

**HEIDELBERG  
MIDDLE SCHOOL**  
Home of the Panthers



*Name* \_\_\_\_\_

*Grade Level* \_\_\_\_\_

*Team* \_\_\_\_\_

*Advisory Teacher* \_\_\_\_\_



# **HEIDELBERG MIDDLE SCHOOL**

## **MISSION STATEMENT**

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

## **VISION STATEMENT**

To empower all students to develop positive character traits and achieve academic and social success.

### **DoDEA GUIDING PRINCIPLES**

**S**tudent Achievement...a shared responsibility  
**T**rust and respect for others' rights  
**U**nlimited opportunities to reach high expectations  
**D**edication to lifelong learning  
**E**qual access to a quality education based on standards  
**T**otal accountability with teamwork  
**S**uccess for all...students first!

### **HMS GUIDING PRINCIPLES**

High student achievement  
Standards-based education  
Respect for the rights of others  
Opportunities for achieving high expectations  
Motivation through challenging curriculum  
Academic and social excellence

### **Student Performance Goal 1**

By June 2013, all students will increase their performance on targeted mathematical skills—**number and number relations, computation and numerical estimation, and operation concepts**—as measured by the Terra Nova and school-based assessments.

### **Student Performance Goal 2**

By June 2013, all students will increase their performance on **problem solving and reasoning skills** as measured by the Terra Nova and school-based assessments.

### **School Hours**

08:04--14:55

Student walkers should arrive at school no earlier than 0750.

### **PREFACE**

The purpose of this guide is to provide parents and students with a convenient reference concerning the operation of Heidelberg Middle School. This guide is not an all-inclusive publication governing all aspects of the policies and regulations of the school, but rather one that contains broad statements and guidelines to assist you. All parents and students are requested to be familiar with this guide. The information it contains will answer many questions and its wise use can prevent many problems from arising. Should you have questions or concerns, please contact the school so that the parent, student and school have a clear idea and precise understanding of the policy concerned.

## **SECTION 1: DISCIPLINE**

### **Administrative After-School Detention Policy and Procedures**

Students assigned after school detention will be notified in writing via the discipline referral. The referral will contain all information concerning the time, date, and location. Students are responsible for reading and complying with this information. An administrator will notify sponsors telephonically. The sponsor will also be notified of the detention assignment via the referral given to the student to take home. The referral should be signed by the sponsor and returned the day of the detention. After school detentions are scheduled for Tuesdays and Thursdays from 15:05 until 16:15. A faculty member will supervise the students assigned to after school detention. Students must be on time and be actively engaged the entire time in after school detention. Drawing, coloring, reading magazines or comics are not allowed. Students will work on school homework, projects or read a proper book. Students are responsible for bringing supplies for after school detention, as the teacher does not loan or provide them. Students are not allowed to put their heads down. If a student fails to complete successfully the assigned detention the sponsor will be notified and the next behavior level will be assigned (i.e. Saturday Detention). In most cases, parents will be responsible for arranging transportation. Students must have prior approval from administration to ride the after school activity bus. After school detentions will be from 15:05-16:15. Parents are expected to pick up their student promptly at 16:15 as the school office closes promptly at 16:30. Parents must call prior to detention assignment if student is unable to attend. Missed detentions will automatically be rescheduled for the next detention date. If there is no parent contact prior to assigned date, it will be considered a detention "no show" and the next level of discipline will be assigned.

### **Administrative Assigned Saturday Detention Policy and Procedures**

Students assigned to Saturday School will be notified in writing via the discipline referral. The referral will contain all information concerning the time, date and location. Students are responsible for reading and complying with this information. An administrator will notify sponsors telephonically. The sponsor will also be notified of the detention assignment via the referral given to the student to take home. The referral must be signed by the sponsor and returned the next day of the assigned detention. Saturday Detentions are scheduled one or two times a month as needed. Saturday Detention runs from 08:00 until 12:00. A faculty member will supervise the students assigned to Saturday Detention. Students must be on time and be actively engaged the entire time in Saturday Detention. Drawing, coloring, reading magazines or comics are not allowed. Students will work on school homework, projects or read a proper book. Supplies for Saturday school must be brought to the site as the teacher does not loan or provide them. Students are not allowed to put their heads down. Students may bring/drink water during their break. If a student fails to attend an assigned detention or does not successfully complete the assigned detention the sponsor will be notified and the next level will be assigned (i.e. Suspension).

