

West Point Middle School Student-Parent Handbook 2011-2012

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About DoDEA and West Point Middle School

West Point Middle School is part of the Department of Defense Education Activity ([DoDEA](#)), which operates 191 schools in 14 districts located in 12 foreign countries, seven states, Guam, and Puerto Rico. All schools within DoDEA are fully accredited by U.S. accreditation agencies. Approximately 8,700 educators serve more than 84,000 DoDEA students. [The DoDEA Community Strategic Plan](#) provides a road map for keeping DoDEA at the forefront in advancing the Department of Defense's agenda for education and as a leader in the Nation for improving student performance and achievement.

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

Activities and Clubs

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

Athletics

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

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

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

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

Fall: Cross Country and Soccer

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

Winter: Basketball

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

Spring: Baseball and Track and Field

Sign-ups for these sports are held in February. The spring sports season runs from March to May. Typically the Orange County season consists of 8-10 meets that are held from April to May. All track meets are away except for our annual West Point Invitational held at Shea Stadium, USMA, on the second Friday in May. Baseball games will be played both at home and away. Each athlete is provided a uniform, team sweats, and transportation to all meets. Practice days and times will be announced by the coaches at the start of the season.

Attendance

Daily attendance at school is important. Students should not be absent other than for illness or emergency. Since our calendar coincides with the USMA calendar, vacation trips should be planned to coincide with school holidays. Parents who wish to take their children out of school for more than five (5) days for vacation purposes must secure the Principal's approval in writing at least 48 hours prior to the absence.

When a child must be absent from school, it is necessary that the parent send a note to the registrar upon the child's return indicating the dates and reason for the absence. If the absence is due to a communicable disease or illness of more than five (5) days, the child must bring a Medical Certificate permitting return to school. Students who return to school without a note must secure a temporary admission slip from the secretary in the office admitting the child to class until a note from home is provided.

For an anticipated absence, please send a note (email preferred) to the teachers ahead of time. Should illness or other unexpected needs require that a youngster be absent, please notify the school, at your earliest convenience. We will attempt to follow up on any absentees whose parents have been unable to notify us.

Should cumulative absences at any point exceed ten percent of the school year to date, the principal will initiate a meeting with the sponsor, nurse, and guidance counselor to ensure that the school is appropriately able to meet its legal obligation to educate the student. Incidences of truancy (absences without permission) may be referred to the West Point Garrison's School Liaison Officer for action.

Birthdays and Other Celebrations

Student birthdays are recognized during the morning announcements. Please do not send in any type of food, presents, or any other party-related item unless asked to do so by a teacher. These items can cause a significant disruption to the school day, as well as possible issues for students with food allergies. We ask that all personal celebrations take place outside of the school day so that we may remain focused on highest achievement for all learners.

Communication

Parents and students have several ways in which they can communicate with the school:

Conferences

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

Email

All staff members are most-easily contacted by electronic mail. The email address format is `firstname.lastname@am.dodea.edu`. Responses are typically provided the next school day. Send the Principal an email if you are not sure of a staff member's first name.

Gradespeed

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

Newsletter

The Newsletter is posted to the school web site, usually every-other Friday afternoon. An email notification is sent to all sponsor email accounts in the school database, which also has attachments of possible interest to West Point families from agencies on post (e.g. chapel, MWR, ACS, ODIA) and private organizations registered with the West Point Garrison (e.g. West Point Schools PTO, DUSA, WPWC). These documents are provided as a service and in no way imply DoDEA or WPMS endorsement.

OneCall Now

School delays, closures, and early dismissals will be communicated to parents using the OneCall Now notification system. OneCall Now sends a recorded message to every telephone message in the school database so that parents will be sure to receive critical information. The only way to keep the message from going to a particular phone number is to remove it from the school database, which would mean that the number would not be accessible to teachers or other staff members. The system will only be used to communicate important or emergency information, never to promote or update information about school events.

Telephone

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

Web Site

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

Continuous School Improvement

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

The entire school improvement plan has been posted on the WPMS web site.

