals on curricula and budget issues
- Measure the effectiveness of a program through evaluation
- Keep the community aware of plans and programs initiated in the schools
- Hold forums on topics and invite community members to present their views
- Hold open houses
- Invite qualified speakers to address specific subjects
- Participate in briefings on school accreditation and school task groups

SAC may not:

- Engage in political campaigns or issues
- Become a pressure group
- Decide on curriculum or choose textbooks
- Be a forum for employee grievances
- Report independently to the public
- Function as a board of education
- Be involved in personnel actions of individual staff members, or participate in negotiations between DoDDS and its employees
    - Engage in fundraising activities for school equipment or special events, grants, Scholarships, or assume functions normally provided by Parent, Teacher and Student Associations, booster clubs or similar organizations.

- Parents of Kadena Middle School students and the professional staff are eligible to be candidates for the SAC. They may vote in the SAC election.
- The SAC also invites students to present and participate on issues brought to this forum.
- For further information, please contact the school office at 634-0217 or use the links on the KMS Intranet.

Kadena Middle School Wolverine Parent-Teacher Organization

The Kadena Middle School Wolverine Parent/Teacher Organization is a self-governing organization that plans programs and activities to meet the needs of our students and parents. The primary function of the Parent-Teacher Organization is to bring the home and school closer together to raise monies to improve the education of our students. The KMS Wolverine Parent-Teacher Organization is the only fundraising agency for the school. The KMS Wolverine Parent-Teacher Organization welcomes parents,

teachers, students, and all community members interested in promoting the well-being of KMS students.

School Home Partnership & Parent Volunteer Program

Kadena Middle School encourages parent and volunteer participation in all aspects of the school program. Parents and volunteers make our school more successful by being:

- After school tutors
- Classroom aides
- Computer assistants
- Lunchroom supervisors or activity leaders
- Office assistants
- Presenters and co-teachers
- Volunteers with study trips

- Volunteers make significant contributions supporting the KMS staff and students each year and enhance student programs.
- Parents are welcome and encouraged to work with us as we pursue instructional and developmental goals.

Registration

- All students must be registered for school each year.
- All registration forms are available at http://www.okinawa.pac.dodea.edu/
- Registration begins each year during Spring Recess. At re-registration sponsors will be required to bring:
  - a letter of employment
  - extension orders
  - Housing verification document (lease or base assignment letter).
  - Registration packets are also available in the KMS Front Office.

Please use this checklist to help you complete the registration process

Area Clearance or Dependent Entry Approval (for USMC & Navy only)

Certificate of Immunization (DoDEA Form 2942.0-M-F1)

Passport or Birth Certificate for student (for age verification)

Social Security number for student

Sponsor's Orders, Certification of Employment letter, Personnel Action Form, Contract, etc.

Student Health History (DSPA Form 120.1)

Student Registration (DoDEA Form 600)

(Must take to Immunization Clinic to be signed by medical authority)

Computer and Internet Access Agreement (DoDEA Form 6600.1-F2)

Copy of Immunization Card

ESL Home Language Questionnaire

House Assignment Letter, Off-Base Lease Agreement, or TLF Receipt

Housing Address & School Zone Verification letter

Publicity Permission Form

Questionnaire for Race/Ethnicity (DoDEA Form 600A)

Special Education Needs Review Form

PREVIOUS SCHOOL RECORDS FOR STUDENT

- Sponsors are recommended to provide the name and phone number of someone **other than the sponsor or spouse**, who would be authorized to sign the student out and to take responsibility for the student in emergencies. This designation must be done in person prior to need. We cannot utilize telephonic approvals for students to be released without written confirmation.
- Registration is held each spring for returning students. If the orders will be more than three years old when the student starts school, a copy of extensions or Confirmation of Status form is required.
- Registrations are also accepted through the summer. Students who arrive during the school year may be registered daily from 0730 until 1530 hours.
- Appointments are then scheduled with the counselors, who assist in course selection. Students do not begin attendance until a schedule has been developed, and teachers are notified at least one full day prior to start. Example, registration at 0900 on Tuesday, student will begin on Thursday morning.

Attendance and Absence Policies

It is expected that all students will attend school regularly and punctually. Regular attendance is vitally important as it promotes successful learning as well as development of the habits needed for the responsibilities of adult life, especially in the workplace. Although it is possible to make up reading and written assignments, it is not possible to replicate teacher directed lessons, class discussions, laboratory experiences, etc.. Missing instruction adversely impacts student's learning and achievement.

Sponsors are responsible for:

- Ensuring students arrive on time and are signed into and out of school and attend classes regularly unless:
- There are medical or dental appointments
- Have followed procedures for Advanced Notification and Request for Excused Absence
- An emergency occurs
- A doctor's written excuse is required and/or a parent conference when excessive absences or tardiness are noted.

Additionally, names of students/sponsors may be forwarded to KDAP (Kadena Disciplinary Action Program) administered by the 18th Mission Support Group Commander, for students who habitually fail to arrive to school on time or have reasonable justifications for excessive school absences. The expectation of command is that students are engaged in education.

Signing In and Signing Out

 The parent, sponsor or prior designated person is the only individuals who may sign out students who leave school ANY TIME during the school day.

 Students **<u>will not be called to the office</u>** until parent or guardian is present, ID is validated, and has signed the logbook. Parents must sign their child in if arriving or returning to school after 0745.

Students will not be allowed to leave campus ***without a parent or guardian present*** to check them out. Deviation from this procedure will require a parent to make **prior** designation in our records of the individual who is then authorized to withdraw the students.

Kadena Middle School is a **closed campus**. Students are not permitted to leave the campus for any reason that does not follow the previous conditions of leaving school. Leaving campus or evading adult supervision without permission is considered truancy. A logical consequence for truancy is detentions for twice the time missed from classes.

Excused Absence or Tardiness

Parents or sponsors must inform the Registrar by phone, 634-0217, before 0720 hours on the day a student will be absent from school if the absence is due to illness, appointment, or other short-term reasons. If an emergency prevents you from informing the school of short term absences before 0720, please do so as early in the school day as possible. Every excused absence or tardy to school must be documented by a phone call, note, or visit from the parent or sponsor to the Registrar. This information should include the reason(s) and the exact date(s) and/or time(s) the student was absent or tardy. It is the student's responsibility **(1) to remind her/his parents that a phone call must be made to the Registrar**, **(2*)* to report to the Registrar before going to class the next morning.** If the school does not receive verbal confirmation from a parent regarding a student's absence, the student's sponsor will be called.

Parent/sponsor will be called when the school discovers an unexplained absence of a student while at school.

Advanced Notification and Requests for Excused Absence

If a student/sponsor desires to request that class work be provided during the prolonged absence, the request must be submitted through the Registrar's office at least **5 school days *prior*** *to departure*. When assignments have been provided, work must be turned in to each teacher within the first two days after their return to school. If

not turned in as specified, missed assignments may be recorded as failing grades. Students may be required to sign a MOU to this effect with the Registrar prior to departure. Please note: if a family requests Advanced Notification and Request for Excused Absence after the established authorized departure date for PCS'ing families, and/or will not be returning until after the last day of school, no class work will be provided and students will receive a grade to date for the quarter. If this is the case, students will be expected to turn in all textbooks and materials, clear their locker, and clear the Information Center (IC/library) before leaving (except for high school credit courses which must undergo an accelerated withdrawal program for credit – see following).

Early School Departure with PCS Orders

When students PCS from Okinawa, before the end of the school year, two types of grades are given, depending on the date of withdrawal. These guidelines facilitate the early release of students (sometime within the last 20 instructional days of the first or second semester) due to PCS assignments and other mission required contingencies.

If students do not request accelerated work the student will get a grade to date for all work to the point of departure to be averaged in with their 3rd quarter grade for their semester average ~ Work not turned in may be counted as zeroes and averaged with current grades for their credit class final grade. Early Departure dates are established each school year, and fall 20 days before each semester ends. If the student is departing the island within the last 20 days of a semester and has submitted PCS orders to the school ~ they may receive a semester grade. Inform the school as soon as possible of the pending PCS assignment. Sponsors must submit a copy of the PCS orders when received for school planning and record keeping.

Early departure for PCS'ing students is only authorized in the last 20 days of the 2nd and 4th quarters. Students who leave before the established early departure date may receive a "grade to date." and risk not getting credit for high school courses (all Foreign Languages, Algebra and Geometry). Students who leave after the early departure date may receive quarter and semester grades or credit (HS courses only). Students taking High School credit courses who PCS before the end of the school year (DoDDS established early release date) must ***request*** accelerated work.

Request for Assignments. It is the student's responsibility to obtain the assignments from the teachers. Submit work assigned to the respective teachers before the departure date. Work not accomplished by this date will be graded F and entered into the student's record. The final class grade will be based on all work assigned for the grading period in which the student is released early.

Early School Departure ~ without PCS orders

The following applies for school withdrawal for family vacation/EML leave requests. Early departure based on taking vacation/EML leave is **strongly discouraged**.

- Students will get a 'grade to date' and may not receive accelerated assignments.
- Outstanding assignments may be entered as 'no credit' and averaged into final grades.
- 'Grade to Date' marks are not Final Progress Report grades and will negate semester credit for high school credit classes.

Makeup Work

After an absence of three days or less, students should check with all of their teachers to make sure that class work is complete. It is the student's responsibility to take care of all makeup work within the allocated timeframe. The expectation is a student will receive a day for each day absent for making up class work due to an excused absence. Failure to do so may result in failing marks for assignments. Each individual teacher will determine Makeup procedures in his/her class. When a student is absent over three days, class work may be collected with a request made through the registrar. All KMS students are provided ***Gaggle.net*** email accounts. They may use these accounts to send homework into teachers. Electronic communication is the preferred tool for coordinating homework during absences.

Students will have a class day (A or B day) to complete and turn in the work for each (A or B day) absent. For example, if a student is absent for one 'A' day, the next 'A' day the work will be due without late penalty. Cases of prolonged illness will be given special consideration. In such cases, assignments are coordinated through each teacher and work collected/distributed through our Guidance/Counseling Center.