### **Bus Rules**

1. Keep your hands, feet, all body parts and objects to yourself at all times.
2. Remain quiet and do not disturb the driver or others.
3. Do not distract the driver at any time.
4. Be responsible and keep safe.
5. Stay properly seated and uses seatbelts, when available.
6. Enter and exit the bus safely and always show your bus pass.
7. Do not eat, drink, or chew gum at any time.
8. Do not throw things in or outside the bus.
9. Do not distract the driver at any time.

10. Profanity, indecency, smoking, vandalism, and prohibited items are never allowed on the bus.
11. Obey the driver and/or adult on the bus.
12. Report unsafe behaviors.

### **Cafeteria and Lunch Regulations**

A hot lunch program is offered by AAFES in the school cafeteria. Students may also bring a lunch or purchase items from the a la carte menu. The school lunch program works on a debit system. Parents may obtain information regarding procedures and PIN number if needed at the PX Customer Service. Once your child's lunch account has been opened, money can be added to the account at the PX Customer Service or the Cafeteria. Students are not allowed to sell or give away any portion of reduced or free lunch items. It is highly recommended that students not share lunch items due to the possibility of allergies. It is highly recommended that students do not bring sodas for lunch. Energy drinks are not allowed at any time. Students should dispose of all trash items in the bins provided outside. Students are responsible for picking up trays and trash and seeing that the table is cleared. Food or drink may not be taken from the cafeteria. Students are not allowed to take AAFES trays out of the cafeteria. They should eat in a socially acceptable manner and they must clean their area before leaving the table. There are no book bags or backpacks allowed in the cafeteria. Students must report to the cafeteria within the allotted passing period. Anyone entering the cafeteria after that must have an excuse pass. Students are not allowed to leave the cafeteria to go to lockers during their lunch time. Students are not allowed to go into the main building to see a teacher unless they have a signed singular pass. After eating, students are excused to leave the cafeteria for recess and they may not return to the cafeteria. Failure to follow the above guidelines could result in disciplinary action or assigned seating. There are two lunch periods during the day. In cooler weather, students must bring appropriate clothing. They may not reenter the building after they have gone outside.

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

- Follow the school rules, listen to the instructions of the lunch monitors
- Respect all adults in the cafeteria (monitors, servers, and cleaners)
- Get in the appropriate line as soon as you enter the cafeteria; you cannot wait until the line goes down
- Wait your turn and do not cut in line
- Purchase food only for yourself and not others
- Get all of your items **before** you sit down, you may not change tables or save seats
- Sit down, eat, and talk quietly with friends
- Ask permission to get out of your seat
- Clean off the table when finished, placing garbage, food wrappers, containers in the appropriate containers
- Return trays to the designated areas
- Behave in a safe and considerate manner
- Play outside while following school rules of acceptable behavior
- Remain in authorized areas and in eyesight of the lunch monitors

### **Classroom Conduct**

In order for the best learning situation to exist, all students must cooperate and give their undivided attention to the teacher's instruction. When entering a classroom, a student should have the necessary books and other materials assigned by the teacher. Failure to observe good classroom behavior is an indication that the student is not interested in learning and is cause for removal from the class if interfering with the education of others.