Curricula

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

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

Eligibility

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

Gifted Education

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

Grades

All DoDEA schools follow the same grading scale:

A= 90- 100%

B= 80- 89%

C= 70- 79%

D= 60- 69%

F= 0- 59%

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

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

Health and Wellness

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

The Wellness Program objectives include:

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

GOING HOME

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

Children will be sent home if they have **DIARRHEA OR VOMITING** at school. Children **MUST** be free of fever, vomiting, diarrhea for a full 24 hours **BEFORE** returning to school. All students must be signed out by the parent/emergency contact for dismissal.

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

LET YOUR CHILD KNOW YOUR PLANS

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

ABSENCES

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

ASTHMA and ALLERGIES

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

KEEP YOUR CHILD HEALTHY

Plenty of rest and a nutritious breakfast are major contributors to your child's daily well being and ability to learn. A very early breakfast may require a mid-morning snack in order for your child to be an effective learner if he/she has a late lunch. If you happen to be running late, please send a snack with your child so he/she can have something to eat before their days begins.

WHEN TO RETURN TO SCHOOL

- Chicken Pox: after all the blisters have scabbed over. This usually takes 5-7 days.
- Conjunctivitis (Pink Eye): following 24-hour appropriate treatment and a permission note from the doctor.
- Fever: following 24 hours of a normal temperature without the use of Tylenol or Motrin.
- Head Lice: following appropriate treatment. No nits may remain for your child to re-enter school. He/she must be checked by the school nurse prior to returning to the classroom.
- Impetigo: following 24 hours of antibiotics and with a permission note from the doctor. Sores must be covered at school until healed.
- Ringworm: following appropriate treatment and a permission note from the doctor. Patches of ringworm on the skin must be covered while at school. This covering should be removed when your child goes home so the area will heal properly.
- Strep Throat: following 24 hours of antibiotics and with a permission note from the doctor.

MEDICATION

When medications must be administered during the school day, the medication must be delivered to the school nurse by the parent/ guardian in the original container, properly labeled by the pharmacy or physician, stating the name of the student, the medication, the dosage and time, and the current date. Students may not possess or self-administer any medication without prior written approval of the principal. Prior to administering the medication, the physician and parent must complete and sign the DODEA medication permission form. This permission form has to be completed every school year.

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

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

EMERGENCIES

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

Homework

The assignment of homework gives the child the opportunity for independent, planned practice of the skills and the application of concepts learned at school. It is an important part of the learning process. The amount of homework assigned will vary from one teacher to another and from day to day. On an average, the following amounts of homework can be expected on a daily basis:

Grades 5 & 6	1 hour to 1.5 hours per day depending on the ability of the child, their study habits, and use of classroom time.
Grades 7 & 8	Students can expect approximately 1.5 to 2 hours of homework per day.

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

Ordinarily, it is expected that work missed due to absences will be made up. Homework is posted on the school web site homework link and also in Gradespeed. If you wish to pick up your child's homework, please notify the school office prior to 0800 hours so that homework assignments can be gathered for pick up between 2:00 PM and 3:00 PM at the school office.

Hours

The teacher duty day is from 0730- 1500 hours.

The main office is open from 0630- 1500 hours.

The student school day is from 0738- 1418 hours.

Inclement Weather

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

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

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

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

Lunch Program

West Point School is a participant in the National School Lunch Program. The lunch program is regulated and subsidized by both the state and federal governments and meets the standards for nutrition set by the State Department of Education and the U.S.D.A. The cafeteria offers three different entrees every day. The entrée choice is made each morning in the classroom and sent to the cafeteria. A hot lunch includes entree, vegetable, fruit and milk. Please call the Child Nutrition Director, 938-3737 with questions or concerns.

Lunch Offerings:

Daily Lunch (includes milk)

À la carte Milk (for brown baggers)

À la carte Snacks (pretzel, sherbet, cookie, etc.)

SPECIAL REQUEST : If you plan on joining your child for lunch on any given day, please advise your child's teacher. Extra Food Prep is required.

