

# Antilles High School

1062 Victory Rd.

Fort Buchanan, PR 00934

“Home of the Pirates”



Parent/Student Handbook  
Sy 2012-2013

# Antilles High School

"Home of the Pirates"



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# **WELCOME to Antilles High School**

## **Home of the Pirates**

Parents and Students:

At AHS we are pleased to welcome you and your family to our learning community. Ours is a growing school that has been providing an exemplary education for many years, in order to attain academic excellence.

The school's experienced staff of teachers is dedicated to providing every student with the best educational opportunities possible; therefore, the Continuous School Improvement (CSI) continues to be the focus and driving force of the school for student academic achievement. The Continuous School Improvement (CSI) follows the process established by DoDEA Community Strategic Plan and AdvancED, and is aimed at meeting the goals and objectives selected by DDESS and the school. We realize the importance of developing in each student an attitude of self respect, self-worth and good citizenship. Many special services and activities supplement our regular school program and we attempt to provide a variety of opportunities for students to form meaningful relationships and improve their personal growth.

This handbook has been prepared in an effort to ensure parents and students are informed of the regulations and procedures of AHS. Parents are our partners in the important job of educating the student of this diverse community. We will concentrate on good character, caring, integrity, pride, respect, and thoughtfulness. Students who aspire to achieve these steps in becoming more mature and focused as young adults will be most successful at AHS.

I ask that all parents be as supportive and as available as possible for all programs, committees, and other school functions. I'm also counting on the support of all students, the teachers and support staff, the administrator, and the military community overall to make this an outstanding and profitable year for everyone! Please accept my sincere and heartfelt thanks for all that you do to make AHS such a success.

**Working together for excellence!**

Principal

## DoDEA's System-wide Attendance Policy



School attendance is important in order to receive the best education,  
students need to be here!

Regular attendance correlates with success in academic work.

Absent 1 Day	<ul style="list-style-type: none"> <li>• Contact parents for excused and unexcused absences within first hour of school</li> </ul>
Absent 3 Days	<ul style="list-style-type: none"> <li>• Letter sent to parents</li> <li>• School intervention to determine reason for absences.</li> </ul>
Absent 5 Days or Tardy 5 Days	<ul style="list-style-type: none"> <li>• letter sent to parents - excused and unexcused</li> <li>• School intervention might include personal contact of parents</li> <li>• Copy of letter sent to school liaison officer/family liaison officer</li> <li>• Student Education Monitoring Plan developed for 5 or more absences</li> <li>• Administration reviews student academic performance - possible SST referral may be developed</li> <li>• 5 or more tardies is excessive and school intervention begins</li> </ul>
Absent 7 Days	<ul style="list-style-type: none"> <li>• Convene SST to review educational progress for absences or tardies</li> <li>• Develop or modify intervention plan to support the student's regular attendance in school</li> <li>• Conference with parents for SST action steps</li> <li>• Possible command notification to support school plan</li> </ul>
Absent 10 Days	<ul style="list-style-type: none"> <li>• School contacts command to intervene with parent who continues to defy school attendance policy and intervention plan (DSO -SUPT'S APPROVAL)</li> </ul>



# Antilles High School Parent / Student Handbook SY 2012-13

**Department of Defense  
Domestic Dependent Elementary &  
Secondary Schools  
Puerto Rico  
DoD DDESS-PR**

**Antilles High School**  
Fort Buchanan, Puerto Rico

## WELCOME TO ANTILLES HIGH SCHOOL!

**SCHOOL MASCOT:** PIRATE  
**SCHOOL COLORS:** BLACK AND GOLD

**VISION**  
Success for **ALL** students!

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

**Goal 1:** All students will improve critical reading skills across the curriculum.  
**Goal 2:** All students will improve written communications skills across the curriculum.

### Guiding Principles

1. **Strong instructional leadership;**
2. **A rigorous, technology-infused curriculum;**
3. **Frequent monitoring of student performance;**
4. **Extended learning opportunities that include special programs such as tutoring and support classes for students experiencing difficulties meeting academic standards;**
5. **On-going staff development;**
6. **A strong school-home partnership where engaging parents are actively involved in their children's education;**
7. **A safe and orderly physical environment that fosters enhanced improvement and community pride;**
8. **School improvement through enhanced student performance based on strategic planning.**

**We are:**  
Standard Based  
Data Driven  
Student focused for highest student achievement

## ANTILLES HIGH SCHOOL SONG

On Antilles, on Antilles  
On to meet our foe  
On Antilles, on Antilles

We will win we know  
We, the students of Antilles  
Love Antilles High  
Fight Pirates, fight, fight, fight  
We'll win tonight!

## I. SCHOOL CLOSINGS DUE TO WHEATHER OR EMERGENCY CONDITIONS

Notification of school closing will be given over FM 91.9 and AM 1030 in English and AM 680 in Spanish with as much lead time as possible.

### CENTRAL OFFICE STAFF

**Puerto Rico:** Assistant Superintendent 787-707-4625

### Quantico, VA:

Mr. Michael Gould, Superintendent (703 - 630 - 7012)

### Telephones:

### ADMINISTRATION, COUNSELORS AND STAFF

Principal	787-707-2139
Vice Principal	787-707-2145
Counselors:	
Mrs. Vilma Rodríguez	787-707-2195
Mrs. Zaida Cacho	787-707-2185
Mrs. Maria Valerio	787-707-2140
MAIN OFFICE	787-707-2301/2302
FAX	787-707-2017
Guidance Office	778-707-2203
Nurse	787-707-2205
Athletic Director	787-707-2298
Librarian	787-707-2275
Cafeteria	787-707-2299
Supply Clerk	787-707-2284
JROTC	787-707-2289
Information Fort Buchanan	787-707-3402

**Email Address**      AHS@ddess.org  
**Homepage**            <http://www.am.dodea.edu/acss/ahs>  
**AHS Faculty & Staff e-mail:** first name.last name@am.dodea.edu

## II. SCOPE OF THIS DOCUMENT

### A. THE HANDBOOK

1. Standardizes the procedures which the school will use in responding to conduct problems;
2. Specifies the rights and responsibilities of students, and
3. Assures the rights of students when disciplinary action is taken.

The Handbook is in force at such times and places where teachers, coaches, bus drivers, school employees, educational technicians, custodians or school administrators have jurisdiction (Locus Parentis) over students. The principal is authorized to take administrative action when a student's misconduct away from school has a detrimental effect on the other students or on the educational process.

### B. THE HANDBOOK IS ENFORCED BY

1. The school principal or her/his designated representative and staff;
2. Faculty (teachers, counselors, nurses);
3. Coaches and activity sponsors;
4. Maintenance and cafeteria personnel
5. Bus drivers; and
6. Educational Technicians.

In addition, all students are responsible for complying with installation regulations and are subject to the authority of the military command while on the installation. Violation of the corresponding policies can be cause for application of this code.

## III. Core Expectations for Staff, Parents, and Students

The need for an interactive, reciprocal and cooperative relationship between student, parent, and educator is recognized. This relationship should be as follows:

### A. Staff members are expected to:

1. Exhibit an attitude of respect for students and fellow workers.
2. Plan instruction with use of the Quality Indicator self assessment map for standards, to meet the needs of all students.
3. Promote effective training or discipline based upon fair and impartial treatment for all students.
4. Develop a good working relationship between the staff and students.
5. Work cooperatively with other staff members, parents, and students and treat them with respect and courtesy.
6. **Steadfastly enforce school rules and policies with fairness and consistently, while respecting the dignity of students, parents, and other staff members.**
7. Be responsible for establishing an atmosphere of proper school behavior by modeling and setting guidelines for such behavior.
8. Communicate with school personnel, students, and parents in a responsible and non-threatening manner, without abusive language or physical violence. Abusive language is defined as any words or gestures intended to insult, hurt feelings, or show defiance, such as slander, public accusations, or racial/religious/sexual slurs.

9. Teacher should respond within a 24 hours time period of a parent's request for a conference regarding student behavior or class progress.
10. Take daily attendance and inform the parents and administration of students not reporting to class.

**NOTE:** It is the responsibility of the student and his/her legal sponsor that every student comes to class every day prepared to learn. In cases of excessive absences or truancy by students, the sponsor will be notified. If the problem persists, subsequent notification to Family Advocacy, Social Services, the sponsor's command or employer agency may follow. (Reference DoDEA Attendance Policy).

### B. Parents are expected to be:

1. Read and become thoroughly familiar with this document. Furthermore, parents cannot excuse their children from compliance of the rules, and guidelines explained in the document. (i.e.: parents cannot excuse their children for not wearing the uniform)
2. Be aware and support compliance with the rules and policies established by this document.
3. Be responsible for their child's daily attendance on time and promptly communicate and explain, in writing, an absence or tardiness to the school
4. Responsible for the deliberate misconduct of their child.
5. **Be responsible and ensure that the student is in compliance with the dress code before he/she departs for school. If a student fails to report to school wearing the uniform as prescribed by school policy, the parent may be summoned to school to either pick the student up or ensure that the student is in full uniform.**
6. Understand that the rules must be enforced to provide a safe, sound learning environment.
7. Support and cooperate with the school administration in the implementation and enforcement of school procedures and rules.
8. Report to school when summoned by staff or administrators, particularly in cases that demand urgent attention.

### Students:

Being a student at the DoD DDESS-Puerto Rico is not only a distinct privilege, but it also entails **many responsibilities**. Students must recognize the fact that the foremost purpose for which they come to school is to get an education. As part of that journey, they could also have many other great experiences which rely entirely upon those choices made by them during their time as students at Antilles High School. Furthermore, students are specifically expected to:

1. Attend all classes daily and arrive on time.
2. Come to class prepared daily with appropriate working materials. Homework completion and prepared for classes are keys to success.

3. **Be respectful of all individuals and property.**
4. **Refrain from making profane or defamatory statements. Vulgar or profane language will not be accepted in the classroom or school environment.**
5. Conduct them-selves in a safe and responsible manner.
6. Develop a sense of responsibility for their actions; e.g. be on time with homework and supplies needed.
7. Treat all students, parents, staff, and other adults with respect and courtesy.
8. Communicate with others in a responsible, honest, and non-threatening manner without abusive language or physical violence.
9. Be aware of and conform to class, school, and system-wide rules and regulations.
10. Follow directions from adults in authority without undue delay and in a cooperative manner.
11. Respect others' property and personal space not exhibiting any unacceptable physical contact (vandalism, graffiti, theft, hitting, pushing, public displays of affection, pulling hair, etc.)

#### C. LOCUS PARENTIS - STAFF & STUDENT INTERACTION

**Every student is under the jurisdiction of ALL administrators, teachers, educational technicians, aides, office staff, nurse, substitute teachers, kitchen and custodial workers. Insolent/rude behavior to any adult at Antilles High School will result in swift and stern disciplinary action.**

#### IV. STUDENT RIGHTS AND RESPONSIBILITIES

Students have the privilege to attend school and learn. It is their right to expect respect at school, on the bus, or at school activities from other students and school employees. When aware, it is the responsibility of the school system to protect students from sexual harassment and physical or verbal abuse from other students and school employees. Students have the responsibility to follow published district, school, and classroom rules. Students who are accused of violating the rules or displaying improper conduct will be informed of the violation and will be provided with a chance to explain their position except when their presence in school could endanger other students.