## **Code of Conduct**

The most important rule for all of us in school is--**Everyone will act with courtesy and consideration to others at all times.** Specific expectations are:

1. Keep hands, feet and other objects to yourself.
2. Always try to understand other people's point of view.
3. In class, make it as easy as possible for everyone to learn and for the teacher to teach. Students should arrive on time with everything required for that class, beginning and ending the class in a courteous, orderly way, listening carefully, following instructions, helping each other when appropriate and being quiet and sensible at all times.
4. Move calmly and quietly about school. There should never be pushing or shouting, but being ready to help others by standing back to let people pass.
5. Always walk inside the school building. Running in the hallway is not permitted because of safety violations. If students are caught running in the hallways, disciplinary action will be initiated.
6. Always speak politely to everyone (even if you feel bad tempered!) and use an appropriate volume level. Shouting is always discourteous.
7. Be silent when required.
8. Keep the school clean and tidy so that it is a welcoming place of which we can all be proud. This can be achieved by putting all trash in bins, keeping walls and furniture clean and unmarked, and taking great care of the displays, particularly of other people's work.
9. Out of school, walking locally, or with a school group on a field trip, always remember that the school's reputation and the success of our role as ambassadors in a foreign country depend on our behavior.
10. Represent yourself, your parents, HMS and your community with respect and pride.

## **Dress Code**

Clothes should be appropriate for school activities (to include after school, field trips, and all performances) and weather conditions. Students are expected to dress in a manner that does not interfere with the educational objectives of the school. What may be appropriate for outside situations may not be appropriate for school. No form of clothing that creates distraction or is considered hazardous to student safety and health will be permitted. Good judgment and common sense should be used in selecting clothing that is neat, comfortable, and appropriate for a middle school environment. Students will not be allowed to attend classes if inappropriate clothing is worn to school. Students will be asked to change into appropriate clothing if they have it available at school. If the student does not have extra clothes, the parent is notified to bring appropriate school clothing in to school that meets the dress code. The student will be kept from classes until additional clothing is supplied. Chronic and pervasive disregard for the dress code will result in disciplinary action that is above the inconvenience of a parent having to bring additional clothes to school. The dress code is not designed to inhibit students' self-expression in any way, but to ensure a safe, considerate, and non-distracting academic environment. The dress code encourages students for transition into other types of environments. "Dress for Success"!

### **ACCEPTABLE AND APPROPRIATE CLOTHING EXAMPLES:**

- Pants worn on the waist line
- Belts hooked at the waist without the extended length hanging
- Shirts or blouses that do not expose the waist or chest area

- Shirts, blouses, tanks that do not expose undergarments and that have at least 2 in. of material at shoulder
- Shorts or skirts which are appropriate for an educational setting. The item must be no shorter than five inches from the middle of the knee.
- Clothing that is worn in a normal, conventional fashion at all times.
- Shirts must be buttoned and zipped at all times.
- Straps on bib overalls must be connected
- Fashionable ripped jeans or that has the appearance of rips must only be at the knee.

**UNACCEPTABLE AND INAPPROPRIATE CLOTHING EXAMPLES:**

- Extreme or provocative style of dress, including clothing that reveals bare midriffs
- Skin tight, revealing clothes that expose (including low cut items)the armpits, navel, chest, or backside
- Mesh shirts or see through clothing of any type
- Sport tank tops or muscle shirts that dip below the armpit
- Backless, strapless, spaghetti straps or tube tops (even if worn under another shirt)
- Hats, caps, head scarves, bandanas, sport headbands, du-rags, nylons, and all other head coverings (unless there is a documented medical condition)
- Exposed undergarments
- Sunglasses worn in the building or on top of the head
- Clothing with slits above the 5 inch rule (see above)
- Wallet chains or any other chain/spike apparel
- Footwear that would be considered unsafe, unsanitary or dangerous (shower shoes, bedroom slippers, high heels). No bare feet! Please be advised that flip-flops can be dangerous on the stairs.
- Any item that signifies gang affiliation (specific r/l-- untied shoes, pants leg rolled up, gloves worn inside, specific r/l—sock pushed down into or on the shoe, all rags or bandanas displayed, different colored socks, wrist bands and any other clothing or accessories identified by school personnel that could be gang affiliated)
- Accessories or clothing that create a distraction
- Clothing that either advertises or promotes tobacco products, alcohol, drug use, violence, racial prejudice, sexual connotations, obscene or implied graphics or words and rude or crude sayings
- Any item of clothing that is below the waistline or that sags.