Unexcused Absences or Tardiness

When late to school, all students must report to the main office upon arrival. A pass to class will be issued. Examples of unexcused absence or tardiness are oversleeping, missing the bus, walking the dog, babysitting, going home for forgotten homework or school materials, or not having a parent call the school when a student will be absent or late. Students whose absences or tardies are unexcused will be allowed to make up work, however, appropriate disciplinary action may occur.

Late to Class

Students who are late to class miss the teacher's introduction of the lesson, initial instruction, and/or expectations for that day. They also disrupt instruction for the other students in the class. Unexcused tardiness during the school day is recorded as a violation of the school rules. In the event that a student is repeatedly tardy, parents will be contacted initially by the teacher(s). Chronic, repeated or multiple tardies when going from class to class will not be tolerated. Teacher and administrator disciplinary action will result from multiple late to class tardy Behavior Disciplinary action progresses from warnings to after school detentions to Saturday school, to suspension.

Truancy

Any student who is absent from school or teacher supervision without the prior knowledge and permission of her/his sponsor, parent or legal guardian, or school authorities is ***truant***. Students who choose not to attend class(s) will receive an appropriate disciplinary action that may include detention or suspension. This includes 'hiding' or 'evading supervision' on campus.

Guidance and Counseling

Guidance Mission Statement

The role of the School Counselor is to be a **child advocate**. Counselors are in school to assist students with personal, social, academic, and other concerns they might have that inhibit their ability to reach their full potential. When students are upset and having problems, they are there to listen and help students find solutions. As educators, they teach social skills such as anger management, friendship skills, and solving social problems. Counselors also teach students how to define and identify bully behaviors, (including sexual harassment) and what to do if it is happening to them. Students are encouraged to talk to the counselors and let them provide guidance when they have a concern. Learning to seek help when you need it is another important life skill and we want our students to know that there are resources to help them. Parents are also encouraged to keep the counselors informed so that they might work together to better serve our students. The counselor's goal is to help ease the way while teaching skills that will benefit our students throughout life.

Counseling Services

Kadena Middle School is staffed with two certified guidance counselors and one ASACS (Adolescent Substance Abuse Counseling Service) Counselor. Each guidance counselor is assigned a grade level and stays with their grade level both years the students are at KMS. These professionals are experienced in helping young adolescents and knowledgeable of the developmental milestones and age appropriate behavior of children. Our counselor's jobs include:

- Academic and Small group counseling
- Administer **K**indness **M**akes **S**ense program
- Behavior Plans and 504 Plans
- Classroom guidance
- Consulting with parents and teachers
- Coordinate and administer all standardized testing for KMS. Our testing includes:
- Coordinate Presidential Academic Awards
- Gather information on students being referred for additional assistance.
- Individual counseling
- National Assessment of Educational Progress (NAEP)
- Orientation and transition programs from 5th ►6th and 8th ►9th grades

- Participate on committees/teams: AVID, Gifted Education, Student Placement,
- Peer Mediation
- Pupil Personnel Services (PPS), Case Study Committee (CSC), and Team Meetings
- Recruit, train, assign Transition Guides to new students
- Schedule classes/make schedule changes
- TerraNova3 National Standardized Testing Administration
- Welcome/orient new students to KMS

The Adolescent Substance Abuse Counseling Service (ASACS)

Provides a continuum of services for adolescents and their parents:

- Prevention/Asset Building Classes A six to ten session educational program designed to enhance strengths, build self-esteem, encourage problem solving and decision making skills, examine values, and prevent substance abuse.
- Be a V.I.P. (Very Informed Parent)
- Series Bimonthly information via Newsletters featuring a topic of interest to parents and professionals.
- Counseling Individual, group, and family counseling for adolescents who are using Alcohol or other drugs and experiencing emotional or behavioral problems.
- Awareness Campaigns
- Red Ribbon Week is a national awareness campaign held in October. The goal is to promote a drug free lifestyle.
- National Inhalant Week is a national campaign held in March. The goal is to increase community awareness about teenagers use and abuse of common household products and the dangers of these chemicals.
- Presentations, activities, and discussion groups for students, adult groups, and agencies in the community on a variety of topics.

KADENA MIDDLE SCHOOL COURSES

Students have seven periods of curricular classes and one Success (seminar) class. Middle school is an opportunity to expose students to a wide variety of courses and establish success patterns that will serve them in their high school years. As 6th grade students begin their middle school experience, they have 5 core classes while 7th and 8th grade students normally have 4 core classes.

A variety of year-long electives and experiential wheel (quarter only) and semester courses are utilized to expose the students to interest/study subjects that broaden their perceptions and influence decisions about courses they may want to pursue in high school for credit.

Students and parents are asked to fill out 'course request' forms. Every effort will be made by to match a student's highest choices in elective course selection. Course availability, special courses (such as band) and class size restrictions contribute in determination for a student's schedule.

Quarter Class Options (Sixth Grade)

Computer Applications	Family Consumer Science
Physical Education	Music
Art	Study Skills (AVID-type support)
Host Nation	Health

Semester Class Options

Physical Education	Music
Math Solutions (Pre-Algebra)	Computer Applications
Family and Consumer Science	Spanish or Japanese Culture
READ 180 (Criteria dependent)	Computer Applications

Year Long Core / ***Required Classes***

Language Arts (6th Grade – Language Arts and Reading – a 2 block requirement)	Social Studies
Science	Math

Yearlong Option Classes

Spanish I or II *	Japanese I or II *
Beginning, Intermediate and Advanced Band	Chorus
Algebra (replaces Core class)*	Geometry (replaces Core class)*
Asterisked courses require 'success parameters' regarding prior achievement, motivation and possible screening test performance as assurances of student success. These are high school rigor courses and require semester attendance.	
High School credit may be earned while in middle school, but will NOT be utilized in determining their high school GPA	

Student Progress / Grading System

Official progress reports of academic achievement are issued via email each quarter at mid-term (after 20 school days) and end (40-43 days or each quarter) of each marking period. Grade-Speed is the official grading communication program for teachers, students and parents. Parents can register and get timely reports of progress at any

computer at any time. Any questions may be immediately emailed to the appropriate teachers. Registration information is available on the KMS Intranet.

Letter grades are based on a great deal more than marks received on tests, quizzes, and semester exams. They include class discussion, laboratory work and hands-on experiences.

Grading Scale DoDDS

- **A Letter Grade = 90 – 100 percent**
- **B Letter Grade = 80 – 89 percent**
- **C Letter Grade = 70 – 79 percent**
- **D Letter Grade = 60 – 69 percent**
- **F Letter Grade = 59 percent and below**
- **I Letter Grade = Incomplete (until removed)**

The Incomplete **(I**) grade may be given when the student has not been able to complete the required assignments due to late entry, prolonged illness, or excessive excused absence from school. This temporary grade is not given to students who attended class regularly and could have completed the assignments on time. When a grade of "I" is given, the counselor and the teacher will determine the length of time needed to complete the work, but this should not extend beyond the number of days the student was absent from school and not to exceed two weeks. Once the deadline has been established and the required work is not completed the "I" will become an "F". In preliminary computations of the student's grade point average, the grade of "I" is equivalent to zero grade points.

Midterm Progress Reports

Progress Reports are sent to all parents to document achievement progress (or lack thereof). These reports are emailed to parents at the end of the 4th week of each quarter. More frequent notification of achievement may be posted on Grade-Speed by many teachers or arranged by parents requesting updates from each teacher. Grade-Speed (computerized teacher grade book) and the student planner are used to share regular progress reporting. Parents should look weekly online for Grade-Speed as well as the student planner for notes to parents and assignments. Parents are encouraged to email their child's teachers for more frequent achievement progress.

Report Cards

Report Cards are issued each nine weeks (quarterly); see the school calendar for end of quarter dates.

Student Recognition and Honor Rolls

Two levels of academic achievement are recognized at KMS.

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

Honor Roll students are determined at the end of each quarter for full time students. The honor roll recognition list will be published 1st, 2nd, and 3rd quarter. Honor roll students will have their names posted on the appropriate honor roll in the school and be awarded an appropriate achievement certificate in an assembly of their peers. Parents will be invited to the presentation.

National Junior Honor Society (NJHS)

Kadena Middle School has a chapter of the National Junior Honor Society. To be considered or stay a member the student must:

- Maintain at least a 3.5 (88%)
- Attended one full semester at Kadena Middle School
- Attend regular NJHS meetings and to complete an annual service project.

Selection is by the faculty and is based on the scholarship, character, leadership, and service criteria published by the National Junior Honor Society. Election to the Kadena Middle School chapter entitles a student admission to another school's chapter upon transfer. Induction programs will be held once each semester.

Certificates of Performance

Performance certificates are awarded to students in each course offering in school at Semester Awards Ceremonies. The course teacher or teachers will make the selection based on standard, set criteria that was developed by a school committee. Students may be recognized for Academic Achievement or Effort & Growth. The Outstanding Wolverine Award is presented to one boy and one girl from each House, House teachers and Administration review the candidates based on the specific criteria to make the selection.

Presidential Academic Fitness Awards Program

Certificates may only be given to eighth graders for middle school and awardees are determined by principal review. The President of the United States and Secretary of Education endorse these prestigious awards. Students must meet specific criteria with regard to grade point average, standardized test scores and time enrolled in school to be considered.

Study Trips

Occasionally, during the school year, students are taken on a study or incentive trip as a class project. Permission slips are sent home with the student before the trip is scheduled and must be returned promptly. Students must have a permission slip signed by a parent/sponsor before they can go on a study incentive trip

Homework Policy

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

Definition

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

Policy

It is Kadena Middle School policy to assign homework as appropriate to each student. Homework assignments are reinforcements for classroom curricular areas and are assigned to support student learning. Homework assignments shall be designed to meet the needs and abilities of individual students. The time commitments that homework places on a student will be considered when such assignments are made. As appropriate to the nature of the assignment, teachers shall evaluate and return homework assignments to students. Teachers shall periodically inform students and their parent of the student's academic progress.

Committed to Homework

DoDDS strongly supports the philosophy that homework is a necessary adjunct to school life that serves different purposes according to the student's grade level. The assignment of academically appropriate homework is an extension of classroom instruction and supports the teacher's instructional objectives. It is DoDDS policy that homework will be assigned within the DoDDS system in accordance with the needs and objectives of individual students and in support of the learning objectives of the particular curricular area. It should be recognized that "homework" might not always be paper and pencil tasks.