#### FREE SPEECH/EXPRESSION

##### 1. Philosophical Basis

One of education's basic purposes is to prepare students for responsible self-expression in a democratic society. The rights of citizens in our democratic society to freedom of speech are protected under the United States Constitution. Full opportunity should be provided for students to inquire, to question, and to exchange ideas. They should be encouraged to participate in discussions in which many points of view, including those, which are controversial, are freely and respectfully expressed. However, free speech/expression must be guarded so as not to infringe upon the rights of others and/or so as not to disturb the educational process.

##### 2. Rights

- a. The Pledge of Allegiance is a statement of American ideals, and every student shall be protected in his/her right to affirm self-identity with these ideals; however, students who, because of religious or other deep personal convictions, do not wish to participate in the salute to the flag shall maintain an attitude of respect while others recite the Pledge. Administrators and staff reserve the right to call a meeting with the student sponsor to discuss the reasons for refusing to stand for the pledge.
- b. Students have the right to be free from proselytizing by religious and political groups.
- c. Students have the right to refrain from any activity that violates the precepts of their religion.

##### 3. Responsibilities

- a. Students have the responsibility to act in a manner, which preserves the dignity of the occasion.
- b. Students have the responsibility to respect the religious beliefs of others.
- c. Students have the responsibility to respect the rights of others, who have differing viewpoints, and to express themselves on those issues with which they disagree in a manner which does not infringe upon the rights of others or interfere with the orderly educational process of the school.
- d. To safeguard books, materials, monies, and/or other personal valuables. The school cannot be responsible for student valuables.

#### V. ATTENDANCE/ABSENCES/WITHDRAWALS

Regular attendance and punctuality are essential to success in school. The responsibility to attend school regularly rests on the students' and legal sponsor.

##### A. Classification of Absences

All absences from class are classified as Excused or Unexcused. To be classified as Excused, an absence must be due to one of the following circumstances:

1. Death in the immediate family;
2. Illness, medical, or dental examination or treatment;
3. Educational activities approved in advance by the school authorities.
4. An emergency.
5. Students who have multiple absences within one marking period or are tardy to school excessively will be referred to the administration, and the parent, sponsor and/or employer of the sponsor may be contacted for corrective action). (Refer to Attendance Policy on school website)
6. Excessive absences can result in loss of credit.

NOTE - Family trips for extended periods of time (more than 2 school days) are strongly discouraged during the academic school year. These usually have a most harmful effect on the students' academic performance regardless of any efforts to make up work by the student or the teacher.

## B. Return from Absence

1. On the day of return, the student **must** present a written valid explanation of the absence signed by the sponsor. (Falsification of sponsor signature will result in an automatic 3-day suspension that cannot be appealed)
2. A physician must certify absences for illness of more than three days. The school nurse may evaluate the student the morning of his/her return before releasing the student to the first class. Failure to submit the proper notes for absences will be considered truancy.
3. Students absent or participating in school-sponsored activities are responsible for all missed schoolwork and assignments.
4. All students have up to **two days** upon return to school after an absence to make up work from an excused absence.
5. Students with unexcused absences may receive **zero credit** for exams or work missed.
6. In order to participate in an extracurricular activity (i.e., Sports), a student must be present at school from the beginning of the day on which the activity takes place, unless the principal grants a written waiver for just cause in specific cases.
10. It is **exclusively the responsibility of the student** to seek all make up work after an absence, not the teachers' duty. Once the period to get make up work has expired teachers are not obligated to provide students the chance to make up work, and can give them zero credit for the work missed.

## C. Early Dismissal

Sponsor requests for early dismissal must be presented in writing. Early dismissals will NOT be granted over the phone.

1. Sponsor picking up student must come to the main office, present a photo ID and sign out the student.
2. No student will be released to someone other than the sponsor or parent/guardian or emergency contact person on file.

## D. WITHDRAWAL FROM SCHOOL

Students withdrawing from school should:

1. Present to the Guidance office a written notice from their sponsor of the intent to withdraw. This must be done at least three weeks ahead of the withdrawal date.
2. Steps students will take at withdrawal time:
  - a. Request a copy of transcript, if needed, from the Guidance Office.
  - b. Inform all of student's teachers of withdrawal date.

- c. On the date of withdrawal, sponsor/parent will come to school and personally obtain official withdrawal from the Guidance Office.
- d. For clearance, take the form to each teacher during the day. This includes all activity sponsors, librarian, nurse, coaches, cafeteria, school pictures, and attendance officer (lock).
- e. At the end of the day, the student will take the completed form to the Guidance Office. If requested in advance, the parents can receive interim grades to take with them.

NOTE: Sponsors must pay for books, lunch fees and any other debt before final clearance and records are given.

3. Unofficial copies of student's records are available to the sponsor upon written request. The receiving school or university must request official transcripts.

## VI. ACADEMIC PROGRAMS

### A. ADVANCED PLACEMENT COURSES

Advanced Placement is a program of college-level courses and exams that give high school students the opportunity to receive advanced placement and/or credit in college. Students must meet set criteria to enroll in each Advanced Placement course.

#### Enrollment

In order to enroll in an Advanced Placement class, a contract is signed by the student, the student's sponsor, the counselor, the Advanced Placement teacher for the class enrolled, and the Principal or Assistant Principal.

#### Advanced Placement Exams

All students enrolled in an Advanced Placement course will be required to take the Advanced Placement exam. The examination is scheduled three years ahead; therefore time and date cannot be changed. This exam is given in May. DoDEA pays for AP Exams. Students who do not take the exam and stay for the entire course will not receive a weighted grade.

### B. BASIC AND STANDARDIZED TESTING PROGRAM

The Basic Testing Program lists those standardized tests administered to all DoD DDESS-PR District students at the designated grade levels.

The College Board Achievement Tests, the Scholastic Aptitude Test (SAT), the Spanish Language College Board Test, and the American College Test (ACT) are all paid for by students.

### C. GRADING SCALE

In grades 9 to 12, the A - F grading scale to report progress and achievement in all subjects:

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

#### Honor Rolls

Principal's High Honors - 3.80 and above  
High Honors 3.50 and above  
Honors: 3.00 to 3.49

The following point system, weighing grades for AP Advanced Placement courses, will be used for the purpose of establishing a student's grade - point average (GPA):

	Regular Class	Advanced Placement
A	4 points	5 points
B	3	4
C	2	3
D	1	2
F	0	0

Pluses and minuses are not counted. Semester grades are not averaged together for a cumulative year average.

Students with flagrant disciplinary infractions or patterns of misconduct, as well as excessive absences, are ineligible.

#### Gradespeed

Antilles High School uses this innovative on-line grade reporting system to allow parents and students to be informed of their son/daughter's progress in a timelier manner. Teachers are expected to update this information frequently. (Minimum biweekly). Students and parents can set up their own accounts to view the grades, assignments, attendance and progress from home at any time. For assistance with setting up or accessing your account, parents may contact the school.

### D. GRADUATION REQUIREMENTS

Students must complete 26 credits for graduation. Please refer to the Course Offerings Handbook for specific coursework.

Seniors, who do not comply with graduation requirements by graduation day or are suspended, will not be permitted to participate in the graduation ceremony. As per DoDEA policy all students beginning with Class 2007 must have 2.00 cumulative GPA to graduate.

### E. INTERIM REPORTS

Interim reports are given to students periodically during each academic term to take to their sponsor and are mailed at mid-quarter for all students with a D or F average. Thus, any student in danger of failing or demonstrating a change in achievement will receive an interim report. It is the students' responsibility to take this report to the sponsor. Parents are invited to arrange a conference with the teachers after receiving this report.

### F. HOMEWORK

Homework and extended assignments constitute one of the pillars of a student's academic life. It is a means of reviewing and reinforcing the lessons taught in school, as well as, **a vital component in the grading criteria.** Homework is also a way to help students develop work and study habits and work ethic that will help them succeed in post secondary studies. Homework may be given on a daily basis. Students in grades 9-12 should expect 60-120 minutes of homework each day.

### G. TUTORING

Tutoring is available Monday through Thursday in the Library Media Center (LMC):

1. Tutoring is available in the LMC Monday - Thursday, provided by a joint-venture from Antilles High School and Child and Youth Services (CYS). The tutors are educational technicians and instructors provided by CYS. The following guidelines apply:
  - a. Enter the assigned classroom or Library Media Center by 2:30 P.M. No students will be admitted after 2:45PM
  - b. Be prepared to remain in the LMC until the tutoring is over at 3:45 P.M. Students who leave before 3:45 will not be allowed to return and will not be granted activity bus passes.
  - c. Students should monitor daily announcements for possible changes in the tutoring schedule.

### H. FINAL SEMESTER EXAMINATIONS

- A. A final semester examination maybe required of all students in all classes. This exam may count for 10%-20% of the student's semester average. The format of the exam may vary at the discretion of the teacher.
- B. Exemptions from final exams include Grades 9-12. Students may be exempt if they maintain an A average (each quarter at the teachers' discretion. Students with excessive absences, truancy, disciplinary problems, or suspension, forfeit the right to be considered for this privilege.

- C. Excused absences from a final or semester examination are granted ONLY when one of the following conditions is met:

1. A medical certificate from a licensed physician certifying illness;
2. A death in the family;
3. A certifiable permanent change of station;
4. PRIOR approval by the Principal

#### I. PROGRAM AND PROGRAM CHANGES (DROP/ADD PROCEDURE &/or WITHDRAWAL)

Pupils pre-register in April. Their requests for classes must be approved by teachers, and school counselor. When final approval has been given, the pupil's requests are entered into the computer for class scheduling and assignment. Pupils do not select their teachers - only their courses. All course selections are final. Extreme circumstances, will be handled on a case-by-case basis, students may not seek permission to change their schedule once school has started.

#### J. INCOMPLETE GRADES

Students may receive an (I) for an incomplete grade pending completion of assigned work. This may occur due to extended illness or other excusable extreme circumstances. Incomplete grades must be removed in two weeks.

#### K. TRANSCRIPT REQUESTS

Transcripts needed for transfer, military use, scholarship consideration, college application or prospective employment information may be requested 24 hours in advance from the guidance office. A legal sponsor written request is required.

#### L. SUMMER SCHOOL

Students are allowed to take summer school for remediation or make up credits for courses where they received a failing grade in other schools with the principal's pre-approval. Requests for summer school classes for other reasons stated previously must be discussed and also pre-approved by the principal. The legal sponsor must submit a written request to the school for credit evaluation by the counselor. A letter of authorization will be issued by the principal to be presented to summer school for registration. Approval for summer school must be sought in advance (prior) to registering/taking the course.

### VIII. DISCIPLINE

#### A. BEHAVIOR AND DISCIPLINE

The DoD DESS-PR Student Behavior Policy ( DoDEA Regulation 2051.1) and this Student Handbook defines the rights we all adhere to. The Policy and this Handbook establish the procedures and disciplinary

action imposed for student violations. \*Copies are available in the office.

Zero Tolerance means that every infraction will be investigated quickly and decisively. If punishment is warranted, it will be administered quickly and be consistent with the rules and policies of the school district.