**THE ADMINISTRATION AND TEACHERS RESERVE THE RIGHT TO MAKE JUDGMENTS OF APPROPRIATENESS OF ITEMS NOT COVERED.**

**General School-Wide Discipline Plan**

The individual teacher will maintain discipline in all of his/her classes. Each teacher will have his/her own particular plan for his/her classroom, and all students will be expected to follow these rules. Students will not be subjected to corporal punishment and other forms of negative correction. Explanation of classroom rules will be sent home within the first weeks of school. Teachers will also ensure that the school and classroom rules are maintained and will discipline students who do not abide by these rules. Students have a right to an informal hearing, which constitutes a discussion with the student. However, students must learn to be responsible for their own conduct. After teacher/student consultation and the follow up of parent/teacher conferencing have been undertaken without positive results, the child will be referred to the school administration. Discipline issues will be investigated and handled in accordance to DoDEA Disciplinary Rules and Procedures, DoDEA Regulation 2051.1

## **GUM**

HMS is a gum free school. Students caught chewing gum will rotate through the disciplinary process. Students should not bring gum to school. If you don't bring it you will not chew it.

## **Possession or Use of Tobacco Products**

Students are prohibited from possessing or using tobacco products during the school day, in route to or from school, on or off school property, on school-owned and operated buses or on chartered buses, or when participating in school-sponsored or school-supervised activities on or off campus. Violation of this policy will result in disciplinary action/consequence to be determined by the principal which may include referral to counseling or appropriate authority for any student found to be smoking or in possession of tobacco products during the school day whether on or off campus. There will be no designated smoking areas defined or condoned by DoDDS-E schools.

## **Prohibited Items for School-Level 1 and 2**

Balloons/flowers will not be delivered to students at any time. Students will not be called out of class for these items. These items are not allowed on the bus.

Large sums of money, radios, mobile phones, recorders, CD/MP3 players, DVDs, computer handheld games, toys of any type, wheeled shoes and skate boards are prohibited on the school campus. They will be confiscated and returned **only** to the sponsor. Teachers are advised to confiscate any of these items from the student and send them (along with the student's name and circumstances) to the office. The sponsor will have to make arrangements to pick up the confiscated item. Administration is aware that some parents want students to carry mobile phones and that is agreeable **as long as** they are out of sight and turned off during the school day. Investigating time will not be possible if these items are brought to school and are stolen or misplaced. The school does not replace your loss.

## **PROHIBITED Items for School—LEVEL 3 and 4**

### **THE FOLLOWING ITEMS WILL NOT BE BROUGHT TO SCHOOL AND COULD LEAD TO SUSPENSION AND/OR EXPULSION FROM SCHOOL:**

Alcohol	Stink Bombs	Guns (any variety, even toy guns)	Firecrackers
Drugs/Medicine	Gel bracelets	Technology dangerous materials	Explosives
Knives (ANY KIND)	Sprays (any kind)	Weapon replicas	Pets
Tobacco products	Butane lighters	Pornography	Matches

## **Search and Seizure**

The administration has the right to search lockers at anytime if suspicious of any violations of policies, laws, or regulations. Lockers are the property of the school and are only provided for students' convenience.

## **Sexual Harassment Policy**

Sexual harassment will not be tolerated in DoDEA/at HMS. Any student who sexually harasses another student will be counseled and/or disciplined. HMS uses the following definition: Sexual

harassment is repeated unwanted and/or unwelcome sexual behavior that interferes with a person's comfort, education or employment. It can include sexual comments, sexual advances or sexual contact. The student's first response should be to make it very clear to the perpetrator that they do not like what the person is saying or doing and if they continue they will report them. If the person continues with the unwanted behavior the student should report the perpetrator to a teacher, counselor, nurse, or administrator.