Gaggle.net Official Homework email for KMS

Kadena Middle School students are issued Gaggle.net accounts at school. These accounts are monitored by school staff and are subject to cancellation or suspension due to inappropriate use. The main focus of Gaggle.net is to facilitate home to school and school to home transmission of class work and assignments. Teachers have access to student email addresses on Gaggle.net and can communicate with home during absences via email.

Requesting Alternate Placement

Administration and Guidance Counselors make course placements based on student interest, indicators for success and course availability. Families should know that once students are in a course, a written request to change placement must be submitted

with the rationale for change. That request will then be forwarded to the placement committee.

Placement Committee

A Placement Committee exists to collect information, discuss referrals, and make recommendations to the principal who makes final determinations for student placement. This committee is tasked with working on all placements that are 'exceptions' to regular programming. The relevant regulation follows.

DoDEA Regulation 2000.3

4.5 **Other than routine grade or class placement**

4.5.1 At each school, the principal will establish a committee to recommend placement of students being considered for other than routine grade or class placement. The committee will normally be composed of school staff members directly concerned with the placement of each individual student. Sponsors and students will be represented, as appropriate. This committee will make recommendations to the principal on placements which require retention, double promotion, and any "other than routine grade or class placement" which is designed to promote student success. This committee is not the Case Study Committee (CSC) established for the education of students with disabilities but often works with the CSC in determining proper placement for students with disabilities.

4.5.2. Recommendations to consider a student's grade level placement program, or course adjustment may be made to the principal (or designee) by the classroom teacher, counselor, or other concerned person including the student and the sponsor.

4.5.3. In addition to designing a plan to promote student success, the committee recommendations to the principal should consider each student's emotional state and the recommendations should encourage the maintenance of a positive self-image. The recommendation will be given to the principal in writing. Notification to the student and sponsor shall be made in a sufficient period of time to permit them to react to the plan for suggested placement and to understand the conditions of the placement.

Parents may initiate a Placement Request

Parents must put their request in writing to the school principal stating their desires and reasons. The school's Placement Committee chairperson will convene a meeting. For recommendations of no promotion, the request must be initiated prior to the end of the 3 rd quarter. The counselor will then do a complete record review, parent interview, and student intake. Parent consent for testing will be secured if insufficient data is available. The placement committee will discuss the request taking into account all of the ramifications of the double promotion/non-promotion. The committee will make a recommendation to the principal. The principal will make the final decision and notify the parents in writing of their decision.

School Psychologist

KMS is staffed with a school psychologist who implements a school-wide positive behavior program, conducts assessments, tests and collaboratively reports to support teams working to improve student welfare. They conduct individual, family and group counseling in a variety of settings conducive to effective communication and support. The psychologist works closely with the counselors and school administrators to offer a comprehensive continuum of student services. In addition, the psychologist is a member of the Case Study Committee and works with the academic teams on a regular basis. Parents are encouraged to contact the school psychologist if they have a concern or share valuable information with KMS about their child.

System Wide Testing Program

Students at Kadena Middle School participate in the DoDDS System Wide Testing Program each school year. Test results are shared with parents. Data obtained from these tests allow parents, students, and staff to better understand every student's achievement progress by comparison of standardized assessment results of students throughout the United States. Counselors and teachers use this information to recommend student placement and course selection, and for referrals to: Reading Improvement and Special Education Programs.

SCHOOL PROGRAMS

English as a Second Language (ESL)

The ESL Program is for non-native English speaking students who exhibit difficulty succeeding in content area classes. The student's previous ESL teacher, parent(s), teachers, counselors, or the student may request to enter the program. The ESL teacher consults with the student, parent(s), and at least one classroom teacher prior to placement in ESL. The objectives of this program are as follows:

- Develop confidence in all forms of verbal interaction.
- Relate to and be able to discuss common life experiences.
- Understand and be able to discuss concrete and abstract experiences.
- Comprehend written English.
- Demonstrate appropriate English in routine conversation.
- Promote a positive self-image and assume responsibility for further development.

Gifted Education

The goal of DoDEA Gifted Education activities is to identify students with high potential and exceptional performance and to develop challenges that match their strengths. GE students are counseled to ensure they select challenging curriculum and develop specific education plans. The DoDEA Gifted Education guidelines align with the National Association for Gifted Children's PreK–12 Gifted Program Standards and the latest research in gifted education. Appropriate educational practices for gifted students must meet the same test as those for all students. They must provide for individual student progress, continuous learning, and productive citizenship.

Special Education

- Kadena Middle School has the resources and staff to accommodate the needs of a variety of special needs students. Students who are eligible for an Individual Education Plan (IEP) will be provided with the special education and related services required for maximizing educational success.

- The special education services provide for the academic, social, emotional, and physical needs of students requiring specialized instruction. Teachers, parents, counselors, and community agencies may make referrals to special education.
- Whenever appropriate, students receive instruction in the regular education classrooms (inclusion) or within specialized classes (resource classes). Special education instructors provide support as co-teachers in these classes. Teachers implement modifications based on each student's Individual Education Plan (I.E.P.).
- Speech/language therapist provides instruction to increase understanding of language concepts and to introduce and support the vocabulary necessary for successful academic achievement for students with communication problems. Speech and language support of special education students may be carried out in small group situations or in the regular classroom setting.

Special Education Learning Strategies

This course helps the student be successful in his/her regular classes. Students maintain a daily assignment notebook and receive assistance with their regular classroom assignments. Students also learn organizational and reference skills based on their IEP. Moderate to Severe Learning Impaired Program Students learn how to live independently in society. Instruction might include daily living skills such as telling time and using money. The course introduces students to the world of work through study trips, class work, and hands on job experience. Whenever possible, students are encouraged to participate in the regular classroom and school wide social events.

Case Study Committee

In order to implement the Department of Defense Educational Activity (DoDEA) compliance with Public Law 94142 and the Individuals with Disabilities Education Act (IDEA) (PL 101476) Kadena Middle School has established a Case Study Committee (CSC). The CSC refers to a multidisciplinary team of special educators, speech and language therapists, regular educators, related services personnel (counselors, nurse, Medically Related Services, school psychologist), administrators and parents, where appropriate. The Core CSC is personnel who are responsible for a variety of activities involved with the effective functioning of the special education program. The meet and consider referrals, plan and conduct assessments, determine eligibility, and develop programs for students who may need special education and related services.

Student Support Team (SST)

The student Support Team, comprised of school counselors, school psychologist, school nurse, teachers, and administrators, identify interventions and services for students who may need support in the academic, emotional, or behavioral areas. Referrals to the team can come from teachers, staff members, learning specialists or

administration. The team then determines the best approach the school can implement in order to meet the needs of the students.

Child Find

Child Find is the ongoing process used by DoDEA and the Medically Related Services department of the armed forces to seek and, with consent of parents, identify individuals (from birth to age 21, inclusive) who are eligible to receive special education and related services (speech/language, learning, physical and emotional). Child Find activities include the dissemination of information to the public as well as screening, referral and identification procedures. All referrals are confidential. Anyone who has a concern about such a child should contact the KMS Guidance Counselors.

Information Center (IC)

The IC is open for student use from 7:15 – 2:50 for doing homework, research, checking out books, reading, etc. Students who enter the IC before school and at lunch must stay until the bell rings. If a student wishes to come to the IC during class, a pass must be obtained from the appropriate teacher. During the first quarter, students will have an orientation of the Information Center and be trained to use the Library World (online collection database).

Information Center (IC) Conduct Expectations

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

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

Computer Policy

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

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

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

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

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

Computer Use at Kadena Middle School

Acceptable Computer technology is made available at KMS to facilitate learning and to provide learning experiences consistent with, and in support of, the curriculum. Use for commercial activities is not acceptable. Federal regulations mandate that users protect and conserve government property and not use such property for other than authorized purposes.
The use of computer technology and its associated resources is a privilege, not a right and inappropriate use will result in a cancellation of those privileges.
The system administrator will deem what is inappropriate use, and refer such users to the principal for administrative consequences such as:

- Deny access
- Close an account
- Seize individual files/data
- Impose other consequences

Network Etiquette

Students are expected to abide by the generally accepted rules of network etiquette. Violation of etiquette includes:

Inappropriate email	Inappropriate internet sites
Downloading inappropriate files	
Transmission or access of material in violation of U.S., Japanese, or SOFA regulation. This includes copyrighted, threatening, or obscene materials	
Abusive or inappropriate language email.	Revealing personal information
Note that electronic communication on a government system is not private and may be used as evidence for inappropriate use.	

Warranties

KMS makes no warranties of any kind, whether expressed or implied, for the service it is providing. KMS will not be responsible for any damages that students may suffer. This includes the loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions, regardless of the cause. Use of any information obtained via the Internet is at the students' own risk. KMS specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Security

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

Downloading

Any executable file of .zip, .arc or .exe files is not be permitted. Downloading such files will result in suspension of computer access at all KMS computers.

Vandalism

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

School Nurse

The school nurse is available to assess students who become ill or injured at school and to identify health problems that interfere with learning. The nurse ensures that student immunizations are current; screens for scoliosis, vision, and hearing and makes appropriate referrals; refers questionable contagious conditions or diseases; examines and reports any suspected cases of child abuse or neglect; confers with parents, administrators, and teachers regarding student health concerns or problems; provides liaison services with local medical facilities and consultant services for the Case Study Committee; coordinates care and medication for students during the school day, and maintains medical and first aid supplies for the school.

To allow the nurse to perform these duties effectively, it is important that **PARENTS NOT ALLOW STUDENTS TO COME TO SCHOOL SICK.** A student who is ill or injured prior to coming to school should remain at home, or, if necessary, report to the clinic.