Cafeteria Costs:

- Lunch: \$2.50 daily (25¢ Reduced or Free - must apply to qualify)
- À la carte Milk: \$.40
- À la carte Snacks: Sherbet Cup \$.75 Baked Pretzel \$.75
- On Premises Baked Cookies \$.75 Snack Bags (Baked & Reduced Fat) \$.75 Nutri-Grain Bar \$.75
- 4 oz. 100% Juice Cup \$.40 10 oz. 100% Juice Bottle \$1.00
- Poland Springs Bottled Spring Water \$1.00 / Fresh Fruit \$.50
- Ala Carte Snacks will be automatically deducted from lunch account unless advised otherwise by parent. **(Prices & Selections Subject To Change)**

Payment:

The West Point School lunch program uses the "Meals Plus" meal tracking system software. Your child is issued a 3 or 4 digit PIN number and enters that number into the key pad at the cash register. His/Her purchases are entered into the system at that point. You may continue to send a check to school payable to: West Point Lunch Fund in any amount and it will be credited to your child's account.

You may also pay by credit card through the website: LunchPrepay.com. There is no fee to register your child however a 5% charge will be applied if you choose to deposit money into his/her account via your credit card. You may check lunch history and request a low balance e-mail. The cafeteria no longer sends out low balance letters. Please call the program manager's office to obtain your child's 10 digit ID number. You will need this number to register on LunchPrepay.com. Remember, unless you advise otherwise, your child will be able to charge ala-carte snacks to his/her lunch account with this new computerized system. We can block the account if you let us know.

Special Dietary Needs:

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

Charging:

Lunches may be charged a maximum of three times. You will be notified by note through your child (so check those back packs) when he/she has charged lunch and payment must be made the following day. If payment is not received by the 4 th charge, the students will be given a Cheese Sandwich and Milk. The cost for this service is \$1.40. No charging will be permitted after April. No exceptions to this written policy will be allowed.

Free and Reduced Applications:

[Applications for this program](#) can be found on the school web site. The application process is done discreetly and the computerized system makes it impossible for anyone to know who receives this benefit. Please contact the cafeteria manager with any questions.

Parking

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

Permanent Change of Station

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

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

Parents who depart from West Point on PCS orders prior to the end of the school year but after 8 May should notify the school at least two weeks prior to departure so that their children's work can be accelerated and final grades prepared. Children who depart after 24 April but before 8 May will be given a report card indicating that "If school work were to have continued at the present level, _____ would have been promoted to/retained in grade _____."

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

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

Physical Education

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

Students must bring a change of clothes - Tee-shirt, shorts or sweats, and socks. For safety sake, slip-on sneakers, sandals, hiking boots, and shoes are not acceptable. Students must wear sneakers that tie up or Velcro tightly with non-marking soles. No jewelry will be permitted in the gymnasium. Students should leave jewelry, watches, bracelets, etc. at home on the days they are scheduled for PE.

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

Smoke-free School

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

Special Education

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

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

Standardized Testing

West Point Middle School fully participates in the DoDEA Assessment Program. Every spring, all WPMS students take the system-wide standardized test, *TerraNova, Third Edition*. Results are mailed home to parents within two weeks of receipt from the test manufacturer, usually in late May or early June.

Standards of Conduct

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

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

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

ON AND AROUND SCHOOL BUSES STUDENTS WILL:

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

ON OR AROUND SCHOOL BUSES STUDENTS WILL NOT:

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

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

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

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

DISRUPTION OF THE LEARNING ENVIRONMENT: The commission of any act that impacts the good order and discipline of the learning environment established by any teacher or staff member.

DRESS CODE: The dress code applies at school and school-sponsored functions. Dress is the responsibility of the student and the parent and must never interfere with the educational process. It's important that student clothing be safe, neat, clean, and modest.

We hope that the dress code will guide students as they learn to develop their discretion and good judgment. Parents will be contacted upon the first incident of a dress code violation and may be asked to bring in appropriate clothing. Repeated violations will result in disciplinary action.