#### B. DETENTION FOR BEHAVIORAL AND DISCIPLINARY PROBLEMS

1. Any student may be detained after school for violation of school rules that interferes with the educational process.
2. Teachers can hold detention for classroom rule infractions. The student is required to attend a teacher's classroom detention as if it were a detention assigned by the Principal or Vice Principal.
3. **Detention takes precedence over All other school activities.**

**\*Additionally, all students are reminded that the conduct and attendance record can disqualify them from receiving awards, honor roll, and/or participating in extracurricular activities.**

#### Note:

- **Three tardies will result in an after school detention.**
  - **Three detentions may result in an in-school suspension or Saturday school.**
4. Any student assigned to report to a Saturday Detention and does not report, will receive an out-of-school suspension.
  5. Students detained for After-School Detention will NOT be allowed to ride the Activity Bus home.
  6. After-School Detention from Monday to Thursday is from 2:30 PM until 4:00 PM. Saturday Detention is from 8:00 AM until 11:00 Noon. Friday Detention is from 2:30 – 5:00 PM
    - **Students will not ride the activity bus.**
  7. Detentions cannot be appealed.

Students are to REPORT ON TIME, BE QUIETLY SEATED; and DO WORK. EATING, SLEEPING, PLAYING GAMES AND PORTABLE STEREOS OR RADIOS ARE NOT ALLOWED.

A student serving a Detention may be required, under the supervision of an Antilles High School staff member, to perform light physical work, such as cleaning desks, policing the school grounds, sweeping rooms, or packing teacher's supplies.

**Failure to follow the rules of After School and Saturday Detention may result in an out-of-school suspension that cannot be appealed.**

### C. DISMISSAL FROM CLASS

No student will be arbitrarily dismissed from class. If a student's conduct is detrimental to the progress of the class, the teacher will contact the administration and may have a student removed.

If a student's conduct is such that it is deemed necessary to exclude him/her from class immediately, an Administrator will be summoned to escort the student to the office. The **MINIMUM** Disciplinary action will be the assignment of a Saturday Detention.

### D. DESIGNATED SCHOOL/COMMUNITY SERVICE

Wherein our goal is to change unacceptable behavior into acceptable behavior, POLICY OF CONDUCT violators, in addition to the Policy of Conduct consequences, may be placed in a behavior modification program that includes having the student serve community or school service for a specified period of time.

### E. IN-SCHOOL SUSPENSION

As an alternative to out-of-school suspension at the discretion of the Principal, a student may be assigned In-School Suspension (ISS) as a recommended disciplinary action. The purpose of which is to improve student behavior through the use of a structured environment while guaranteeing academic continuity. **In school suspension cannot be appealed. Students serving ISS may be required to perform light physical work that includes painting walls, washing trays in the cafeteria, cleaning the school grounds, cleaning bathrooms, etc.**

### TRUANCY

- **Zero tolerance for truancy.**
- **Truancy to school or to class may result in in-school or outside suspension as well as Friday/Saturday detention. Students are expected to report and be in their assigned classes at all times.**

### Process:

- A. Students who have been assigned to the ISS program must report directly to the office upon arrival to the campus no later than 7:45Am.
- B. Students assigned to **In-School Suspension must bring their own lunch or be escorted to the cafeteria to pick-up lunch.** No provision for cooling or heating of food is available.

If a student refuses ISS, he/she will receive an out-of-school suspension for the same amount or more days.

If a student is uncooperative during ISS, the sponsor will be called and must immediately pick up the student from school. An out-of-school suspension will be assigned, and the student may re-enter school only after

having a parental conference with an Administrator. This suspension cannot be appealed.

ISS will be used as disciplinary support for Group I-II violations.

All eligibility rules associated with out-of-school suspensions apply.

### F. OUT OF SCHOOL SUSPENSION

Refer to DoD DDESS-PR Student Behavior Policy ( DoDEA Regulation 2051.1)

Students who are assigned an out-of-school suspension must make up their work to earn credit within two days. If the suspended student fails to make up the work, he or she will be graded accordingly.

### Loss of Class Time

1. Students who miss contact time with a teacher due to ISS or out of school suspension are responsible for the learning missed.
2. Any student who misses an excessive amount of instructional time or has a sizeable number of absences, and as a result fails to complete work and assignments will be referred to the Administration for review and possible loss of credit from the class. The decision to grant credit in these cases remains at the administration's discretion.

### G. ILLEGAL SUBSTANCES/WEAPONS

Any student found in possession or use of illegal substances (drugs or weapons, including pocket knives) is subject to both the DoDEA-PR Student Behavior Policy; the jurisdiction of the Military Police on Fort Buchanan, and the Juvenile Review Board. The administration of Antilles High School will summarily recommend the expulsion of any student caught in possession of weapons, drugs or illegal substances while on the installation.

### H. SEARCH AND SEIZURE

#### 1. Philosophical Basis

Students possess the right of privacy of persons as well as freedom from unreasonable search and seizure of property as guaranteed by the 4<sup>th</sup> Amendment of the United States Constitution. The school has an inalienable responsibility to protect the health, safety, and welfare of all its students and staff members. School administrators and officials may search students whenever they suspect that:

- They are concealing a weapon, a controlled substance or are in possession of stolen property
- Are suspected of engaging in illegal or any other prohibited activity (i.e., smoking)

- Administrators have reasonable suspicion that a search of their persona and belongings is warranted to ensure the safety of the school.
- Administrators and school officials may conduct searches of students and their property in school grounds, to include school grounds and adjacent areas, to include the parking areas, athletic fields, nearby housing and other schools (AES and AMS).
- During field trips, Administrators and school officials may conduct searches in any location as long as the students are under the responsibility of the school.
- Random searches may be conducted, as long as these are not aimed at one student or small group of students in particular.

### **Rights**

- a. Students have the right to privacy of their personal possessions unless a School Administrator or Official has reasonable suspicion to believe that the student is concealing material possessions which are prohibited by law, pose a real danger to the school or is in possession of stolen property.
- b. Students have the right to prior notification of any general search of lockers, except in emergency situations or random, general searches.

### **2. Responsibilities**

- a. Students have the responsibility not to carry or conceal any such items or material that is prohibited by law or would detract from the educational process.
- b. Students are responsible for the contents stored within their lockers. Unsecured personal property will not be the responsibility of the school.

Since Antilles High School is located on a Military Reservation, military law permits search of persons, vehicles, personal property, and Federal property as posted at the entrance gates to Fort Buchanan.

### **I. CHEATING AND/OR PLAGIARISM**

Any student cheating on a test or submitting work other than his/her own will receive a "0" for the test or assignment. The sponsor will be notified and/or is subject to disciplinary action under Group II, Section F of the Policy.

Antilles High School has identified the following acts of cheating:

1. Peeking onto someone else's paper or verbally telling someone answers
2. Copying from a paper during a test (crib sheet)
3. Stealing an answer key, an examination or assignment material
4. Plagiarism
5. Obtaining the questions or answers to a test prior to the test
6. Forging signatures and documents
7. Giving answers of test to others.

Persons found guilty of CHEATING will be referred to the Administration for appropriate disciplinary action. The teacher will automatically give zero credit to the violator(s) and accomplices of cheating, plus any additional disciplinary sanctions as per determination of the administration.

### **J. TARDINESS**

Once the bell rings marking the first period of the day (7:40Am), any student who arrives after that point must report to the office with a written excuse from home, otherwise, it will be counted as an unexcused absence

Between classes, students have passing time to go from one class to the next. If a student is not inside the classroom when the bell marking the beginning of the period rings, he or she is late.

Teachers will address tardiness in the classroom on a case-by-case basis. In cases of chronic tardiness the teachers will notify the parents and refer to the Administration for disciplinary action.

### **K. TOBACCO AND SMOKING**

Smoking is strictly prohibited on school grounds and adjacent areas, to include the parking areas, athletic fields, nearby housing and other schools (AES and AMS). Smoking is also prohibited in school functions and sponsored activities.

Refer to the DoD DDESS-PR Student Behavior Policy.

### **L. SCHOOL GROUNDS**

The school bus is considered school grounds, as well as any area within a 100-yard radius of any building or DoD DDESS-PR facility. The following areas are off-limits for students during school hours: all housing areas, AES, AMS, all athletic fields, all parking areas, and the woods behind the school. Violators are subject to a minimum of a Saturday Detention and the sponsor will be notified on the first offense.

## IX. DRESS CODE

The students will use the school uniform, which consists of an official AHS shirt, khaki bottoms, and appropriate closed shoes (NO CROCS).

For students not wearing the uniform or those changing the uniform, the sponsor will be called to bring the official uniform. In the event the sponsor cannot be reached or is unable to come to the school, the student will not be allowed to attend classes and will be placed in ISS for the remainder of the day. Repeat offenders will receive increasing sanctions for added violations.

**SPECIAL NOTE:** Parents cannot excuse students from wearing the specified uniform.

### SHIRTS:

- Official, unaltered, collared, short-sleeved black polo shirts with AHS Logo only.
- The senior class has the option of choosing a Senior shirt.
- If a shirt is worn under the uniform shirt, it must be **white or black only**. No other color will be admitted. Students will be asked to remove any other color under shirt and it may be confiscated.
- Undershirts must be tucked inside pants, shorts, or skirts and sleeves cannot be showing (no long sleeve undershirts).

### Other Shirts & Jerseys:

- Class shirts or jerseys may be worn **ONLY ON FRIDAYS**. Only the approved school shirts are permitted.
- Athletic jerseys (representing team) or Choir Shirts may be worn **ONLY ON GAME or PERFORMANCE DAYS**.
- The only other approved shirts are NHS, Student Council and these may be worn on Thursdays only.

### SLACKS:

- **Pants must be worn at the waistline (above the hips)**
- Tailored\* plain khaki\*\* colored slacks (Dockers, Chinos, Old Navy, etc.) Excessively tight (i.e., skinny jeans) or loose pants are not permitted.
- **Underclothing or skin must not be showing between the waistline and the school shirt.**
- Bottom of slack leg should not touch the ground, or be slit.

### SHORTS:

- Tailored\* plain khaki\*\* colored shorts worn at the waistline (**above the hips**).
- Length must be no shorter than 4 inches above or below the knee.
- Undergarments or skin must not be showing.

\*Tailored means not baggy, oversized, skin tight or cargo pants.

\*\*Khaki refers to a Brown tone and **NOT** white or green tones.

\*\*\* Repeat violators of the dress code policy will be assigned a Saturday detention.

### SWEATERS AND JACKETS:

- Students should wear the official school jacket sold by the PTSO.
- School Clubs, Classes and Sports Teams may have their own official jacket or sweatshirt, but must be previously approved by the administration.
- Other approved jackets and/or sweaters are solid black or solid white, with no logos, color patterns or images.

### SHOES:

Closed shoes or sneakers are the only accepted footwear.

### HEAD GEAR:

- Any type of garment or accessory covering the head will not be permitted on school grounds at any time, to include hoods on jackets.
- This includes bandanas, scarves, caps or hats.
- Once inside the building, dark, non-prescription sunglasses are prohibited.

### NON-COMPLIANCE WILL RESULT:

1. Parent phone call to bring the student the proper uniform.
2. The student may borrow uniform items from a friend in order to comply.
3. If parent or sponsor cannot be contacted, the student will be placed in the office in ISS for the remainder of the day.
4. Repeat offenders will receive detention in addition to in-house detention.
5. Non-approved accessories will be confiscated and only returned to the sponsor. The school is **NOT** responsible for lost items while in possession of the school.

## X. EXTRA CURRICULAR ACTIVITIES \*

### A. ATHLETIC PARTICIPATION

If a student-athlete should choose to quit his/her participation on an athletic team or be removed from an athletic team by a parent/guardian, coach, Vice Principal, or Principal for **ANY** reason after the final selection of the team is determined, the Athletic Director may require the student and parent to appear before the Athletic Review Committee before he/she may participate on any future athletic team or participate in any future athletic competition. The

Athletic Review Committee will determine the appropriate administrative action depending on the individual case (i.e. probation, ineligibility from athletic competition for a specific time or season, reinstatement immediately, etc.). Appeal of the Athletic Review Committee's action may be made to the Principal.