Students are to ask permission from your teacher if you must see the nurse during class time. **STUDENTS MUST NOT LEAVE SCHOOL (FOR ILLNESS OR INJURY) WITHOUT A PARENT SIGNING THEM OUT.**

Medication

DoDDS requires that no student carry any medication, prescriptions, or over the counter medicine to school. It is usually possible to schedule a student's medication so that it can be taken at home before and/or after school. In those rare cases when students must take medication at school, only a parent or the nurse can administer it. Any medication dispensed by the nurse requires a "Hold Harmless" form from the physician. All medication kept in school must be the original container from the pharmacy. The label must provide the following information:

- **Name of Student**
- **Name of Medication**
- **Time to be taken**
- **Dosage**
- **Prescribing Doctor**

The school nurse must keep medication secured in locked status. Under no circumstances may a student self-administer any medication. This includes aspirin, vitamins, over the counter medication and prescriptions.

The School Nurse does not:

Diagnose or treat any non-school related injury or illness, including Youth Services sports injuries, nonspecific rashes and other vague skin conditions, or allergic symptoms, or dispense aspirin or other over-the-counter medications, and excuse students from participating in physical education.

Allergies/Chronic/Acute Conditions/Emergency Contacts

It is extremely important that parents have a current file at the school of at least one and preferably two emergency contacts (name, phone number, address) in addition to the home and duty phone number of parents/sponsors.
Notify the nurse of any chronic or acute health problems, including allergies, asthma, seizures, diabetes, heart condition, orthopedic problems, or any condition that may require special attention. If a student is allergic to bee stings, a bee sting kit should be brought to school and left with the nurse. Inhalers should be provided for students with asthma.

Drug Free School and Learning Environment – DoDDS Policy

Possession of, being under the influence of or selling or giving away nonprescription, prescription, illegal drugs, controlled substances, or alcohol on the school campus, during the school day, or during any school sponsored trip or activity is not permitted. Out of school suspension is appropriate for first offense, if these expectations are not met.

Emergency Contact Information

Parents should ensure that students know their sponsor's unit and both duty and home phone numbers. It is extremely important that the school has a least one emergency contact (name and phone number)) in addition to the home and duty phone numbers of parents. Students who are ill or injured will be released to a parent or guardian or to the person designated on DS Form 600, Sponsor Pupil Registration. If these individuals cannot be contacted, it may be necessary to request the assistance of the sponsor's unit, Family Advocacy or Emergency Medical Services.

Child Abuse/Neglect

The Department of Defense Schools and community regulations mandate that Kadena Middle School is a 'mandatory reporter' for any injuries that may even minimally be suspected as child abuse or neglect.

Neglect is considered a deprivation of necessities, including failure to provide nourishment, shelter, clothing, health care, education, and supervision. This includes leaving children unattended or without adequate supervision. A child under 10 years old must not be left unsupervised, and if under 12 years old must not supervise younger siblings. Children should not be kept home from school to supervise other children.

Suspected physical abuse or sexual molestation is immediately reported to the Family Advocacy Program. Our responsibility and obligation at Kadena Middle School, as in schools across the country, is to report suspected cases of child abuse/neglect to the family advocacy committee. Their job is to investigate in order to determine if there is a situation where there is abuse or neglect and provide counseling for the family.

Crisis Intervention Action Plan

The purpose is to provide an action plan for crisis intervention at Kadena Middle School. The potential types are suicide or attempted suicide, death issues, traumatic accidents involving severe injury, natural disasters, and military actions. There is a crisis plan in place and procedural steps for administration to follow in order to determine if a crisis exists and what to do next. It is imperative that accurate and factual information regarding any potential crisis be given via a prepared written document from the administrator's office or commander's office. Locations, services and personnel available to teachers, students and families who may seek assistance, advice and guidance will be available.

Extra-curricular School Activities Program

We design the activities program to be in harmony with our middle school philosophy and its goals and strategies. Care is taken to avoid emulating the high school activities program, especially in regard to athletics and activities surrounding athletics. Students have an opportunity to explore a wide variety of activities. The activities include both group and individual participation.

Students participating in an after school activity must report to the appropriate area within 5 minutes of being dismissed, but no later than 1355 hours. Any late arrivals to the activity may not be able to participate that afternoon and must immediately leave the campus. Students who leave campus may not return that day to a school sponsored activity. Students not in an after school activity must leave campus at 1350.

Getting Home After School Sponsored Activities

Parents are responsible for ensuring that students have transportation home immediately following any school sponsored activity. Students should ensure they have parent permission to attend after school activities **prior** to the day they want to stay.

Activity Buses

Two buses, twice a week will transport students to 'near' areas of regular bus stops. The after school activity buses do not stop at all bus stops of regular student buses. A schedule and stops will be published when the buses begin in October.

Night Activities Policy

Night functions are generally held from 1730 to 1930hours and campus is clear at 2000 hours. Deadlines will be imposed after which students may not enter the events. School dress codes are maintained. Loitering in the parking lot or other areas of the school campus will not be allowed. Once a student leaves the function he/she will not be permitted to reenter and must immediately leave the campus. Parents are responsible for student's transportation home immediately after school functions.

AAFES Lunch Program

The **AAFES School Meal Program** will provide wholesome, nutritious meals to eligible students in participating DoD schools OCONUS. The **Goals** of the School Meal Program:

- Create an atmosphere of excellent customer service and care for every student
- Make student nutrition a vital component of the educational process.
- Make student nutrition a noticeable extension of the classroom and a learning environment for nutrition education
- Give parents the best nutritional value for their money
- The AAFES school meal program is **approved by the U.S. Department of Agriculture (USDA)**.
- Further AAFES Lunch Program information available in this link.

KMS does not provide free food or lunch money to students. In these cases AAFES will provide a sandwich and drink to the student.

While Kadena Middle School will share parent contact information with AAFES for the purpose of obtaining payment for provided lunches, AAFES Lunch Program is responsible for collection of debts, not Kadena Middle School.

Lunch/Break/Cafeteria Procedures

A lunch / break period is scheduled for all students. Students will enter the cafeteria through the entrance door only. They will then get in line to buy food or sit to eat. This ensures that all students will be served a lunch before anyone is allowed to buy a second lunch. The lunch serving line will close ten minutes before the bell rings each lunch shift.

- AAFES policy is that all food taken from the lunch area must be on a tray and visible, whether the items are included with a meal or not.
- Cutting in line is not allowed. Anyone caught cutting or allowing other students to cut will be sent to the end of the line.
- No food or drinks may be consumed outside of the cafeteria.
- Once finished, students will be responsible for cleaning their area and placing all trash and lunch trays in the proper receptacles. When returning trays to the designated window, students will be expected to stack the trays correctly, fitting them one on top of the other.
- Once seated, students will remain seated until they finish their lunch. There will be no table hopping, standing to eat, food throwing, or eating off of other student's plates. It is also understood that shouting, yelling, screaming, running, play fighting, or other such activities is prohibited.
- Students may go to the IC or Guidance Counselors with a pass.
- Students may remain in the lunchroom seated and quietly visiting.
- Students who elect an outdoor break option will then be expected to depart the cafeteria through the exit door. Civil rules of the school in the activity area will be followed and disciplinary actions will be taken when they are not followed.
- Students who leave the cashier area without paying for items will be reported by AAFES to Security Forces for theft.
- Students will treat the cafeteria personnel with respect at all times.

Inclement Weather Procedures

On rainy mornings, the cafeteria will be opened to accommodate students. During rainy lunches, students must remain in the cafeteria during their normal scheduled break period. On these days, crowded conditions require that students remain seated and visit with their friends once they have finished their lunch and cleared their table. Often alternative activities are provided for students during their indoor lunch.

Student Information

Student Rights and Responsibilities

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

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

Middle school students are held more responsible for their actions because they are given more freedom and privileges than elementary school students. For example, middle school students usually have lockers for the first time, change classrooms several times during the day, and participate in after school activities and many other things younger students are not allowed to do. With these increased privileges come increased responsibilities.

Our policies governing students, both written and implied, are established for the purpose of preserving the educational setting as well as the rights of each individual student in his/her pursuit of an education.

Copies of DS Manual 2050.1, Students' Rights and Responsibilities In the Department of Defense Dependents Schools System may be obtained on or through the DoDEA website at http://www.dodea.edu/ This pamphlet includes the topics: "Access to Learning," "Freedom of Expression," "Student Governance" "School Records," "School Discipline," "Protection of Personal Privacy", and "Community Resources."

Student Code of Conduct - Expectations for Student Behavior

Students, teachers, and other staff members have the right to a safe and orderly school environment. It is expected that students will be courteous to other students, staff members, and visitors to the school. Students will exhibit cooperation and respect for the judgment of their teachers and all adult school staff members. At all times, students will be expected to conduct themselves in a respectful, safe and orderly

fashion. We are extremely fortunate to enjoy such a large group of mature and cooperative students who conduct themselves appropriately day after day. The following bullets only intended to help the tiny minority who need extreme limits in social settings.

- Weapons at school, sexual harassment and name calling will not be tolerated and carry severe consequences.
- Fighting, play fighting, pushing, shoving, shouting, scuffling, horseplay or running will not be tolerated.
- Any student who instigates, cheerleads, promotes, or displays behavior that encourages peers to participate in any unsafe and/or negative practices will be held accountable for their actions.
- At all times, appropriate social behaviors will be expected. Kadena Middle School believes in and promotes mutual respect among staff, students, and parents.
- No verbal or written putdowns (slam books), teasing, name calling, vulgar language, harassment, racial or ethnic slurs will be tolerated.
- Students are expected to seek help/mediation with any peer conflict with the counselors, school psychologist or administrators.
- Any student who fails to comply with this expectation will be held accountable for their actions.

School policies and procedures for student conduct apply in the school, on school grounds, in areas near the school grounds, on school buses, or when traveling between home and school. This includes any time students are on campus before and after school, while students are participating in or observing school sponsored activities, and on all school sponsored trips.

The administration at Kadena Middle School believes that logical consequences for unwanted behavior should be progressive and unique to the situation and offense. After investigating incidents, a logical and appropriate consequence will be assigned where warranted. Consequences are based on Disciplinary Rules and Procedures, DoDEA Regulation 2051.1 dated 04APR2008.

School Wide Expectations and Incident Reporting

Students and Parents have the responsibility to report to administration anything that they feel needs to be addressed concerning any issue at school. Incident report forms are located in the front office. Additionally, if a student is referred to the office for a discipline reason, they are required to fill out an incident report. This allows students to share their point of view of an incident and for administration to ask clarifying questions in determining what has taken place.