Some examples of inappropriate behavior are (all should be reported immediately):

Non-Verbal

Obscene gestures  
Suggestive looks

Physical

Unwanted touching  
Patting and/or pinching  
Physical intimidation

Verbal/Written

Dirty comments  
Sexual innuendoes  
Pressure for sex  
Gender-specific comments

**Suspensions**

Suspensions from school are usually at-home suspensions. In some cases, parents may be required to attend in-school suspension in which the student attends all classes/lunch accompanied by a parent. Parent(s) may be required to accompany the student when checking into school the next morning after the suspension. Copies of all suspension letters will be sent to the parents, the School Liaison Officer, the District Superintendent, and the sponsor's supervisor.

**Tardy Policy and Procedures**

All students are required to report to class on time. Four minutes are allowed for passing between classes. This is sufficient time for students to go to the restroom, lockers, and get to class on time. Students are encouraged to go to their lockers before school, before and after lunch, and after school. It is not necessary for students to go to their locker between every class. When a student is detained by a staff member, the student will be issued a tardy pass. Students who arrive late because of the late arrival of a bus will be excused. They will need to sign in at the Fish Bowl. Parents that drop a student off late because they were caught in traffic are allowed one excused tardy per quarter for that reason. All other days the student arrives late will be counted unexcused and the tardy policy applies. Heidelberg Middle School has a four step, school-wide, quarterly, tardy policy.

**1<sup>st</sup> Tardy:** Teacher has conference or verbal warning with student and should contact the parent.

**2<sup>nd</sup> Tardy:** Teacher notifies sponsor regarding the tardy with the **SECOND TARDY NOTICE** form. The sponsor must sign, date, and return the notification. This notice alerts the actions for a third tardy, if it should occur.

**3<sup>rd</sup> Tardy:** Teacher notifies sponsor regarding the additional tardy with the **THIRD TARDY NOTICE** and a referral is sent to an administrator who will contact the sponsor to assign an after-school detention action. This notice alerts the actions for a fourth tardy, if it should occur.

**4<sup>th</sup> Tardy:** Teacher notifies sponsor regarding the additional tardy with the **FOURTH TARDY NOTICE** and a referral is sent to an administrator who will contact the sponsor to assign an additional day of after school detention.

A fifth tardy during the quarter will require a Saturday Detention.

\*\*If a sixth tardy occurs, a suspension will be required.

## **Zero Tolerance for Weapons Policy**

DoDEA has a policy of **ZERO TOLERANCE FOR WEAPONS**. This policy has assisted DoDDS in establishing for our children a safer environment than provided by many stateside schools. The policy states clearly those students having weapons in their possession on a school bus, within our school or on school grounds will be dealt with harshly. **It may result in expulsion from school for up to the entire school year.** This plan has been discussed and endorsed by the Post Commander and other military/school liaisons. Please reinforce the importance of this policy to your child(ren) with consistent reminders. DoDEA Regulation 2051.1

**ALL STUDENTS ARE REQUIRED TO ADHERE TO THE SAME BEHAVIORAL EXPECTATIONS AT AFTER SCHOOL SPONSORED ACTIVITIES!**

## **SECTION 1: GENERAL INFORMATION**

### **After School Activities**

A variety of activities are offered throughout the school year for students to participate in during the school day and after school on Tuesdays and Thursdays. The daily bulletin provides information to students on how to sign up and when activities will take place. Activities include: National Honor Society (NJHS), Student Council, Junior Leadership, Choir, Homework Club, Yearbook, Math Counts, Technology and many more depending on the interests of students and if there is an available sponsor. Students and their parents are responsible for ensuring that students have transportation home immediately following school-sponsored activities. Students should ensure they have parents' permission (prior to leaving for school in the morning) to attend, and that they and their parents know exactly how they will get home. Students should not come to a school-sponsored activity and hope they can find a ride home with a friend. If students remain after a school-sponsored activity with no way to get home, school personnel will (1) attempt to make phone contact with the sponsor or parent or (2) call the sponsor's unit to request assistance in locating the sponsor or ask to have the student picked up. If both of these attempts do not work, **the student may be escorted to the MP station until the parent can pick them up.** There is no supervision at school after 1630 daily.

### **Assemblies**

Assemblies held at Heidelberg Middle School are designed to complement the educational program and are for student enjoyment and participation.