\* **NOTE:** PRHSAA (Puerto Rico High School Athletic Alliance) rules of eligibility apply without exception to all sports at Antilles High School, except for football which is sanctioned by the PRHSAL (Puerto Rico High School Football League).

#### **B. ELIGIBILITY FOR SPORTS AND ATTEND/PARTICIPATE IN EXTRACURRICULAR ACTIVITIES**

Students must maintain eligibility requirements, both academic and discipline in order to participate in extracurricular activities. Students with poor academic or behavioral standing may be subject to restriction from extracurricular activities or participation in sports at the discretion of the administration. Students must maintain a minimum of C in order to participate.

A student who is suspended for committing a Group II Major Offense is subject to a suspension from all school-sponsored activities and/or subject to probation for the remainder of the quarter at the discretion of the administration.

A student committing a Group III Major Offense is subject to a long-term suspension with probation for the remainder of the school year and/or probation may be extended at the discretion of the administration.

#### **C. DANCES AND ACTIVITIES SPONSORED BY THE SCHOOL**

1. All school-sponsored activities must be approved in advance by the Student Council and Principal and be placed on the school calendar. The request must be submitted in writing to the Student Council at least 48 hours before the Student Council meeting. The request must follow the Student Council submission process.
2. All fund raising activities require the approval of the Student Council and Principal. All funds must be deposited into the student account immediately following the activity.
3. All dances or parties sponsored by the school will be under the direction of a club or group that is part of the school. School dances will end at midnight, except the Prom, which MAY end at 1:00 A.M. The group, class or club and sponsors are responsible for adhering to the general school rules and specific rules established for each activity.

4. Dances are open to all eligible students of Antilles High School, the alumni and registered guests of students attending Antilles High School.
5. **A student may bring one guest and must inform the guest of school policy especially with regard to smoking, alcohol, and illegal substance use.** The host student is responsible for his/her guest. To bring a guest, the host student must register his/her guest with the faculty sponsor two days before the dance. A guest not on the list will not be admitted.
6. The faculty sponsor of the dance will submit the guest list to the Principal's Office and Military Police Station one day before the dance.
7. Once a student and or guest leave the dance, he/she may NOT return under any circumstances.
8. Students may be declared ineligible to attend these activities based on academics, attendance, and/or discipline.

#### **D. FUND-RAISING OR SELLING**

Authorization to sell anything on school campus must be requested in advance to the student council and permission obtained in writing from the school administration. The unauthorized selling of **ANY** product for personal profit is prohibited at school and/or at **ALL** school sponsored events. Violators are subject to disciplinary action.

#### **E. ORGANIZATIONS**

Club meetings may take place from 2:45 to 3:45. Student Council, Athletics, Band & Chorus can extend practice or meetings beyond this time.

#### **XI. HEALTH SERVICES**

- Students should not come to school when ill.
- If a student becomes ill during the school day, she/he is to report to the nurse's office. The nurse will determine if the student is ill enough to be sent home. Students will not leave school because of illness without the approval of the school nurse and they must obtain a release from the nurse **BEFORE** they leave campus.
- Students must have a pass, signed by the classroom teacher, to go to the school nurse, except in the case of an emergency.
- For a student to be excused from physical education class for more than two days following an illness there must be a written medical excuse signed by a certified physician.

- **Students cannot take medication except under the supervision of the school nurse. All medication must be given to the nurse upon arrival to the campus. This includes over the counter medication such as Tylenol, Advil, Aspirin, etc.**
- It is the responsibility of the student and parent to make sure that all changes in address and telephone numbers are kept current with the school nurse and school office.
- All students participating in sports are required to have a physical examination every year.

## XII. LIBRARY MEDIA CENTER (LMC)

The Antilles High School Media Center maintains a collection of books, periodicals, CD-ROM, videos, microfiche, vertical file materials, and audio-visual equipment. The LMC is open during lunch, before, and after school.

A large part of a student's education will come from personal contact with media material. In order to ensure this investment of time and energy is productive, it is necessary for each student to follow the rules and regulations of the Media Center.

- Students are expected to be **quiet** in the Media Center **at all times**.
- Attendance will be limited to the seating capacity.
- Unless accompanied by the teacher, students must obtain an official pass signed by the teacher to be admitted to the Media Center.
- No food drinks, or chewing gum will be permitted.
- Students must have a pass to enter the library during lunch.
- Games of any kind are not allowed in the Media Center during the academic day.
- No large book bags, purses, briefcases, etc. are allowed at the tables.
- Students are allowed to take out a maximum of **6** books. General circulation books are checked out for two weeks.
- **Overdue books:** A notice will be sent to you after your book is due. Students will not check out other materials until over dues are paid. Students with overdue books will not receive clearance until the books are returned to the LMC.
- Return your own materials to the Media Center. You may also use the return box outside the LMC door.

- Only Media Center, AV, & computer software are used in the Media Center. Non-book materials are available for use in the Media Center only.
- Lost books must be replaced by another book of equal value and content and/or paid for in cash.
- Misuse of the LMC facilities will result in the loss of privilege to use the library.

A librarian is available to assist students. Students showing improper behavior in the LMC will be sent to their classes or Administrative Office at the librarian's discretion. Students are also subject to further disciplinary action for misconduct.

## XIII. MISCELLANEOUS

**A. Book bags are intended to be used for carrying books and school materials to and from school.**

### B. CELLULAR PHONES & COMMUNICATION DEVICES

- Students who have cellular phones or any other type of communication device must keep them concealed while in class or any educational activity. **These devices MAY NOT BE USED IN THE CLASSROOMS AT ANY TIME.**
- Such devices maybe used at lunch time.
- The Staff and Faculty of AHS may confiscate any cell phone or device that is activated or used in class, and will turn in to the office. Confiscated items may **ONLY** be retrieved by the student's parent or sponsor from the Vice Principal.
- Infractions of this privileged may result in devices being banned during school day on campus.
- **Parents and family members MAY NOT CALL students at their cell phones during school hours.** If a parent needs to contact a student, he/she must call the main office at (787) 707-2301. Also, if a student needs to contact his or her parents, they may use the office phone with permission from office staff.
- Antilles High School and/or any of its employees **WILL NOT BE RESPONSIBLE** for cell phones or communications devices that are lost while in the possession of the school, or in cases where the cell phones are taken or stolen from students.

### C. CARE OF BUILDINGS AND GROUNDS

The cleanliness of the school buildings and grounds should be considered the responsibility of everyone in the school. Students should walk only on concrete walkways and should not take shortcuts over the lawn or gardens. Students should always throw trash and

leftover candy, food, gum, etc., in trash containers. Any staff member may direct students who litter to clean up an area, and students who refuse to obey or who trash the school are subject to disciplinary action.

## 1. CAFETERIA

**The DoD DDESS-PR operates a cafeteria at Antilles High School. An "A La Carte" Menu is also provided. Cafeteria food must be consumed inside the cafeteria. Students may take sandwiches and lunches from home to meetings held at lunchtime.**

## 2. MEAL TICKETS (Breakfast and Lunch)

Breakfast is served from 6:30 – 7:25. Deposits to the Meal Ticket Account may be made to the cafeteria cashiers before first period and at the end of each lunch period. Family members (brothers, sister) are permitted to share lunch tickets only with written permission of the student's sponsor. Students may not share reduced or free lunch tickets. Failure to comply with this regulation may result in loss of privileges.

## D. CAMPUS

Any area within a 100-yard radius of any building or DoD DDESS-PR facility is considered school grounds and part of the campus. Areas considered part of the school and subject to its jurisdiction are the adjacent parking areas, the athletic fields, and the other schools.

The school bus is considered part of the school grounds, so once a student enters a bus is considered to be on campus.

School grounds are "off limits" after school hours or when school is not in session, unless authorized by a school official. Students who are not involved in extracurricular activities should leave campus at the conclusion of the school day. Students are not allowed to leave school grounds after arrival in the morning until school is dismissed in the afternoon.

## E. CLASSROOM RULES

Teachers establish their own classroom rules, which may include other rules outside those stated in this handbook.

All students are expected to respect the rights of teachers and other students. Both teachers and students should work toward building a mutual respect for each other's abilities and adjust so that maximum educational benefits will be derived.

## F. COMPUTER USE

Antilles High School provides all of its students exceptional access to instructional technology and computers. Students are expected to make productive

use of this privilege and use computers strictly for instructional purposes. All students must have a signed computer agreement on file.

Students may not install/use any program other than those provided by the school. The privilege of using computers in school will be immediately revoked for abuses of this privilege. Any acts where students purposefully alter the configuration of any computer, i.e. changing passwords, installing a virus, removing programs, etc., will be considered as participating in the destruction of government property and may be considered vandalism to government property.

## G. FIRE ALARM

Willful activation of the fire alarm or calling a false report of an event that could affect health, safety, and welfare of individuals (e.g., "bomb threat") is a Group III Criminal Offense in accordance with the DoD DDESS-PR Student Behavior Policy. Any student who willfully activates a fire alarm causing a major disruption to the educational process and other complications will be may be recommended for expulsion from AHS. Furthermore, a false report results in an inquiry or serious incident, legal action may be taken against the offender.

## H. GUESTS

Students are not permitted to bring guests to school during the instructional school day.

## I. LOCKS & LOCKERS

1. Lockers are issued to students at the beginning of the school year. They are responsible for maintaining them and keeping their belongings safe.
2. Locks are the responsibility of the student. In the case of an emergency or suspicion of illegal activity, the school administrators may order a lock to be removed or cut, and will not be responsible for replacing them.
3. Lockers are federal government property and shall not be defaced. They are under the jurisdiction of Antilles High School and the Military Police of Fort Buchanan.

## J. LOST AND FOUND

Items lost or abandoned in the school will be placed in a designated area in the in the cafeteria. Students who have lost property may request to search through the lost and found for their belongings.

## K. PASSES

Media Center Passes: Students using the Media Center must have a pass issued by the teacher making the

assignment. Only one student per pass.

Hall Passes: Students are not permitted in the halls during class period unless they have a pass from an authorized staff member. Noncompliance may result in an After School Detention.

#### **L. IPODS, HANDHELD GAMES, AND OTHER ELECTRONIC DEVICES**

Electronic devices of any size, such as iPod's, CD/tape players, portable headsets, and , personal DVD Players, PSP's, electronic game device, Gameboys or any other similar listening /recording/ entertaining devices **ARE NOT ALLOWED IN THE SCHOOL CAMPUS** at any time(see definition of school campus).

If any of these items are brought to school they are subject to be confiscated and Antilles High School or any of its employees, who will not be responsible for any of these items while in their possession. Any items that are confiscated may ONLY be retrieved by the student's parent or sponsor from the Vice Principal. Furthermore, AHS **will not conduct searches** for these items if they are lost or stolen in school.

#### **M. SCHOOL AWARDS**

Various awards are presented during and at the end of the school year for the purpose of recognizing excellence in academics and stimulating others to perform at a higher level.

Awards will not be given to students with poor conduct and/or poor attendance records. Poor conduct is considered as an established pattern of violations to school or DoDEA regulations that has warranted numerous interventions from school administrators.