Classroom Conduct

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

- Be on time
- Be respectful to everyone, their person and property
- Bring supplies/books to class
- Complete assignments
- Do not damage property (personal or USGovt ~ text books included)
- Follow each set of classroom rules
- No eating/drinking outside the cafeteria (except H2O in clear containers)
- Post assignment to their Success Planner

If a student chooses not to fulfill their responsibilities, adults in charge will take action and make referrals to school administration and contact parents. Consequences could include losing privileges in the classroom; serving after school hours detentions, being referred to the office or having parents come to school for a conference.

Assembly Conduct

Students have the right to enjoy a presentation and performance and not be annoyed, interrupted, or embarrassed by other students' behaviors. Therefore, students have the responsibility in assemblies to:

- Enter and leave in an orderly manner under their teacher's supervision
- Remain in assigned seat
- Listen attentively
- Not throw objects or litter
- Remain attentive during performances
- Behave courteously toward speakers, performers, and guests to the school
- Show appreciation for the programs with appropriate applause
- If a student chooses not to act responsibly in the auditorium, he/she will have to leave, miss the performance, and possibly lose the privilege of attending future performances.

Common Area Conduct

Students have the **responsibility to respect the rights of others at all times.** This includes but is not limited to walking to and from school, on the courtyard, on the playing field, in the activity area, in the bathrooms, at any school related activity on or off campus, and at bus stops on and off base. If students choose not to behave responsibly, action will be taken to correct behavior.

Students have the responsibility to:

Not run, push, play fight, or engage in unsafe behavior	Not deface school property
Not have glass at school, period	Not eat food, candy or gum
Not drink anything but water in clear plastic containers	Not leave class without a pass
Follow Fire and bomb drill procedures exactly	Not block or obstruct hallways and stairwells

Be on time where expected	Not litter at any time and keep the campus clean
Zero public displays of affection on campus (hugs, kisses, etc)	
Students, who choose not to fulfill these responsibilities, will face adult interventions, counseling and possible consequences.	

Discipline Procedures/Guidelines

Management of student behavior is a responsibility shared by students, parents, the school, and the community, and consists principally of teaching and reinforcing positive student attitudes and behaviors while working to extinguish unproductive behaviors.

1. Discipline is handled first by the classroom teachers, specialists or paraprofessionals. Classroom behavior plans are shared with parents at the beginning of the school year. Infractions are categorized as minor and major and consequences range from a verbal warning, conferences, “time out” rooms, school service programs, community service, counseling programs, lunch detention, work detail, after school detentions, and other behavior modification techniques that are within the experience of the teacher.
2. Each classroom teacher has an approved behavior plan that addresses expectations in the classroom. House/Team approved behavior plans may be used in lieu of individual teacher plans.
3. Counselor(s) and the School Psychologist are often called upon to counsel and suggest intervention strategies and facilitate conflict resolution/peer mediation.
4. For repeated offenses or more serious infractions, the student is referred to administration to consider behavior consequences.
5. The above mentioned behavior modifications techniques may be implemented prior to resorting to disciplinary consequences that remove a child from the school, except when a child poses an immediate threat to his or her safety or the safety of others in the school.

The following procedures are administrative guidelines for disregard of school and classroom rules. Students will be removed from the area and a discipline referral will be sent to the office immediately.

After an investigation, consequences are assigned and the parent/sponsor will be contacted.

In cases that meets the threshold of a felony (physical injury, over $75 theft, assault, substance abuse) Security Forces and KDAP will be contacted and a report filed. Parents must be present for any student prior to making a report to or being questioned by security forces.

Kadena Middle School Behavior & Discipline Rubric

*These measures are **administration's steps** after normal classroom management plans are not effective in restoring desired / appropriate school behaviors.*

*KMS **IS** your child's federal workplace.*

A Category Behaviors	
• Affection, excessive public display • Cheating/Plagiarism • Defacing property • Disruptive behavior, in classroom or common areas • Dress code violations • Horseplay • Littering on campus	• Disrespectful • Electronic devices; cell phones (after 2nd confiscation by staff) • Gum Chewing • Nuisance items not appropriate for school • Profanity/vulgarity—campus-wide • Skipping teacher assigned detention • Slander/libel/malicious statements

A Category Consequences				
1st Referral	2nd Referral	3rd Referral	4th Referral	5th and subsequent Referrals
Parent notified; student counseled by Admin. and/or detention	Parent Notified, in-school detention assigned by admin	Saturday detention or multiple detentions	1 day Suspension	2 Days suspension

B Category Behaviors	

• Computer abuse not covered by *Internet Agreement (may also suspend computer access on all computers)*
• Fail to follow adult directions
• Forgery
• Harassment - administrator's discretion
• Horseplay
• Lewd acts or behavior – 1st instance may warrant elevation of consequence
• Profanity/Vulgarity toward individual
  ○ Comments
  ○ Jokes
  ○ Other Types
• Sexual Remarks
• **Truancy, failure to appear (double missing time in detention)
  ○
	• Bullying (Chronic or pervasive negative behaviors directed to an individual despite directions to stop)
	  ○ Engaging in physical intimidation, taunting, hazing, name calling, insulting, cursing, gesturing, or verbally abusing any person; including, but not limited to:
	  ○ Comments, abuse, or harassment based on that person's race, religion, gender, creed, national origin, personal or physical attributes, disability, intellectual ability, and matter pertaining to sexuality, or characteristics of another person or the associates of another person
	  ○ Includes cyber bullying – use of communication devices to bully
	• Skipping teacher or Admin detention (double missing time in detention)
	• Slander/libel/malicious statements
	• Tardies (Excessive)
	• Theft/possession of known stolen items (may require SFS reporting)
	• Unauthorized substances not utilized

	• Unsafe behavior • Vandalism—depending on severity

B Category Consequences				
1st Referral Conference and Detention	2nd Referral 1 Day Suspension	3rd Referral 3 Days Suspension	4th Referral 5 days Suspension	5th and subsequent Referrals 5+ days Suspension/ Discipline Hearing

C and D Category Behaviors These behaviors are considered severe and warrant immediate referral.	
C CATEGORY BEHAVIORS	
• Fighting – pre-meditated without injury	• *Sexual harassment—physical, any unwelcome contact
• Extortion (extreme bullying)	• Vandalism (under $75 damage)

C CATEGORY CONSEQUENCES		
1st Referral 3 or more days suspension	2nd Referral 5 or more days suspension	3rd Referral 7 or more days suspension – discipline hearing if cumulative 10 or more days suspension in year.

D CATEGORY BEHAVIORS (All require reporting to Security Forces Squadron – KAB)	
• Alcohol, possession or use • Bomb threats—(DoDDS policy) • Arson (any school ignition) • Threat of physical violence to staff	• Drug possession/sale—(DoDDS policy) • Vandalism — felony level • Weapons — see DoDDS Zero Tolerance (summary on following pages) policy (may require more severe initial consequences) • Fire alarm, false • Premeditated Assault or fight with injury

D CATEGORY CONSEQUENCES	
1st Referral 5-10 days suspension; discipline hearing	2nd Referral 10 days suspension; discipline hearing

* Being an accomplice, being complicit and/or obstructing and interfering in a disciplinary investigation in any of the above infractions or behaviors will effect similar consequences.

** Consequence- Offender will spend twice the time in detention as the length of time they were absent from a class.

*** Discipline hearing – a cumulative total of 10 days of suspensions per school year triggers a Discipline Hearing for regular education students, or a single suspension of 10 days or longer for a Special Education student.

All consequences are based on equity, not equality. A similar act by two people may result is dis-similar consequences based on individual behavior histories.

Administration may consider extenuating circumstances in determining consequences for the above acts.

Possession and/or Use of Weapons

Student possession or use of any item considered being a dangerous item, or any item resembling a weapon, e.g. toy guns, BB guns, etc. to injure others or instill fear is prohibited at school or at any school activity on or off school property. This applies to all students regardless of age. A weapon is defined as a laser pen, club, chain, knife, gun or *any* object that ***may*** be used to cause injury to another person. Offenders will be immediately suspended for at least 4 days at the first offense. Law enforcement and 18th Mission Support Group officials will be notified and may take actions in addition to school consequences. A due process hearing will be held with the school principal or other school authorities, the student, and his/her parent(s)/guardian (must be in attendance for all suspensions or expulsion actions due to possession or use of a weapon). Disciplinary action for a student on an IEP will be in accordance with DSM 2500.13R, Chapter 10.

Middle School DoDEA Zero Tolerance Weapons Policy + Consequences
Inherently Dangerous Items: Deadly Weapons Firearms, knives, explosives, or other dangerous objects of no reasonable use to the pupil at a school activity. It is not necessary to determine if the student was going to use the weapon. **First Offense in All Cases: 36 Week Expulsion**
Dangerous Items: Replicas and Other Items **Used In Such A Way as To Injure Others or Instill Fear** Small pocket knives, small firecrackers, tools, laser pens, and other objects used to threaten, frighten, or harm others, such as holding a knife and 'faking' a poke. **First Offense w/o injury: 20 day suspension + discipline hearing + command notify** **First Offense with injury: 30 day suspension + discipline hearing + command notify** **Second offense w/o injury: 30 day suspension + discipline hearing + command notify** **Second offense w injury: 18 week expulsion + discipline hearing + command notify** **Third offense: 18 week expulsion + discipline hearing + command notify**

Potentially Dangerous Items: Replicas Or Other Items Inappropriate On School Grounds *Not* Used To Injure Others Or Instill Fear Unrealistic replicas, toys, or other inappropriate items at school or at a school activity without any intent to use them as weapons. Small pocket knives, small firecrackers, tools, laser pens, and other objects used to threaten, frighten, or harm others. **First Offense: 4 day suspension** **Second Offense: 6 day suspension + discipline hearing + command notify** **Third Offense: 6 week suspension + discipline hearing + command notify** **Fourth Offense: 18 week expulsion + discipline hearing + command notify**

Non-Educational and Personal Items

Students should bring to school only those items that are needed in order to do their Schoolwork. Non-educational and personal items are distracting to their owners and to other students. They are a safety hazard and present an unnecessary temptation to other students to take or misuse them. The following are **examples** of, but not limited to, items, which are not allowed on school grounds, school buses, study incentive trips, or at any school sponsored activity: Students who have these items will have adult intervention to confiscate the items.