### **Attendance Policy**

Regular school attendance is necessary for the successful education of our students. All HMS students are expected to attend school daily unless they have a valid excuse. It is the teacher's responsibility to provide a meaningful learning experience for the student in the classroom. It is the parent's responsibility to ensure their student is in school every day, to plan appointments and family trips on non-school days, and to keep absences because of sickness to a minimum. It is the school's responsibility to keep parents informed of their student's attendance record, to engage the assistance of parents, and, if necessary, to involve the military commander to assist in resolving attendance problems. Sponsors of absent students are randomly called by the school to verify the absence. For all absences, **it is a requirement to notify the school of the reason for the absence. You can either call the attendance clerk or send in a note explaining**

**the absence.** The attendance clerk may be reached at 388-9314 or CIV 06221-3389314. If the sponsor has called in the absence, a note the next day is not necessary. If there has not been a call, a note is necessary containing the following information: student's full name, date(s) of absence, reason for the absence, signature of parent, and telephone number. This note must go to the Attendance/Guidance office. If a note or call is not received, the absence will be considered unexcused. The principals are the final authority for absences.

### **Excused Absence**

An excused absence is an absence approved by the school administration and entitling the student make-up privileges. There will be no academic penalty for excused absences.

- All written requests for excused absence must state a specific reason for the absence. Excused absences will be granted for illness, family emergencies, religious observances, pre-arranged family trips (which requires a Family Trip Permission Form), and medical necessities which cannot be cared for during non-school time. Except in the case of illness, and/or family emergencies, excused absences must be approved before the absence.
- All students, regardless of age, who are leaving for an appointment (if known in advance) during class time, must inform the teacher at the beginning of the class before the teacher begins the lesson. This will cause fewer interruptions.
- Students must be signed out by parent/guardian with proper ID. Parent/guardian must come into the school to sign out students. (No exceptions)
- Excused absences will be granted to those students participating in school-sponsored trips or contests, including DoDDS tournaments away from Heidelberg. Parental permission is required.
- Post Commander and District Superintendent's approved school closing caused by adverse weather or safety conditions.
- Late arrival of buses (students must stop by the attendance office to sign in).

### **Unexcused Absence**

Some examples of unexcused absences are: truancy, leaving school without permission, over-sleeping, traffic, missing the bus, baby-sitting siblings, shopping, hair or nail appointments, and trips sponsored by organizations other than HMS or DoDEA.

### **Family Trip Policy**

Before a student takes a trip, the attendance policy should be read. The student should obtain a family trip form from the Main Office. The form should be completed and returned at least four (4) days before the trip. Failure to do so may result in the absence being unexcused. Careful planning of family trips is necessary to ensure successful completion of course requirements. Excused absences for any trip, including family trips, during the scheduled examination periods will not be issued.

### **Make Up Work Policy**

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

### **Acceleration**

Students may accelerate their courses if their sponsor has PCS orders that require them to leave before the end of the semester/school year; provided that the withdrawal date is no earlier than 20 school days before the end of the semester. This means that the student will have to complete all the reading assignments, quizzes, tests, projects, and

final exams, as outlined by the teachers involved, before they leave in order to receive full grades and credits. Please make contact with the Registrar for more information regarding acceleration.

#### **Additional Information about Absences**

Students must be present in school on the day of an after school activity in order to participate in that activity. Students that are suspended are required to make up work, but are not eligible to participate in after school activities.

#### **Books and Materials**

In most classes, textbooks will be issued without charge. Please note that each student is responsible for all books, supplies, and equipment received. If a book or other school material is lost, please look in the lost and found area. **If the item is not found, it becomes the responsibility of the student/sponsor to buy a replacement book/material in place of any lost items. Sponsor must replace item before school records can be released.**

#### **Cell Phones and Other Valuables**

The school policy is that cell phones are discouraged. If your family chooses to issue their child a cell phone, please review the expectations. If students are seen with a cell phone during the school day or if the cell phone rings, it will be confiscated and the parent will need to speak to one of the principals before the student is given back the phone. If another misuse of cell phone privileges occurs, the phone will be confiscated and a parent must make arrangements to pick up the phone from the school office. If a phone or another expensive device such as money or electronic devices are lost or stolen, the school will not resort to extensive investigations to try and recover the item. If contact with a parent is required, the student must leave the building and campus to make contact. Be sure and to program your student's phone to show "mom" or "dad" and the phone number because, if lost, we will use that number to try to make contact with the owner. It is a good idea to mark all valuables with a family code that cannot be removed.