#### **N. SKATEBOARDS, ROLLER BLADES, AND BICYCLES**

Skateboards, roller blades, and bicycles **ARE PROHIBITED** on school grounds **at any time**. Students who bring any of these items are subject to having them confiscated.

#### **O. SPONSORSHIP CHANGE**

In any case that there is a change in the status of a student's sponsor, DDESS-PR must be immediately informed and a power of attorney provided (if applicable) to the school and the Superintendent's office.

#### **P. TEACHER-PARENT CONFERENCE**

Meetings and conferences with teaches are encouraged in the best spirit of enhancing the partnership between the school and the home. These may be scheduled in advance by the parent by calling the office or the teacher, and they can be held before and after school.

#### **Q. TELEPHONE USE**

The office telephone is for school business and may be used by students ONLY with permission from office personnel in the case of an emergency.

#### **R. TEXTBOOKS**

Textbooks are issued free of charge to students upon receipt of a signed form accepting responsibility for their care and return to the school. **Lost books must be replaced or paid for by students.**

#### **S. VALUABLES AND PERSONAL BELONGINGS**

The school will not be responsible for stolen personal belongings, particularly those that are forbidden in **school grounds (cell phones, communication devices, IPods, DVD Players, etc).**

Students should keep money with them and not in book bags, books, desks, or lockers. During Physical Education Class (PE), students are **REQUIRED** to lock their personal belongings in the school provided lockers in each of the locker rooms.

#### **T. VANDALISM**

Payment for destroyed property by replacing or repairing it and cleaning up graffiti by painting over it will be at the student and sponsor's own expense. Also, additional disciplinary action will be enforced as per the Parent Student Handbook. Willful destruction of Government property will be reported to the Military Police.

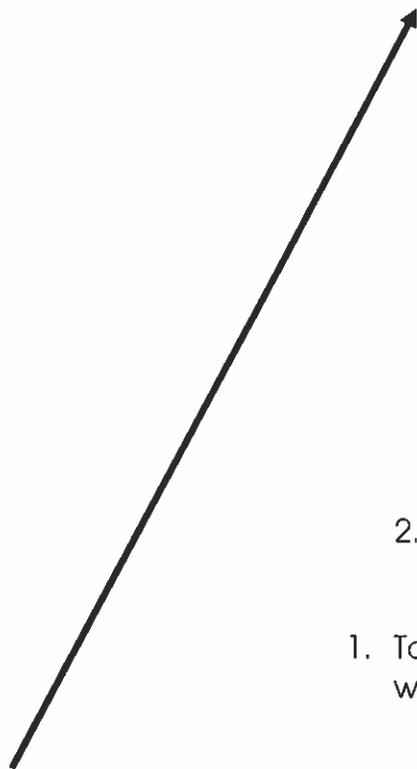
#### **U. VEHICLES**

Student parking is limited. Student vehicles should be parked in the area designated for students. **Students may not park in the teacher assigned parking spaces, front of school, or grass areas.** Violators are subject to being towed or ticketed by Military Police. Students designated parking is off campus near the traffic circle.

## Chain of Concern

### Help us resolve issues at the lowest possible level!

Most issues can be resolved at the level they occur. Our staff is ready to listen and assist our parents and students in order member strengthen our Chain of Concern



6. Address the Board at a regular meeting
5. Talk with a school board member
4. Talk with the superintendent
3. Talk with the assistant superintendent
2. Talk with the principal
1. Talk with the teacher or other staff member where your concern began

DoD DDESS-PR District  
LANGUAGE OF INSTRUCTION POLICY

The DoD-DDESS-PR operates under 10 USC 2164 which states, "In case of a military installation located in a **Commonwealth**...that an education program may be considered appropriate...only if the program is conducted in the English language." In keeping with this law **instruction in classes will be conducted in English. With the following exceptions:**

1. Teachers are expected to follow the guidelines established by **DoDEA** English as a Second Language (ESL) Manual 2440.2 with ESL students. This manual states, "Although English is the language of instruction in the classroom, students are encouraged to continue to develop proficiency in their first language as they acquire English." This manual also states, teachers may **encourage the use of dual languages in the classroom (pg. 34).**

2. In language classes other than English, **full use of the language being studied is appropriate.**

3. In keeping with each teacher and student's first amendment rights, **non-instructional conversations between teachers, students, or teachers and students in classrooms or on campus may be in the language of choice.**

District policy for the use of a second is that **when a student's home language is used during instruction, the teacher will explain in English what was said to the whole class with the exception of one-to-one or small group assistance.** Assembly programs, meetings, publications, and customer relations will be conducted in English with translations as appropriate. Cultural events, culture classes and performances may be exempt from this policy.

\*DoDEA Manual 2440.2 is based on educational research and the following:

**Memorandum from Former President William J. Clinton, June 17, 1997** that directed agencies to take appropriate action against discrimination in education programs...conducted by the Federal Government. Currently, Title VI of the Civil Rights Act of 1964 generally prohibits discrimination on the basis of race, color, or national origin - in educational programs...that receives Federal financial assistance. However, these laws do not apply to comparable education programs... conducted by the Federal Government. I believe it is essential that the Federal Government hold itself to the same principles of nondiscrimination in educational opportunities that now apply to educational programs.

DoD Directive 1342.20, which states, DoDEA shall provide programs designed to meet the special needs of individuals of limited English-speaking ability.

## ZERO TOLERANCE FOR VIOLENCE IN SCHOOLS

### DoD DDESS – PR District

The District Superintendent's mission is to ensure that academic learning takes place in a safe and secure environment free of violence, drugs, and fear.

### Safe Schools Record

DoD DDESS-PR has a historical "safe schools" record with no significant incidences related to firearms, weapons or other dangerous devices, drugs, or gang-related violence.

## ZERO TOLERANCE FOR Bullying

### Applicable to all students

**Bullying is** a Critical Issue for School Bullying is a critical issue for school safety\*. It is defined as intentional, repeated harmful acts, words or other behavior such as name-calling, threatening and/or shunning committed by one or more children against another.

- Physical bullying includes punching, poking, strangling, hair pulling, beating, biting and excessive tickling.
- Verbal bullying includes such acts as hurtful name-calling, teasing and gossip.
- Emotional bullying includes rejecting, terrorizing, extorting, defaming, humiliating, blackmailing, rating/ranking of personal characteristics such as race, disability, ethnicity, or perceived sexual orientation, manipulating friendships, isolating, and ostracizing and peer pressure.
- Sexual bullying includes many of the actions listed above as well as exhibitionism, voyeurism, sexual propositioning, sexual harassment and abuse involving actual physical contact and sexual assault.

**All reports of bullying will be investigated and resolved expeditiously and the administrator will determine what plan of action is required to avoid perpetuating bullying, which may include suspension or expulsion.**

## ZERO TOLERANCE FOR WEAPONS

### Applicable to all students

**Weapons:** are items carried, presented, or used in the presence of other persons in a manner likely to make reasonable persons fear for their safety. They include, but are not limited to, guns, look-alike (replica) guns, knives, razors, box or carpet cutters, slingshots, nunchucks, and flailing instrument such as a fighting chain or heavy studded or chain belt, objects designed to project a missile, explosives, mace, pepper spray, or any other similar propellant, or any other object concealed, displayed, brandished in a manner that

reasonably provokes fear. (Definition from DoDEA 2051.1.)

Offenders are immediately referred to an administrator. The administrator will use "reasonable" Zero Tolerance in determining the consequence for the offense, and referred all criminal offenses to the military police and or appropriate security agency. **A student who brings a firearm to school must be considered for expulsion because of federal law: Gun-Free Schools Act of 1994**

## ZERO TOLERANCE FOR THREATS

### Applicable to all students

Any student who makes comments or threats about harming people will be immediately referred to the Principal, who will assume the threat is serious, and the following will occur:

- Student will be referred to the school psychologist or other appropriate staff member for a preliminary interview.
- If an imminent danger is perceived, the Military Police will be notified.
- Parents will be called for an immediate conference.
- Student will be re-admitted only after the principal is satisfied with the results of the foregoing action.
- School services, such as, a behavior modification plan and or counseling services may be required for school re-admittance.

Acts of violence and threatening behavior are punishable by suspension or expulsion.

## ZERO TOLERANCE FOR DRUGS AND/OR ALCOHOL

### Applicable to all students

Drugs and/or Alcohol: includes intoxicants, mind-altering inhalants, and controlled substances. These offenses will be reported to the military police and/or appropriate security agency.

- Students found to be distributing drugs on school grounds or at school sponsored events will be recommended for suspension or expulsion from school.
- A mandatory expulsion recommendation will be required for second offense.
- Students' possession and/or use of illegal drugs/alcohol on school grounds or at school-
- Sponsored events will be recommended for suspension or expulsion from school.
- A mandatory expulsion recommendation will be required for second offense.

Zero tolerance is applicable to students with special needs, as determined by the student's Case Study Committee.

## Antilles High School Discipline Procedures

<b>GROUP I: SERIOUS OFFENSES</b>	
<ul style="list-style-type: none"> <li>a. Occasional Unexcused Tardiness to School and/or Class</li> <li>b. Minor Bus Misconduct</li> <li>c. Public Display of Affection</li> <li>d. General Disruption of the Orderly Educational Process</li> <li>e. Disrespect or Use of Vulgarity or Vulgar Gestures toward other Students</li> <li>f. Possession of Tobacco, Cigarettes, Cigars, or other Tobacco Products on School Grounds or at School Activities</li> </ul>	<ul style="list-style-type: none"> <li>g. Misrepresentation or forgery of a Signature and/or an Excuse</li> <li>h. Uniform Code Violation</li> <li>i. Unauthorized Selling of any Product for Personal Profit</li> <li>j. Gambling</li> <li>k. Disruptive Use of Portable Communication Devices (i.e. iPods, beepers, cellular phones, walkie-talkies, etc.)</li> <li>l. Unauthorized sales or fund-raising</li> </ul>

<b>GROUP I: PENALTIES</b>	
<ul style="list-style-type: none"> <li>1. Verbal Reprimand</li> <li>2. Administrator/Teacher/Student Conference</li> <li>3. Detention</li> <li>4. Parental/Sponsor Conference</li> <li>5. In-School Suspension</li> </ul>	<ul style="list-style-type: none"> <li>4. Restriction of Privileges</li> <li>5. Probation</li> <li>6. Suspension of Bus-riding for Bus Infractions</li> <li>7. Parental/Sponsor Monitoring during the School Day</li> <li>8. out of school suspension of 1 to 3 days</li> </ul>

<b>GROUP II: MAJOR OFFENSES</b>	
<ul style="list-style-type: none"> <li>a. Defiance of Authority and/or the use of Vulgarity or Vulgar Gestures toward School Personnel</li> <li>b. Disruptive Behavior including on the bus, on campus, the cafeteria, during school activities and/or events</li> <li>c. Breach of Peace - verbal assault</li> <li>d. Simple assault and/or threats</li> <li>e. Smoking</li> <li>f. Stealing</li> <li>g. Cheating and/or Plagiarism</li> <li>h. Truancy</li> <li>i. Mutual Fray, Scuffles between students</li> <li>j. Hazing, Harassment, and/or the Malicious use of Slurs Based on Race, Gender, Religion, Ethnicity, Language, Background and/or National Origin</li> </ul>	<ul style="list-style-type: none"> <li>k. Sexual Harassment</li> <li>l. Bullying and Intimidation</li> <li>m. Lying or Participating in a Deception which may lead to an Adverse Action Against Another</li> <li>n. Extortion</li> <li>o. Use or Possession of Alcoholic Beverages</li> <li>p. Possession of Paraphernalia Related to the Use of illegal Drugs</li> <li>q. Vandalism/Graffiti</li> <li>r. Chronic Unexcused Tardiness to School and/or Class</li> <li>s. Trespassing into a restricted, unsupervised or secured area</li> <li>t. Instigator or Accomplice to Group II Violation</li> <li>u. Habitual Offender of any Group I and/or Group II Violations</li> </ul>