- **Aerosol products** (binaca, body sprays, shaving cream, air freshener, cheese, etc.)
- **Alcohol of any kind**
- **Bandanas/Headbands/DoRags** or other items which might be considered gang or exclusive group regalia (schools support base regulations and expectations)
- **Chains** of any weight or length that could be used to cause severe injury
- **Clothing,** book bags or tote bags which advertise drugs or display logos with inappropriate language, alcohol, tobacco products or offensive messages
- **Collectible Cards** (baseball, football, Dragon ball, etc)
- **Drugs** or **controlled substances (medications)**
- **Electrical equipment** (hot rollers, irons, etc.)
- **Fireworks or poppers**
- **Hypodermic needles**
- **Ignition devices ~ Matches or lighters**
- **Inappropriate toys**
- **Laser pens**
- **Medications** (except those kept for students by the nurse)
- **Personal electronics: MP3 players, PDA's, iPods, Cell phones, electronic games** (must be turned off)
- **Personal sports items or equipment**

- **Razor blades**
- **Wheeled items: Skates** (roller blades), **skateboards, scooters, and heelies**
- **Slam books**
- **Stuffed animals** of any size or for any use (pajama bags, purses, book bags)
- **Tobacco** or **tobacco products**
- **Weapons or Weapon Replicas and Water guns**

These and other non-educational items will be confiscated, secured and only returned to a parent or sponsor. **Although school personnel will make every reasonable effort to ensure the security of confiscated items, the school will not accept responsibility for the security and/or replacement of these items that should not have been brought to school.** Repeated disregard of the above will result in disciplinary action. Any potentially illegal or stolen items will be turned over to the Security Police. Unclaimed confiscated items will be donated to civic groups after publishing in our newsletter recovery procedures. **In the event a non-educational item is lost or stolen, it will be the responsibility of the student, in concert with their parents, to search for it and file the necessary police reports.** While cameras are a non-educational item, we recognize that our student body is transient. Students PCS'ing will be permitted to bring cameras to school on their last day at school. However, this will be done at the users own risk. In the event that a camera is lost or stolen, it will be the student's responsibility in concert with their parents, to search for it and file the necessary security police reports.

Student Due Process Rights

In enforcing attendance and discipline policies, it is essential that due process be followed. DoDEA 2051.1, "Disciplinary Rules and Procedures", dated April 4th, 2008, defines the DoDDS policies on student discipline and due process. In essence, due process affords students the right to protection from arbitrary, capricious, and unreasonable decisions. Elements in due process procedures are:

- Students have the right to a formal hearing in the expulsion process.
- Students have the right to appeal all decisions and be informed of all appeal procedures available to them.

Corporal Punishment

- Corporal punishment is not practiced or condoned in DoDDS.
- Permission to administer corporal punishment will not be sought by school officials or accepted from any parent or guardian.

Teenage Crimes In Okinawa Message from the Kadena Law Office

Americans in a foreign country are not immune from serious consequences if you choose to commit crimes. According to the Status of Forces Agreement (SOFA), which is an agreement between the Government of Japan and the US Government, the Japanese authorities have the right to prosecute military and civilian dependents while in Japan, even for offenses that occur on base.

If you are involved in any kind of criminal activity, you can be called in for questioning (without the right to have your parents or even an attorney present during questioning), arrested by the Japanese Police, and even confined. In fact, the local police and prosecutors can keep you in confinement for several weeks before deciding whether or not they will actually bring charges against you.

Several teenagers on Okinawa have been in Japanese prisons for extended periods of time, and have even been charged as adults. Although persons under twenty years old are generally considered minors in Japan, the Japanese Government recently passed a law that allows them to charge minors as young as 14 years old as adults and send them to an adult prison facility.

Tens of thousands of dollars in damages have been paid by teenagers and their sponsors to victims of crimes committed by American teenagers on Okinawa. Some teenagers and their sponsors have been sued in a Japanese civil court as a result of damage caused by foolish teenage pranks. In addition, persons suspected of crimes are usually placed on international hold, which means they cannot leave Okinawa for any reason until their case is completed. This has resulted in sponsors not being able to retire or PCS when expected. Duty assignments and vacations have also been cancelled or delayed, all as a result of teenage misconduct. The bottom line is that you should seriously consider the consequences of your actions before you decide to commit any crimes, either on or off base. Should you have any questions regarding your SOFA rights or any other issues regarding your rights or responsibilities while here in Japan, you may contact the Kadena Law Center International Law Division at 6342785.

Detention Outside School Hours

Individual teachers, Houses/Teams, or administration may hold detention sessions after school. Parents will be notified by phone, email, or written note when a detention is assigned at least 24 hours prior to the date/time of the proposed detention. When a student is assigned a detention after school, bus regulations prohibits the student riding the after school activity bus. Parents will be responsible for their child's transportation home from school. Failure to attend assigned detentions will lead to consequences which may include suspension.

Severe Problems

Severe problems that could carry suspension consequences include, but are not limited to the following:

- Caused, attempted to cause, or threatened to cause harm to self or others, e.g., fighting, play fighting, socking, hitting, biting, belting, pinching, pushing, poking, body bumping, slamming, slapping, sliding on wet courtyard, running, wrestling, intimidation, or harassment
- Committed any lewd, indecent act
- Fireworks (any ignition type)
- Forgery, cheating or plagiarism
- Gun or lethal weapon
- Habitual profanity or vulgarity
- Insubordination, to include arguing, yelling, and/or refusing to obey the reasonable request of any adult
- Knives
- Laser pens
- Obscene clothing, words, or actions
- Possession of dangerous items:
- Possession, furnishing, using or being under the influence of tobacco, alcohol, or illicit drugs
- Racial or negative ethnic comments
- Razor blade
- Rubber bands
- Selling any prohibited items
- Sexual Harassment
- Theft or destruction of personal or school property

Drug Free Environment

Smoking by students at DoDDS schools is not permitted. Violation will result in appropriate disciplinary action. This policy extends to the school, school grounds and areas near the school (bridges, wall across the parking lot). It includes, but is not limited to, the entire school day. It will be enforced for all school sponsored programs, activities, and trips. We must also remind parents that smoking around students is prohibited at any time on or around schools. Kadena Middle School supports a drug free environment and does not tolerate the use of tobacco, alcohol, or prohibited drugs. Any student found to be using or in possession of tobacco, alcohol, or prohibited drugs will be subject to disciplinary actions that include suspension. This policy is enforced during all school activities.

Suspension

A student may be suspended from school for a period of time that usually does not exceed ten days.

- Students who are assigned Out-of-School Suspension are permitted to make up all class work and homework assignments. Our objective in assigning punitive actions is to modify inappropriate student behavior. It is not our goal to jeopardize academic growth. Please refer to Makeup Work, under the Attendance section of this handbook for student's procedures and responsibilities after an absence.
- At the discretion of the administration, and with the cooperation of the parents, students may be assigned service to the school on non-instructional days, such as teacher workdays, inservice days, or holiday recess periods. Students may be assigned to picking up trash in and/or outside the building, washing school vehicles, washing or painting walls, returning trays in the cafeteria, or other duties as appropriate.
- We encourage direct parent escort with students to all classes in lieu of suspension when appropriate. More than 10-day suspensions might be deferred; however, all detentions, less than 10-day suspensions, or other disciplinary actions will be served in a timely manner. If a student is to be suspended from school, the student and parents/sponsor are informed of the suspension and the reason(s) for this action. The sponsor is notified in writing. Copies of suspension notices are sent to KDAP and may also be sent to the KAB 18th Mission Support Group Commander.
- A readmission conference may be requested by administration. The purpose of suspension from school is to communicate clearly to the student that the behavior that precipitated the suspension will not be tolerated at school. In order for suspension to be an effective deterrent to future behavior problems, it is extremely important that students be under the direct supervision of an adult when out of school.
- Suspended students may not be on, or near any Okinawa school campus, nor attend any school functions for the duration of the suspension.

Suspension of Special Education Students

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

Expulsions

The final decision to approve the expulsion of a student for the remainder of the school year from the school will be made only upon written request of the school principal, by the Okinawa District Superintendent.

Grounds for Expulsion

The principal shall recommend a pupil's expulsion for any of the following acts:

- Causing serious physical injury to another person, except in self-defense
- Making or participating in the making of a bomb threat.

- Pervasive disruption of educational services.
- Possession of any firearm, knife, explosive, or other dangerous object of no Reasonable use to the pupil at school or at a school activity on school grounds. A minimum 1year expulsion is required for the possession of firearms.
- Sale or distribution of any mind-altering substance.

This does not list every offense that might be subject to a consequence. Students conduct expectations apply to student conduct that is related to all school activities: While on school property while en route between school and home, to include school buses. During the lunch period whether on or off campus During or while going to or coming from all school sponsored events/activities that affect the missions or operations of the school or district including study trips, sporting events, stadium assemblies, and evening school related activities.

Discipline Committee

The KMS Discipline Committee is comprised of school officials and command representatives, and meets to make consequence recommendations to the principal on

disciplinary matters when parents appeal a suspension action or expulsion has been recommended. The principal appoints members to the committee. Additionally, this committee convenes to consider the principal's recommendation that a student be suspended for more than 10 days (cumulative) in the school year and add input to the school discipline policy. The disciplinary committee will hear the evidence and shall forward their findings and recommendations to the school principal. All students expelled from DoDDS will be provided the opportunity to use correspondence courses or other appropriate educational programs for the duration of the expulsion. This includes access to a DoDDS school counselor.