#### **Honor Roll**

Two weeks after the end of the quarter, with the exception of the 4<sup>th</sup> quarter, grade point averages are computed to designate students who have achieved a 3.0 or higher as honor roll students. There are three categories for the honor roll based on grade point averages:

- ❑ Principal's Honor Roll: **4.0 GPA**
- ❑ Gold Honor Roll: **3.5-3.99 GPA**
- ❑ Silver Honor Roll: **3.0-3.499 GPA**

All subjects will be included in determining the grade point average. Any grade below a "C" will disqualify a student from the Honor Roll. We post the list of student's on the honor roll ahead of the awards assembly. Grades have the following numerical values: A=4 and B=3. Because we are a middle school, sometimes celebrations will be held within the team concept.

#### **Late Arrival**

If a school bus arrives shortly after the beginning of the school day, students report to the Fish Bowl (for attendance purposes) **before** reporting to class. Missing the bus is an unexcused absence. Parents transporting students to school **must come to the front office to sign their student in**. If parents do not follow these procedures, the students will be marked with an unexcused absence.

## **Lockers**

Advisory/seminar teachers will assign a locker and lock to each student. Students must keep the lock and locker issued to them. Lockers are not to be shared or moved. You cannot access empty lockers because they have not been issued to you. Lockers are the property of the school and can be inspected at any time.

## **PE Requirements and Lockers**

The gym teacher will also assign a gym locker. A lock is required for this locker at the student's expense. This locker is for gym clothes and gym items only. Gym clothes can be kept in their PE locker at school; however, you may want to encourage your student to bring the clothes home at the end of the week so they can be washed. Students should not leave valuables in their lockers (electrical items, money, etc.) or food. The school will accept no responsibility for the loss of items stored in a locker. School lockers are the property of the school. Clothes requirements for gym are: Tennis shoes, tennis socks, inexpensive warm-ups/sweats, gym shorts

## **Lost and Found**

There is a general lost and found area in the multi-purpose room. More expensive items are kept in the office areas. For items left in PE, there is a lost and found area in the gym. All personal items such as bags, clothing, instruments, and equipment should be clearly marked with your name. If an article of value is found, turn it into the office. At the end of each quarter, unclaimed items are donated to charity.

## **Nurse/Medications at School**

Students **must not** carry/bring any medications to school. If it is necessary for medications to be dispensed during school hours, a parent must bring the medications to the school nurse and sign the appropriate forms.

## **Report Cards & Grading System**

Report cards are normally issued four times per school year. The report cards used by DoDDS may differ from those used in the U.S. Teachers will fully explain the grading system used in their classes at the beginning of the school year and at various times thereafter. Please ask for a conference with the teacher should you have questions. Students are expected to complete all assigned work and take all scheduled tests. Poor and unsatisfactory progress of students will be reported at the midpoint of each marking period. Grades are issued as follows:

<b><u>MARK</u></b>	<b><u>PERCENTAGE</u></b> (DoDEA Scale)
A - Excellent	90 - 100
B - Good	80 - 89
C - Average	70 - 79
D - Poor	60 - 69
F - Unsatisfactory	59 and below

## **Signing In/Out**

If students are late arriving at school, they must bring a note from the sponsor stating the reason for signing in at the attendance window. Students must be signed in by a parent. Students who depart school early with sponsor and school permission must sign out at the attendance window.

## **Telephones**

Requesting permission to stay after school, etc., are not valid excuses for the use of school telephones. *Only in the most unusual circumstances or in emergencies will messages from parents be delivered to a student and those messages are delivered when there is additional coverage in the office.*