<b>GROUP II: PENALTIES</b>	
<ol style="list-style-type: none"> <li>1. Administrator/Teacher/Student Conference</li> <li>2. Detention</li> <li>3. Parent/Sponsor Conference</li> <li>4. In-School Suspension</li> <li>5. Restriction of Privileges</li> <li>6. Parental/Sponsor Monitoring during the School Day</li> <li>7. Community Service of up to 2 weeks, including holidays and summer breaks</li> </ol>	<ol style="list-style-type: none"> <li>8. Probation</li> <li>9. Out-of School Suspension from 3 through 5 days</li> <li>10. Restriction of Privileges, including participating in sports, attending school functions (dances) and/or attending graduation or Awards ceremonies.</li> <li>11. Suspension of Bus privilege</li> </ol>

<b>GROUP III: CRIMINAL OFFENSES</b>	
<ol style="list-style-type: none"> <li>a. Aggravated Assault and/or Assault and Battery</li> <li>b. Possession and/or Concealing a Deadly Weapon</li> <li>c. Robbery or Burglary</li> <li>d. Possession, use and/or distribution of illegal substances or Drugs</li> <li>e. Sex violations</li> <li>f. Fighting</li> <li>g. Aggravated Vandalism</li> <li>h. Willful detonation of a fire alarm without a just cause and/or calling a false report of an event that could affect the health, safety, or welfare of students, employees or visitors to the school (i.e. "Bomb Threat")</li> <li>i. Threats, Bullying, Harassment through the use of personal websites between one AHS student to another or directed to a school official.</li> </ol>	<ol style="list-style-type: none"> <li>j. Possession, concealing, and/or Detonation of any Device which may Result in bodily harm</li> <li>k. Arson</li> <li>l. Aggravated Vandalism</li> <li>m. Possession, distribution or offering pornographic material in school grounds</li> <li>n. Repeat Offender to any of the following Group II Violations: <ul style="list-style-type: none"> <li>• Stealing</li> <li>• Vandalism</li> <li>• Mutual fray/scuffle.</li> <li>• Sexual Harassment</li> <li>• Truancy</li> </ul> </li> <li>o. Instigator or accomplice to any Group III Violation</li> <li>p. Habitual Offender of any Group III Violations</li> </ol>

<b>GROUP III: PENALTIES</b>	
<ol style="list-style-type: none"> <li>1. Parent/Sponsor Conference</li> <li>2. Out-of-School Suspension from 5 through 10 days</li> <li>3. Superintendent's Out-of School suspension for 10 or more days</li> <li>4. Expulsion from DoD DDESS-PR</li> <li>5. Suspension of Bus-riding for Bus infractions</li> <li>6. Probation</li> <li>7. Community Service of up to 4 weeks, including holidays and summer breaks</li> </ol>	<ol style="list-style-type: none"> <li>7. Restriction of Privileges, including participating in sports, attending school functions (dances) and/or attending graduation or awards ceremonies.</li> <li>8. Referral to Appropriate Security Agency (Military Police, Criminal Investigations Div, etc)</li> <li>9. Recommendation for expulsion from the school</li> </ol>

\*Note: A notation will be made on student's permanent record.

**DoDea**  
**Disciplinary Rules and Procedures**  
**Regulation 2051-1**

**ENCLOSURE 2**

**GROUND S FOR DISCIPLINE INCLUDING SUSPENSION OR EXPULSION**

E2.1. General. This enclosure describes student conduct that might be subject to a disciplinary action or consequence and provides a degree of guidance as to the seriousness of offenses. However, this Guidance does not list every offense nor does it dictate the seriousness of any particular offense. Instead, it describes categories of conduct with sufficient specificity to inform the student of the type of conduct which may result in disciplinary consequence and is intended to alert Principals to their flexibility in assessing the seriousness of offenses for purposes of determining the appropriate consequence. The student conduct subject to disciplinary sanction concerns student conduct:

E2.1.1. While on school property.

E2.1.2. While enroute between school and home, including when on school-owned or operated or chartered buses.

E2.1.3. During lunch period whether on or off campus.

E2.1.4. During or while going to or from all school-sponsored or school-supervised events/activities that affect the missions or operations of the school or district including field trips, sporting events, stadium assemblies, and after school related activities to include evening school-related activities.

E2.2. School Bus Discipline. Additional rules of student behavior and disciplinary procedures applicable to students en route by bus between home and school and/or school-sponsored events and activities are contained in the Student School Bus Behavior Management Policy (Enclosure 7). The existence of a separate list of school bus disciplinary rules does not mean that infractions of school bus discipline are excluded from the list of infractions contained in this section, or that actions must be assigned separately from other school disciplinary concerns. However, the school has the discretion to assign disciplinary actions for school bus infractions solely within the context of school bus transportation, or as a part of school discipline generally, except when school bus discipline would interfere with the free appropriate public education of a child with disabilities. When disciplinary action might affect a student's special education program, the procedures described in Enclosure 5 concerning the disciplinary procedures for students with disabilities must be followed.

E2.3. Additional Guidance at the School/District Level. In addition to this guidance, individual schools, school districts or directorates may promulgate student manuals that implement the procedures of this Guidance.

E2.4. Discipline for Minor or First Offenses. A student may be disciplined for relatively minor or first offenses, through the use of written or oral reprimands or notice to parents, in-school suspensions, alternate in-school temporary placements (formerly referred to as "time out"), teacher/student/parent conferences, suspension of school or extracurricular privileges, and by any other teacher intervention deemed by the teacher or school administrator to be appropriate. Grade reduction is typically not an appropriate means of discipline, but may be used to the extent that the student refuses to or fails to participate in the classroom. These minor offenses include any conduct that is not conducive to the good order and discipline of the school. Examples of conduct for which minor discipline may be appropriate include, but are not limited to: tardiness, unexcused absence, chewing gum or eating food in class, being unprepared for class, running or horseplay in the halls or classrooms, cheating or lying, possessing items in violation of school rules, use of offensive or vulgar language, minor failing to follow instructions, disrupting the class by talking, laughing, or wandering about when the teacher determines that such conduct is inappropriate to the classroom activity, and engaging in inappropriate behavior on the school bus. Nothing in this paragraph precludes the imposition of more serious disciplinary actions, such as suspension

or expulsion, when a student engages in repeated or multiple acts of misconduct which individually might not warrant suspension or expulsion, and/or when the teacher or Principal determined that the nature of the offense, in the context of all circumstances, warrants a more severe consequence than contemplated by this paragraph. Also, the disciplinary authority must decide whether conduct described in this paragraph, which may also be described below, should be punished under the succeeding paragraphs.

**E2.5. Grounds for Suspension or Expulsion.** A student may be suspended or expelled from school, if the Principal or, in the case of suspension over 10 days or expulsion, the disciplinary committee determines that the student has:

E2.5.1. Caused, attempted to cause, or threatened to cause physical injury to another person, or has threatened to use or has used physical force against any person.

E2.5.2. Possessed, sold, brandished, used without clear school supervision and authority, or otherwise furnished to another any firearm, knife, explosive, or other dangerous object.

E2.5.3. Engaged in substance abuse, including, possessing, using, selling, dispensing or being under the influence of any illegal/controlled substance. A mandatory expulsion recommendation is required for a second offense.

E2.5.4. Unlawfully possessed, or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia as defined in 21 USC 863.

E2.5.5. Committed or attempted to commit robbery or extortion.

E2.5.6. Damaged or attempted to damage personal or real property. This includes property owned, leased or used by the school or that is encountered in connection with school activities including property that belongs to or is owned or used by the school, government, vendor, contractor, or any private person.

E2.5.7. Stolen or wrongfully appropriated, or attempted to steal or wrongfully appropriate, and/or knowingly receive the stolen property of another, whether the property is owned by the school, the government, a vendor, a contractor, or is the private property of an individual.

E2.5.8. Possessed or used tobacco, or any product containing tobacco or nicotine products or any herb, including, but not limited to, cigarettes, cigars, miniature cigars, smokeless tobacco, including snuff, chew packets, and betel nut.

E2.5.9. Committed any lewd, indecent or obscene act or engaged in habitual profanity or vulgarity.

E2.5.10. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties. This provision includes not only horseplay and other disorderly conduct, but also includes lying to and/or making false statements to school personnel, violation of school honor codes or other rules and guidance established for an orderly educational atmosphere.

E2.5.11. Gambled in any form.

E2.5.12. Engaged in conduct, including fighting, that endangers the well-being of self or others.

E2.5.13. Presented him or her self without authorization in the school, on the school grounds, or on school buses or failed to leave promptly after being told to do so by the Principal or staff member in charge.

E2.5.14. Engaged in the unauthorized use of portable communications devices (including beepers and cell phones), electronic games, portable radio and/or compact disc players, iPods, personal computers or other electronic devices during classes, unless specifically authorized by the Principal or DDESS educator. Such equipment and devices are subject to confiscation by school authorities.

E2.5.15. Used cell phones during class, except in emergency situations that threaten the safety of personnel in the school or when specifically authorized by the DDESS educator or Principal.

E2.5.16. Cursed, gestured, or verbally abused any person, including but not limited to conduct involving abuse or harassment based on that person's race, religion, gender, creed, national origin, personal or physical attributes, disability, intellectual ability, or sexual orientation.

E2.5.17. Engaged in vandalism, arson, or any threat to bomb, burn, or destroy in any manner a school building or school property.

E2.5.18. Forged school documents, cheated on school projects or tests, or plagiarized the work of another.

E2.5.19. Used or possessed fireworks, or any other explosive device.

E2.5.20. Violated attendance rules.

E2.5.21. Violated the terms and conditions of the DDESS student Computer and Internet Access Agreement, or used or gained access without proper authority to computers, software telecommunications, and related technologies; and engaged in any willful act that causes physical or financial damage, or otherwise disrupts information technology; or used of a computer to communicate threatening, harassing, or indecent messages, or to download obscene materials.

E2.5.22. Violated of any law, rule or regulation of the military installation or school.

E2.5.23. Been complicit in the violation of any rule described above. In addition to the specific grounds for imposing discipline that are described above, students who have knowledge of, or who participate in, the misconduct of others may also be disciplined as deemed appropriate. Students have an affirmative duty to report and must promptly report to their teacher or Principal knowledge of offenses that violate law, rule or regulation, or that threaten the safety or personal security of any student or other person on school grounds or engaged in school activities. Failure to do so may be grounds for discipline.

E2.6. Special Consideration for Expulsion. The Principal or designee shall give special consideration to recommending a student's expulsion from the DDESS schools for any of the following acts:

E2.6.1. Causing serious physical injury to another person, except in self-defense.

E2.6.2. Possession of any firearm, knife, explosive, incendiary device, or other weapon or dangerous object without specific approval from the Principal at school or at a school-sponsored activity. A minimum one-year expulsion should be considered for this offense.