Dress Code Expectations

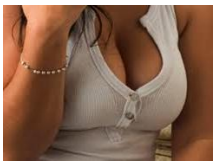
Students' dress and personal grooming are expected to be appropriate. There are many reasons why schools have found dress codes to have a positive effect. To summarize the research from schools across the country, appropriate dress can help:
Enhance the climate and tone of the school
Create a focus on education, not on the clothes that children wear
Improve students' behavior and achievement

Increase students' self-esteem
Clothing may not be worn in a manner that might indicate group membership. For example: dangling belts with tails that hang from the first belt loop - rolled or pulled up pants legs elastic head or sweatbands, bandanas,chains of any length or weight –even attached to wallets - any item that might be considered regalia

Any items associated with potentially illegal activities will be turned over to Security Police. It is also inappropriate for shorts

or pants to be pulled down from the waist regardless of what the student may be wearing under them. Belts and pants are to be worn at the waist. Headgear and sunglasses worn inside the school building will be confiscated. If this rule is repeatedly abused, these items will be returned only to a sponsor/parent. Short shorts, halters, spaghetti strap, sundresses, midriffs, see-through shirts, tops that serve as or mimic lingerie, tank tops, pajamas, T-shirts designed as underclothing and/or with offensive or inappropriate language or graphics, sagging pants, dangling belts, hair combs/picks displayed or worn in hair, headbands, berets, gloves, and torn or frayed clothing, house shoes, slippers, and flip flops are examples of inappropriate attire. Students will be expected to change into appropriate school apparel before returning to class. To minimize time out of class, the school may provide appropriate and clean clothing to change into or waist belts/fasteners. Before leaving at the end of the school day, students exchange borrowed clothes for their own clothing. The school assumes responsibility for washing items before they are reissued. Repeat offenders will receive disciplinary action such as detention, and/or being sent home with parent.

Dress Code Check List Shirts, T-shirts and Tops – Students should be able to hold their arms straight over their head and the tail of their shirt is below their waist so that no midriff or undergarment is exposed. Spaghetti straps are not allowed. Tanks must cover at least half the shoulder and the arm holes must not reveal chest. Girls may not wear low or scooped necklines that expose cleavage or breasts.



Pants All items fit (within 2” of actual waist size) at the student’s waistline, above the pelvis. When walking, shoes shall be exposed. Saggy or oversized pants are not appropriate at school. Repeated ‘sagging’ will be considered insubordination, or

refusing to follow school rules.

Shorts and Skirts – Shorts should not have slits up the sides. Skirts should not have revealing flaps, holes or slits. Revealing means exposes skin that permitted school clothing covers. Shorts and skirts **must cover the majority of the student’s thigh**.

Shoes – Tennis type shoes securely tied are the recommended footwear for school. Open heeled shoes and heels are unsafe.

The following summarizes our expectations for school clothing. Prohibited clothing includes:

- Anything that is profane or obscene or that glamorizes alcohol, illicit drugs or any illegal activity.
- Clothes altered to be sexually revealing.
- Sleeveless shirts and dresses
- Halter tops and strapless shirts
- Hairnets, Do-rags and handkerchiefs, even under a hat (women may wear headscarves).
- Pants: Should fit well (size and length) and not show undergarments or buttocks.
- Undershirts, tank top style athletic jerseys and bathing suit tops.
- Shoes: Laces must be tied if applicable. Sandals, including flip flop varieties, are acceptable, but waterproof **rubber shower shoes are not**.
- Soiled, frayed or 'holed' clothing. A 'uniform' expectation for cleanliness and appearance is the model for school. KMS is a federal workplace.

Dress Code Violations:

1st Offense – Parents will be called and asked to bring a change of clothing.

2nd Offense – Students will be asked to change into clothing provided by KMS (clean). Parents will be called and a detention will be provided.

3rd Offense – (see suggested discipline chart)

Closed Campus & Visitors

Once students arrive on campus they **will remain on campus** under adult supervision throughout the school day including lunch/break period and for after school activities.

Students **are not allowed** to leave school until it's time to leave campus for the day. If a student must leave during the school day, the sponsor or the emergency contact person listed on DS Form 600, Student Registration Form must sign the student out in the office (See Sign In and Sign Out). Should it be necessary for anyone else to sign the student out, this must be documented **in advance** by a note from the parent or sponsor and approved by Administration.

Students returning to school during the school day must be **accompanied** to the office by an adult and signed in. Activity Night functions are for KMS students **only**.

Additionally, students that do not attend KMS are not allowed to visit the campus during the school day. Likewise, if KMS is closed on a school day for an in-service, students are not allowed to visit another school campus.

Student Use of School Telephones

School telephones are for official school business only. Students are only permitted to use the designated school telephone between 0710 – 0725 and between 1400 – 1410 hours. All calls must be limited to two (2) minutes. If an emergency situation arises, students may be granted permission to use the phone by the front office staff.

Please help us avoid unnecessary classroom interruptions by planning your day prior to sending your children to school. Calls for forgotten homework or lunch money, messages for parents, requests to go home or requests to go to base facilities with friends are not considered emergencies.

Messages for Students

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

Parents should ensure that students know how they are getting home **before** they leave home in the morning and what their after school options are. Classes should not be interrupted for this type of message.

Hall Passes

Any student who must be in the halls ***during any time other than regular passing times must have a written hall pass*** in her/his possession that states student's name, date, time, destination, and teacher's signature. This includes before school, during classes, during lunchtime, and after school. It is the responsibility of the student to obtain an appropriate pass.

Social Time for Students

Time to socialize with your friends is important. Before school, during lunch/break period and after school are the times built into the school day for students to socialize. Passing time, minutes scheduled between classes, is blocked to allow students time to pass to another class and visit their locker. These minutes are not considered social time.

Lost and Found

Items, which are found in the building or on school grounds, should be turned in to the office. Lost clothing items are placed in the cafeteria. Unclaimed items will be given to charity organizations during winter, spring and summer recesses. Parents and students are strongly encouraged to mark clothing, especially hats and jackets, and school supplies with the student's name. Since many students' possessions are

purchased at the same BX/PX, it is often difficult or impossible to determine the rightful owner of unmarked property. Loss of personal property due to thefts by other students is a serious matter. Students should take all possible precautions to safeguard their property. At all times lockers must be secured with a lock. **Students should not share padlock keys or lockers with peers.** Additionally, they should not leave personal items unattended. If a theft does occur, it should be reported in writing to the main office. **School administrators will not investigate loss/possible theft of items prohibited at school**. The majority of missing items are located within twenty four hours. SFS (Security Forces Squadron) will only be called to school when administration has a preponderance of evidence that indicates a felony may have taken place and is appropriate. At any time, parents may file a report with the security police on their own. The school cooperates fully with Security Forces investigations.

Lockers

Each student is assigned an individual combination lock and locker for the school year that may not be shared. Locker control is through the KMS Front Office. Use of the locker is a requirement. Locker use minimizes the loss of property and books. Students will not share their locker or combination. Students who share may receive new locks or lockers in a different part of school. School is not responsible for personal property kept in lockers. Students are not allowed to paint, attach stickers, mount pictures, or deface the locker in any manner (inside and outside). Students who deface government property will be held responsible for reimbursing cleaning costs to restore lockers to excellent condition. Lockers must be secured at all times. Sponsors may direct KMS open their child's locker at any time. Administration may, with reasonable cause regarding school safety, ask to have a student open, or physically open a student's locker to search for stolen or prohibited items. Locker checks are conducted. During the school day, if a student forgets their combination, locks will be opened. During the end of school clean up, all remaining locker contents bagged for claim with the locker number on the bag. Physical education lockers are available to all students that attend KMS and are located in the locker rooms of the gym.
While staff members will encourage students to be responsible for securing their valuables, neither they nor the school will assume responsibility should they be lost or damaged.

Book Bags / Tote Bags / Shoulder Bags

Book bags, tote bags and shoulder bags must be of reasonable size and easily able to fit in a student's locker. Once students arrive at school, book bags, tote bags, shoulder bags or any other carrier, **must be left in the student's assigned locker** until they leave campus. This procedure provides personal and property safety. If a text, spiral notebook, or school planner fits in a bag, the bag will be considered a tote and must be stored in a locker. Students will be expected to organize their daily routines to best meet their schedule needs.

Visitors

All visitors with appropriate school business are required to check into the main office before entering the school and sign out on their departure. **Once a student has withdrawn from school they may not visit any Okinawa school campus**
Visitations to classrooms however, must have prior approval from administration to visit the school. Parents are always welcome to visit classrooms. These visits must be planned with the teacher or administration prior to the scheduled day. This would include parents that want to “look in”, “check in”, or spend the day with their child. There are times when parents are scheduled to participate in a class activity. This is encouraged. However, parents are not allowed to question or interview their child’s peers on community or personal issues when on school grounds.

Parent Communication via e-Mail & Newsletters

Parent newsletters are sent home by regularly as well as emails from administration on issues that are importation. School information and articles about special events are also published in the school newsletter.

Text Books and Other School Property

Textbooks are loaned free of charge. However, students are held financially responsible for loss or damage of these books. For any missing text book or library book lost, our first recommendation is to purchase a replacement text online and provide that to the school Registrar to then be removed from a lost book listing. If replacement is not accomplished, a Loss of Government Property letter will be issued to the sponsor with DD Form 1131. Payment for missing books will be due within three weeks at the Dispersing Office of Accounting and Finance (Bldg. 721, Kadena Air Base) with the DD Form 1131 for lost or damaged books. If the book is found, parents must bring the book and paid receipt to the school supply office for paperwork that must be taken back to the Finance Office on Kadena for reimbursement. Students are required to sign for books and must return the same numbered books when withdrawing or at the end of the school year. Sponsors are also responsible for payment in case of loss or damage to laboratory equipment, audio visual equipment, computer materials, musical instruments, and any other school property or equipment which may be lost or damaged.

Safety and Security

The school is inspected regularly for compliance with fire and safety regulations. Evacuation drills for storm, fire, and/or bomb threats, which are required by military and DoDDS regulations, are held regularly throughout the year. Each office and instructional area has a posted evacuation plan. The school is provided security protection at the level currently in force or the military community.

Bomb Threats

Bomb threats constitute a criminal offence. Consequences for the individual responsible and for the wider school community are severe and long lasting. Individuals responsible for making bomb threats to a DoDDS school face the following actions:

Immediate suspension from DoDDS Okinawa schools.

Probable expulsion from DoDDS Okinawa schools.

Possible removal from Okinawa.

Bomb threats create strong adverse feelings for the students and school community. Discomfort for students and staff during evacuation and waiting periods, Disruption of instruction, Interference of routines and participation in special school events, Hardships for students and staff with health conditions, and Frustration and anger in the wider school community.