Clothing designs, logos, and text should not promote or contain references to sex, drugs, alcohol, tobacco, violence, profanity, racism, sexism, discrimination, or hate speech. Jewelry, accessories, notebooks, or backpacks must not violate our school's values of sobriety, inclusion, and respect.

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

- Blouses, shirts, and tops should be tucked in and fit properly so that cleavage is not exposed. Shirts should be buttoned to cover chest. Tops should also be long enough to be tucked in to keep the midriff covered while seated or in motion.
- Pants should fit properly. There should be no excessive bagginess or sagging that reveals undergarments while seated or in motion.
- No revealing clothing is allowed. Examples include, but are not limited to see-through, backless, strapless, thin straps, (NO LESS THAN THREE FINGERS IN WIDTH), or made of fishnet. Underwear should always be concealed.
- No pajama type clothing or slippers.
- For safety, slippers or Heelies (sneakers with wheels) and similar styles must not be worn. The wearing of strapless sandals and flip-flops is discouraged, as these types of shoes come off easily and can cause slips and falls. Bare feet are not allowed. Also for safety, shoes with ties should be tied.
- Students will not wear sunglasses, hats, other headwear, or outdoor clothing in the classroom and / or building.
- Students will not wear chains attached to their garments. These include wallet, security and dog chains, including any form of spiked and/or studded accessories.
- Clothing for physical education class may have further restrictions. The physical education teachers will communicate this to parents and students.

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

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

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

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

FOOD: All food is to be consumed in the cafeteria except when eating in a classroom has been authorized by a teacher. Gum must not be chewed at school at any time.

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

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

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

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

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

PUBLIC(COMMON) AREA CONDUCT: Conduct in the common areas of the school should be appropriate for an educational institution. Running, shouting, profanity, and "horseplay" are not acceptable.

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

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

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

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

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

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

- Fighting
- Possession/sale of and/or being under the influence of drugs or alcohol
- Willful, significant damage to school, community or others' property.
- Abusive, hostile, harassing (to include sexual harassment), or malicious behavior.
- Any action that is considered to violate local, state, or federal laws or installation rules or regulations.
- Willful disobedience/insubordination.
- Threat of violence communicated to staff, students, or anyone present on campus or at a school-sponsored activity.
- Possession of a weapon (see below)

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

- to have weapons;
- to have objects that resemble weapons (replicas or toys);
- to use any object as a weapon.

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

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

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

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

Transportation

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

Bus schedules are carefully developed dependent upon residence. Therefore, students are allowed to ride only the bus to which they are assigned. Parents must make transportation arrangements for after-school activities like Brownies, Boy Scouts, Girl Scouts, or visiting the house of a friend. Middle school students may not ride the elementary school buses without written permission from the bus coordinator, which will be granted only in extreme extenuating circumstances.

In the interest of safety students riding the bus must remain in their seats while the bus is moving and must maintain good behavior at all times. Students are not permitted to save seats for one another nor to board the bus at other than the designated stop. Parents of students who ride the bus are asked to talk with their children about bus safety as a supplement to the instruction given at school. Students who are found to be misbehaving on the bus may receive one warning, depending on the severity of the infraction, before the riding privilege will be suspended. *{In some cases, seats may be assigned to serve as an intervention measure.}* Parents will be notified of the warning or any disciplinary action by letter.

School bus routes and times will be published at the beginning of the school year. Times may not be exact and parents are asked to have the students at the bus stop a few minutes early, particularly at the beginning of the year as the routine develops. Inquiries pertaining to bus transportation should be directed to the bus coordinator at 938-3506.

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

Visitors

Students who attend other schools are not permitted to visit West Point Middle School while classes are in session. Not only is there a legal liability, but experience indicates that the presence of guests is a distraction and thus interferes with normal classroom activity. Parents are always welcome to visit classrooms

Volunteers

Volunteers are always welcome at West Point Middle School. There is a volunteer sign-in log located in the main office. A visitor's badge will be provided at the time of sign-in. Volunteers must remain within line-of-sight of a DoDEA employee when working with students.