E2.6.3. Sale or Distribution of any illegal/controlled substance.

E2.6.4. Making a bomb or a bomb threat, or engaging in arson or making a false report of fire.

E2.7. Notice to Law Enforcement Authorities. Incidental to suspending any student for more than 10 days, the Principal of the school, or his/her designee, shall notify the Installation Commander, or his/her designee for law enforcement or legal affairs, of any acts which may violate local laws.

E2.8 Confiscation of property. Authorized school officials may immediately confiscate any property belonging to or in the possession of any student if the possession or use of that property is inconsistent with the conduct required by this guidance, is on school grounds or found during student participation in school activities. Unless the item is contraband or the Principal determines that the continued withholding of the property is necessary for purposes of evidence before a school disciplinary committee, the confiscating official will return the property to the rightful owner or the student's sponsor as soon as is practicable and safe, or issue a receipt for its retention until such time as it may be returned. Confiscation is not considered a disciplinary action, but is accomplished to preserve health and safety or to provide evidence incidental to the exercise of disciplinary action.

### ENCLOSURE 3

#### PROCEDURES FOR IMPOSING MINOR ACTIONS, INCLUDING SUSPENSION UP TO 10 DAYS

E3.1. General Applicability. The provisions of this enclosure apply to all students, including students with disabilities when consistent with the provisions of Enclosure 5 of this Guidance.

E3.2. Educator Responsibilities. Teachers and other educational staff have the responsibility to exercise disciplinary control over their classrooms and the student(s) under their supervision. They are authorized to enforce discipline by teaching students that there are consequences that flow from inappropriate behavior. Actions available to a teacher include, but are not limited to, reprimand, time-outs, assignment to particular study carrels, notices to and conferences with parents/guardians extra work, detention, and any other practice that is reasonable and does not otherwise violate this Guidance. Suspensions of students from school for periods of up to 10 days may be recommended by the teacher, but only the Principal or designee may initiate or impose disciplinary actions resulting in an out-of-school suspension or expulsion.

E3.3. Principal's Authority to Suspend. The Principal may suspend a student, including a child with disabilities when consistent with the provisions of Enclosure 5 of this guidance, from the school for any of the reasons set forth in Enclosure 2, for no more than 10 consecutive school days for a single incident involving one or more violations of this Guidance.

E3.4. Informal Hearing. Incident to the exercise of any discipline under this enclosure providing for suspensions of not more than 10 days, the Principal or teacher should conduct an informal hearing with the student. The purpose of the meeting/discussion is to ensure that the proper student is being disciplined, the alleged infraction(s) actually occurred, and the student knows why he or she is being disciplined. This informal hearing generally will occur immediately upon notifying the child that he or she is being considered for disciplinary action. All necessary fact gathering will be accomplished immediately to be included during the informal conference. The Principal must believe from the evidence available that the best interests of the student and the school require the imposition of a consequence before imposing one.

E3.4.1. Notice to the Student and Student Rights. The Principal or teacher will:

E3.4.1.1. Advise the student why disciplinary action is being taken against the student.

E3.4.1.2. Summarize the information on which the teacher or Principal is relying to conclude that the accused student committed an act described in Enclosure 2.

E3.4.1.3. Afford the student an opportunity to explain the offensive behavior and, especially when the consequence is to be suspension, present evidence which supports the student's explanation or establishes that the student has not committed an act as set forth in Enclosure 2. The student may also refer the Principal to other persons with knowledge of the events.

E3.4.2. Fact-finding and Decision. The Principal or teacher will:

E3.4.2.1. Make any reasonable inquiry necessary to resolve the question of culpability or mitigation and make a determination as to whether the discipline is necessary or appropriate;

E3.4.2.2. Announce to the student his/her finding as to whether the student committed an act set forth in Enclosure 2;

E3.4.2.3. Inform the student as to the disciplinary actions that are being imposed, if any;

E3.4.2.4. Advise the student of the appeal procedures, as described below.

E3.4.3. Notice Required Incidental to Suspension (regardless of the age of the child). If the consequence is to be suspension, the Principal or designee will:

E3.4.3.1. Notify the student and contact the student's parents/guardians in person or by telephone to advise them of the suspension;

E3.4.3.2. Notify the student and the student's parent/guardian in writing of the suspension by sending home with the student a copy of the notice and by mailing to the parents/guardians a copy of same, generally within one school day of the decision. The notice will include:

E3.4.3.2.1. A statement of facts leading to the decision to suspend the student;

E3.4.3.2.2. A statement that the student is to remain away from school, school grounds, and/or school sponsored activities (including, when appropriate, DoDDS residence halls) during the period of suspension unless given written authorization by the Principal to be present;

E3.4.3.2.3. The date and time the student can return to school;

E3.4.3.2.4. A request that the parent or guardian attend a conference with school officials regarding the student's behavior;

E3.4.3.2.5. Notice of the appeal procedures by which the student may contest the suspension.

E3.5. Reports of Suspensions. The Principal will report the suspension of each student, to include a statement of the reasons for the suspension, whether in or out of school, and the duration of the suspension to:

E3.5.1. The District Superintendent or his/her designee.

E3.5.2. The Installation Commander or the base discipline committee (or civilian conduct authority) for out-of-school suspension only. The duration of the suspension must be included in that report.

E3.7. Extracurricular Suspensions. A student may be suspended for an indefinite period of time from participating in extracurricular activities. Extracurricular activities include, but are not limited to, participation in sports activities, school clubs, school dances, and graduation exercises.

E3.8. Role of Parents/Guardians. The District Superintendent or his/her designee may conduct a meeting with a parent or guardian of a suspended student to discuss the causes, the duration, the school policy involved, and other matters pertinent to the suspension. While the parent/guardian is required to respond without delay to the request for a conference regarding his/her child's behavior, no penalties shall be imposed on the student for the failure of the parent/guardian to attend such conference. If a child is age 18 or over, and notice of meeting has been delivered to the affected child's parent or guardian, the meeting may be held with the student in the absence of the parent or guardian. The parent/guardian or student may bring an advocate to any such meeting.

E3.9. Appeals.

E3.9.1. A student disciplined under this enclosure may appeal the disciplinary action by:

E3.9.1.1. Making a written request for appeal to the next higher level administrator (i.e., the District Superintendent if the Principal imposes the suspension);

E3.9.1.2. Making a written request for appeal to the Principal if the disciplinary action is initiated by the teacher;

E3.9.1.3. Making the written request within 5 days of the imposition of the discipline;

E3.9.1.4. Describing in full detail in the written request why the discipline assessed is unjust and/or inappropriate;

E3.9.2. The responsibility of the DDESS school system under this enclosure is as follows:

E3.9.2.1. The next higher level administrator, the appellate authority, will review the appellate materials and render a decision, generally within 10 days of receiving the appeal.

E3.9.2.2. The appeal is a paper review, affording no party the right to be present or to make oral arguments. Parties may present new or previously undiscovered documentary evidence provided that the document is provided to the other party for comment.

E3.9.2.3. The District Superintendent will issue a final decision in writing upon reviewing any case involving suspension.

E3.9.3. The school need not defer the imposition of any disciplinary consequence pending the appeal, particularly when the discipline is being taken to protect students or to prevent disruption of the classroom and the learning process.

E3.9.4. If the basis for the disciplinary action or the disciplinary consequence is reversed on appeal, all records of a student having being disciplined will be removed from the student's disciplinary file, and notice will be sent to the child's parent/guardian and to the installation commander and district superintendent to disregard the prior notice of suspension and to remove and destroy such prior notices.

#### ENCLOSURE 4

#### PROCEDURES FOR EXPULSION OR SUSPENSION OVER 10 DAYS

E4.1 The following procedures will apply in cases where the Principal (or his/her designee) determines that an expulsion or a suspension for more than 10 days may be warranted, and the student is not eligible for or receiving special education services (requiring processing in accordance with Enclosure 5). The procedures for an expulsion or suspension in excess of 10 days require a formal hearing before a school disciplinary committee. Prior to proceeding with any disciplinary action at this level, it is always incumbent upon the school administrator to assess the severity or seriousness of the incident, the student's age, past history, and be sure the disciplinary action being pursued is appropriate for the offense.

E4.1.1. Notice of Proposed Expulsion/Suspension for Over 10 Days. The Principal will notify the student and his/her Sponsor/Parent/Guardian in writing of the proposed discipline that seeks an expulsion or suspension of the student in excess of 10 days. Unless otherwise indicated, however, a suspension or expulsion is effective immediately upon the Principal's determination that such action is appropriate. The Principal may, in his/her discretion, delay implementation of an expulsion or suspension as deemed appropriate under the circumstances. The notice, accompanied by a copy of this Guidance, will inform the Sponsor/Parent/Guardian of:

E4.1.1.1. The reason(s) for the proposed discipline in sufficient detail to inform the recipient of the general nature of the alleged offense(s) and to allow the recipient to answer to the allegation(s);

E4.1.1.2. The specific proposed punishment (e.g., out-of-school suspension for 20 days and loss of extracurricular activities for 40 days) to be recommended for consideration by the school disciplinary hearing committee.

E4.1.1.3. The right to a prompt hearing and the date of that hearing or the manner in which the date for the hearing will be established by the Principal in consultation with the parent or guardian;

E4.1.1.4. The right of the parent/guardian or child over the age of 18 to waive a hearing;

E4.1.1.5. The recipient's right to present witnesses and documentary evidence at the hearing to refute the allegations of misconduct and to mitigate the severity of the proposed disciplinary action;

E4.1.1.6. The recipient's right to be represented by the parent, legal counsel or other representative of his/her choice in a hearing before the school disciplinary committee, and the right for the counsel/representative to present a defense, including the presentation of evidence and calling of witnesses (if willing to appear).

E4.1.1.7. The administration's right to present evidence, call witnesses, and be represented by counsel or other representative;

#### E4.2. Hearing Procedures.

E4.2.1. The Principal, after consultation with the District Superintendent, will appoint the members of the school disciplinary committee to hear a given case. The school disciplinary committee will, to the extent practical, be comprised of school administrators from another school or district officials, School Board members, installation/host command representatives (with the concurrence of the commander), and, in cases where special expertise is determined appropriate (e.g., a special education student, etc.), an educator or other individual with a background in the area. School Principals, in consultation with the District Superintendent, should ensure that the composition of the committee is heterogeneous, that

there are not a disproportionate number of members from the same background, and that the members have no conflict of interest that would affect their impartiality. Normally, the committee should be composed of 3 or 5 members (in order to reduce the potential for a tie vote) who are representative of the community and/or have special expertise of benefit to the committee. Principals should ensure that all school disciplinary review committee members have the authority to review the privacy protected materials regarding a student appearing before the committee. Normally, all Department of Defense employees (including military members) have such authority. In those instances where a committee member does not have the authority to review privacy protected materials (e.g., a military dependent spouse/parent who is not a DoD employee), the Principal should obtain from the parent of the student appearing before the committee a signed statement waiving/authorizing the review of any privacy protected information on the student.

E4.2.2. The Principal will select a member of the committee to serve as Chairman/Presiding Official to run the hearing. The Chairman/Presiding Official will ensure a dispassionate and fair hearing, and that all interested parties are given an opportunity to present evidence in the form of witnesses (provided the witness is willing to appear) and relevant documentation. The Chairman/Presiding Official will ensure that the hearing proceeds in an orderly fashion and, to the extent necessary, rule on any objections, procedural issues and requests from a party. The Chairman/Presiding Official is responsible for ensuring that all relevant information is presented before the committee. Normally, the Principal or his designee provides the committee information (documents and/or testimony) to support the disciplinary action proposed on behalf of the school. No member appointed to the disciplinary committee may be a witness in the disciplinary proceeding.