Bomb Threat Procedures

When a bomb threat occurs, students are evacuated to a safe location away from the school. Students are expected to remain with their teacher for the duration of the drill. Once evacuated, 18th Support Commander is in charge of the exercise. The exact evacuation location is not announced until the building is cleared. This is for the safety of the students. Once all students are accounted for, classes will resume at the evacuation site. Parents will be notified of where the students are located on FEN and the radio. Students will not be allowed to call parents to come pick them up at the evacuation site. If parents choose to collect their child and take them home, they should report to the evacuation site entrance and sign their child out with one on the office staff. Under no circumstance will a student be released to anyone other than a parent.

Emergency Evacuation Procedures

In case of fire drill, fire, or other emergency evacuation procedure, a loud continuous ringing bell or announcement will be made. Students will follow the evacuation plan posted in the room and leave the room in an expeditious and orderly manner. It is imperative that students follow adult instructions. Student safety is the utmost priority. Failure to comply in any instance will result in disciplinary action. Students are not to return to classrooms during or after emergency procedures until given permission by an appropriate authority. Emergency evacuation procedures will be practiced every week during the first month of school and every other month thereafter.

Cellular Phones

Cell phone use is prohibited everywhere on campus. Cell phones are confiscated if seen or heard. Parents will be notified via email or phone call of the confiscation. Parents may come to the front office and their son/daughter's confiscated cell phone will be returned immediately. Frequent confiscations may indicate disciplinary steps are in order.

Glass or Opened Containers

Sealed drinks may only be brought to school for consumption at lunch. All drinks must remain sealed and kept in the student's locker until lunchtime. Drinks are to be consumed only in the lunchroom and the container thrown away before leaving the cafeteria. If opened prior to lunch, the drink will be confiscated and thrown away. This rule applies for all study/incentive trips or school activities.

NO GLASS CONTAINERS allowed at school. All glass containers on campus will be confiscated and thrown away.

Cancellation or Early Closing School

On rare occasions the school schedule may be altered. The decision for early closure or cancellation is made only by the base commander or representative. If buses are delayed or canceled, school is also delayed or canceled. Cancellation and delay announcements will be made on AFN. School may be closed early for a number of reasons, for examples: typhoon or tsunami weather conditions, heating, electrical, or plumbing problems that would endanger the health or safety of the students would be a reason for closure. Announcements of closings and delays will be made on AFN radio and television as early as possible. If school must close early, every effort will be made to contact sponsors. It is important that parents review with students where to go in case schools much have early unannounced closing. **It is important that each student know where to go in case school is closed early.**

Success Planner

A success planner calendar will be issued to each student at KMS and must be maintained by the student. Planners reinforce life-long organization skills and are utilized as an additional communication tool between school and home. Teachers and parents should periodically review planners. Students are directed to write down their daily homework assignments in all classes and share this information with their parents. When no homework is given, students should briefly state what was studied during class. It should be maintained in good condition. Students should not tear pages out of planners as they serve as a communication record if there are any discrepancies between assignments and final grades. Planners cost $5.00 each and must be replaced if lost. All planner replacement monies are returned to the PTO who purchase the planners for our students.

Transportation to School

All forms of transportation to school must adhere to Kadena AFB regulations. Students may ride HPV (human powered vehicles ~ bicycles, scooters, rollerblades & skateboards) to school, but not anywhere ON school grounds. Students are to walk HPV's from the curb by the street. HPV's brought by students to school, who do not

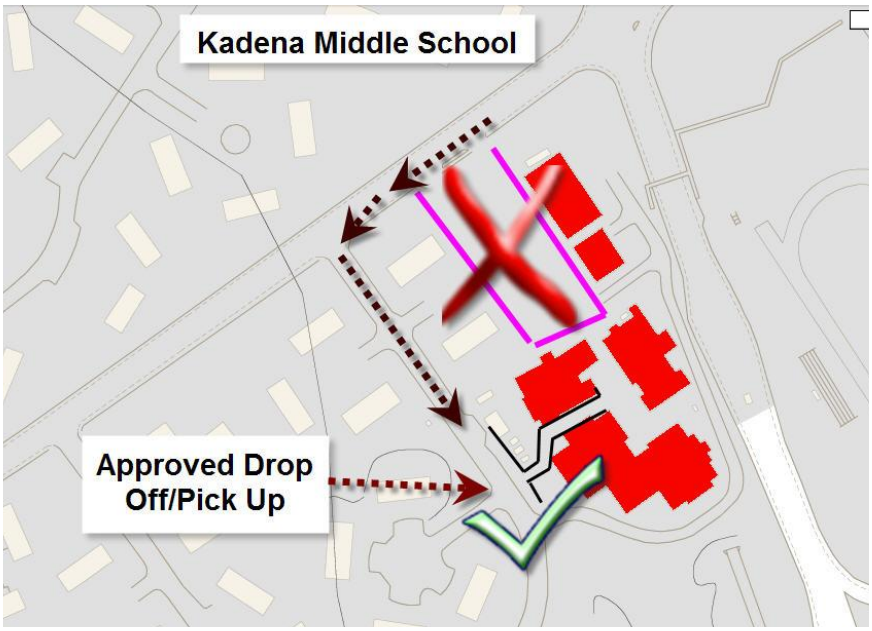
have required safety gear (i.e. helmets) may have their HPV confiscated by KMS admin. Admin will notify parents and will release HPV to student when they bring their helmets. The school is not responsible for HPV's ridden / brought to school. HPV's left in the bike rack for extended periods may be turned over to SFS. Bicycles should only be ridden on the street in the direction of traffic flow. School administrators have command support enforcing HPV gear being operated in compliance with school or base policies. Heelies: Base regulations prohibit the use of Heelies in any base building.
All Okinawa district schools are OFF-LIMITS to wheeled activities at ALL TIMES.

Students as Pedestrians

It is best if walkers take the following steps for their own safety!

BE ALERT Concentrate on what is happening around you and what will happen next.
BE COURTEOUS Treat drivers and other walkers with respect. A little cooperation can go a long way toward making your walk safer and more pleasant.
BE REALISTIC Know your physical abilities and walk accordingly. Give yourself enough time to get where you are going. Don't dash into traffic or where cars won't expect you!
WATCH FOR TRAFFIC Look carefully in every direction. Avoid injury by being alert.
OBEY SIGNS AND SIGNALS Traffic lights, signs, and pedestrian rules let drivers know what to expect. You are courting danger by ignoring signs and signals or breaking the rules.
TAKE SPECIAL PRECAUTIONS WHENEVER NECESSARY - Rain, fog, emergency vehicles, road construction all demand special attention. Everyone needs to be careful in traffic.

Parent Drop-Offs…



Must drop-off and pickup students in the designated area located on Kindred Street. The street in front of KMS (Vincent Avenue) is a **NO STOPPING ZONE**. Kindred Loop is the approved drop off zone for parent delivered students. Drop-off POV's are not to enter the Bus Horseshoe. Please utilize this diagram for the BEST drop-off location! The horseshoe is for school buses only from 0700-0730 and 1340-1410 hours; parents with in-school business may park next to the KMS Gym and walk to the front office.

Bus Safety

PACIFIC TRANSPORTATION MANAGEMENT OFFICE (PACTMO) BUILDING 5821 CAMP FOSTER BUS ISSUES Telephone: 645-7820/2036 Frequently Asked Questions of the Bus Transportation Office.

Buses arrive at school at which time students will disembark and report to the school courtyard to await the opening of school doors at 0715. Inquiries about bus routes or about delays in a student's arrival home after school should be directed to the Student Transportation Office**.** KMS and the Pacific Area Transportation Office work closely in regards to misconduct. Bus misconduct is administered by school administration. Consequences may involve both school and bus attendance. Bus misconduct should be reported to Kadena Middle School administration. Illegal activities taking place at bus stops **is** under the authority perview of school administrators.

PACTMO School Bus Safety/Behavior Standards On and Around School Buses

Students Will:

- Board and exit the bus in an orderly, safe manner.
- Keep aisles, steps, and empty seats free from obstruction.
- Keep all parts of the body inside the bus windows.
- Present bus pass when boarding the bus and upon request.
- Promptly comply with the bus driver or monitor's instructions.
- Remain fully and properly clothed.
- Remain seated while on the bus.
- Talk with other passengers in a normal voice.
- Treat the bus and other private property with care.
- Treat the driver and fellow students with respect.

On Or Around School Buses Students Will Not:

- Assault other individuals.
- Burn material including cigarettes or pipes.
- Consume food or drink to include gum and candy.
- Fight, push, shove, or trip other passengers.
- Harass or create an intimidating environment.
- Litter in or outside of the bus.
- Open windows or extend any item or part of the body from the bus.
- Participate in/or encourage horseplay.
- Possess illegal drugs or alcohol.
- Possess or use knives or guns.
- Possess pornography material or gamble.
- Run, jump, and swing on ceiling or seat rails.
- Spit or use saliva in any manner.
- Stand or move while the bus is in motion.
- Throw or shoot objects in anyway.Ride unauthorized bus, loan bus pass to another person.
- Use any spray such as, hair spray, perfume or deodorant.

- Use or possess unacceptable items identified in the school Code of Conduct.
- Use profanity, make derogatory racial, ethic, sexual remarks, or use obscene gestures or speech.
- Vandalize the school bus.

Tropical Cyclone Conditions of Readiness (TCCOR)

1. TCCOR 4: Hazardous winds of 50 knots or greater are possible within 48 hours.
2. TCCOR 3: Hazardous winds of 50 knots or greater are possible within 48 hours.
3. TCCOR 2: Hazardous winds of 50 knots or greater are anticipated within 48 hours.
4. TCCOR 1: Hazardous winds of 50 knots or greater are anticipated within 12 hours.
5. TCCOR 1 CAUTION: Hazardous winds of 50 knots or greater are anticipated within 12 hours. Actual winds are 34-49 knots.
6. TCCOR 1 EMERGENCY: Actual winds are 50 knots or greater.
7. TCCOR 1 RECOVERY: Hazardous winds of 50knots are no longer occurring. Actual winds are 34-49 knots.
8. STORM WATCH: There is still a possibility of danger to personnel due to storm unpredictability, or from hazards created by previous high winds.
9. Return to TCCOR 4: Hazardous conditions and winds are no longer present, but are possible within 48 hours. Return to normal duties.

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