E4.2.3. A student or his/her parent/guardian may be accompanied by an attorney or other adult who may represent and assist him/her in the proceeding. If a parent or guardian is unable to attend, he/she (or the student if over age 18) may designate an adult to represent their student. The Sponsor/Parent/Guardian (or student if over age 18) shall notify the school in writing of the appointment of any such representative.

E4.2.4. The Principal will ensure that a written record is or can be made regarding the matters presented at the school disciplinary hearing. In this regard, the school has three options. The school may find and appoint a court reporter to record and transcribe the matters presented at the hearing. The school may also choose to tape record the hearing, provided that two tapes of the hearing are made, with one being presented to the student facing discipline (or to his parent/guardian representative) immediately after the conclusion of the hearing. In this event, the school's copy of the tape will be retained by the authority that makes the initial disciplinary decision, and a copy forwarded to the appellate authority as part of the administrative record if an appeal is taken from the initial decision. Finally, the school may choose to have an employee take and prepare detailed minutes summarizing all of the relevant matters presented at the hearing.

E4.2.6. Once the disciplinary committee has provided all parties a sufficient opportunity to be heard, it shall meet in closed session to determine appropriate findings of fact and recommend appropriate action, as determined by the majority of the members. The findings of fact must be supported by a preponderance of the evidence, meaning that a majority of the committee members must conclude that a given allegation is more likely to be true than false. Once completed, the committee will reduce its findings of fact as to the allegations of misconduct and its recommendation(s) regarding disciplinary action to a written memorandum, which it will forward to the District Superintendent for an initial decision.

E4.2.7. The committee will ensure that it makes no recommendation regarding disciplinary action involving a child with a disability unless and until a Case Study Committee has determined pursuant to the procedures in Enclosure 5 that further action by the disciplinary committee is appropriate.

#### E4.3. Deciding Official.

E4.3.1. The District Superintendent, after review and consideration of the findings of fact and recommendation(s) for disciplinary action made by the school disciplinary committee, makes the decision of what disciplinary action, if any, to take against the student. The District Superintendent's review should be held as expeditiously as possible, and normally should be conducted within seven days of the receipt of the hearing record, unless either side requests more time in writing. The District Superintendent may either agree or disagree with the findings of fact and recommendation(s) of the school disciplinary committee. The District Superintendent may also, at his/her discretion, request additional information and may consider new and previously undiscovered information. Information that is not part of the record forwarded by the school disciplinary committee will be provided to the Principal and to the student or his/her representative.

E4.3.2. The District Superintendent then prepares a decision memorandum, reducing to writing his/her decision regarding the findings of fact and disciplinary action to be taken. In the memorandum, the District Superintendent must

either agree or disagree with each finding of fact and the recommendation(s) for disciplinary action, if any, of the school disciplinary committee. If the District Superintendent disagrees with a finding of fact or the recommended disciplinary action proposed by the school disciplinary committee, he/she should explain the basis for the disagreement. The District Superintendent will then ensure that both the decision memorandum and the memorandum prepared by the school disciplinary committee are provided to the Principal and to the student or his representative.

E4.3.3. The student or his representative have five days from the date of service to appeal any matter addressed in the District Superintendent's decision, and to present matters for consideration by the appellate authority on the matter appealed. The appeal may address and/or seek review of the District Superintendent's findings of fact, the disciplinary action, or both.

#### E4.4. Appellate Authority.

E4.4.1. Any student or his/her Sponsor/Parent/Guardian may appeal the District Superintendent's decision by notifying the DDESS Director of an appeal.

E4.4.2. If the student appeals the District Superintendent's action, the District Superintendent forwards the case file, including all memorandums, exhibits, documentary evidence and any arguments or other written submissions prepared by the student and his or her Sponsor/Parent/Guardian/Representative to the DDESS Director.

E4.4.3. The DDESS Director may, at his/her discretion, request additional information and may consider new and previously undiscovered information. Information that is not part of the record forwarded by the District Superintendent should be provided to the District Superintendent, the Principal and to the student or his/her representative.

E4.4.4. The DDESS Director's decision on the appeal of the District Superintendent's decision will be the final decision in the case. The final decision must be supported by the preponderance of evidence presented in the case file. The DDESS Director will mail his/her written decision on an appeal as soon as practical, normally within 7 days of the decision.

E4.4.5. In any case in which the District Superintendent initiates the disciplinary action against a student, the District Superintendent will follow a similar procedural process that a Principal would follow for proposing disciplinary action (e.g., forwarding of a recommendation for expulsion or suspension in excess of 10 days to a disciplinary review committee) prior to making an initial decision on the case. Appeal of the District Superintendent's disciplinary decision in such a case is to the DDESS Director. The DDESS Director's decision on any such appeal will be the final decision on the case.

#### E4.5. Other Considerations.

E4.5.1. Records of all suspensions over 10 days and expulsions, with supporting data, shall be filed in the Principal's office of the school in which the act of misbehavior occurred and in the District Superintendent's office. Such records will be accorded Privacy Act protection.

E4.5.2. The Sponsor/Parent/Guardian may request that the school assist in providing a translator to interpret during any hearing and to translate any notice or decision under this enclosure into the language spoken by the parents.

E4.5.3. No student who has been expelled or suspended pursuant to this enclosure may enroll in any other school within DDESS without express authorization of the District Superintendent for the school that administered the discipline and the District Superintendent of the new school.

E4.5.4. The term of an expulsion should not extend beyond the end of the current school year, but may, as appropriate (e.g., a violation of the Gun Free School Act, violent offense) extend for a period of one year. In addition, if the misconduct leading to expulsion occurs during the last 6 weeks of the school year, the expulsion may be extended to the end of the next semester for the following year.

E4.5.5. All students expelled from DDESS should be provided the opportunity to use correspondence courses or other appropriate educational programs for the duration of the expulsion at Agency expense. This includes access to a DDESS school counselor.

E4.5.6. Failure to adhere to time lines addressed in this enclosure, or in Enclosure 3, will not be prejudicial to the interests of either party so long as the party requiring additional time exhibits good faith and submits written requests for extensions of time until a specific date by the most expeditious process (e-mail, fax, or regular mail) when preceded by a telephone call alerting the other party to the request) to the school Principal or the deciding or appellate official. The requests for any delay in an appeal should be presented no later than five days from the date of receipt of any final decision. The person with the action (i.e., the Principal, the chair of the disciplinary committee, the deciding official or the appellate authority) may grant reasonable delays provided the delay will not prejudice the interests of the child or unreasonably inconvenience any person who must travel to the site of a hearing.

## ENCLOSURE 5

### PROCEDURES FOR THE DISCIPLINE OF CHILDREN WITH DISABILITIES

E5.1. General. Children with disabilities may be subjected to most in-school (e.g., minor) disciplinary actions, and to the more serious actions of suspension and expulsion (in accordance with the procedures in Enclosure 3) for misbehavior (as described in Enclosure 2). This enclosure describes changes in the disciplinary procedures that must be employed when the proposed discipline would change the placement of a child with disabilities.

E5.1.1. Except for short suspensions and minor discipline, the school must give the notices required under DoD Instruction 1342.12 (reference (b)) for convening, and convene, a Case Study Committee (CSC) meeting prior to commencing any disciplinary processes that would change the child's placement (such as by removing the child from school, or the school bus for a period in excess of 10 days, consecutively or cumulatively).

E5.1.2. The CSC meeting is to protect the child with disabilities against removal from school for behavior that is in whole or in part the direct result (e.g., manifestation) of the child's disability, or that otherwise requires a change to the child's placement, or that is more onerous than would be dispensed to a non-disabled child for a similar offense.

E5.1.3. A child with disabilities may be expelled for misconduct not a manifestation of the disability, but DDESS must continue to provide services to that child that are consistent with the child's IEP.

E5.1.4. The disciplinary consequence for a child with disabilities must not be more severe than would be adjudged for a non-disabled child who committed the same or similar offense.

E5.2. Minor Discipline Including Suspension of 10 Days or Less. Students with disabilities may be subject to minor discipline including suspension for up to 10 days (consecutively or cumulatively) without a prior manifestation determination by the CSC.

E5.2.1. All regular disciplinary rules and procedures in Enclosure 3 apply.

E5.2.2. Discipline must be administered consistent with the child's behavior management plan, if any.

E5.3. Suspension Over 10 Days and Expulsion. Prior to suspending a child with a disability for over 10 days (consecutively or cumulatively) or expelling such child, the Principal must follow the notice and procedural rules in DoD Instruction 1342.12 (reference (b)) and promptly convene the appropriate CSC (or in the case of a child with a disability in a non-DoD school, the authorized DDESS officials) to determine whether:

E5.3.1. The child's misbehavior is in whole or in part was caused by or had a direct and substantial relationship to the child's disability (see Enclosure 6 for a worksheet to assist in making the manifestation determination). The manifestation inquiry will also determine, among other matters:

E5.3.1.1. If the proposed consequence is consistent with the child's behavior management plan (if any) and proportionate to the actions that would be imposed if the child were non-disabled; and

E5.3.1.2. That the child understands the nature of his or her behavior as misconduct and its relationship to the proposed discipline.

E5.3.2. Any change in the educational placement is needed, to include whether:

E5.3.2.1. The current IEP is adequate, and

E5.3.2.2. The services delivered pursuant to the IEP were adequate and appropriate.

E5.3.3. Misconduct Does Not Result from the Child's Disability: If the CSC determines that the child's conduct does not result from the disability and the Principal or designee recommends suspension out of school or from the school bus in excess of 10 days (consecutively or cumulatively during the year) or expulsion, the CSC will promptly:

E5.3.3.1. Forward the case to the school disciplinary committee, along with a recommended course of action, for appropriate action in accordance with the procedures set forth in Enclosure 4; and

E5.3.3.2. Reconvene following an expulsion or long-term suspension (over 10 days), to devise an alternate educational setting and delivery system to provide services to the child consistent with the child's IEP.

E5.3.4. Misconduct Results from a Child's Disability. If the CSC determines that the child's conduct results in whole or part from the disability, the child may not be subject to the regular disciplinary rules and procedures of Enclosure 4. (This does not preclude the use of minor discipline as a consequence for misconduct.) The Principal must immediately issue the notice required by reference (b), for the convening of a CSC to revise or write an IEP, and promptly convene that CSC to determine the child's appropriate placement.

E5.4. Due Process and the "Stay Put" Provision. If a parent requests mediation or demands due process at any time during the disciplinary process, whether concerning any action taken by the CSC, or the decision of the disciplinary committee to expel or suspend the child for more than 10 days, the Principal must retain the child in, or return the child (if the child has been suspended) to, the placement described in the existing IEP (i.e., the child will "stay put" pursuant to the Individuals with Disabilities Education Act (IDEA) (reference (c))).

E5.4.1. The only exception to the "stay put" provision is for students in possession of a firearm or culpable of serious drug offenses. Such students can be placed in an interim alternative education setting for up to 45 days in accordance with procedures prescribed by DoD Instruction 1342.12 (reference (b)).

E5.4.2. If a parent requests a due process hearing regarding the interim alternative educational setting, the child stays in the alternative placement during the proceedings.

E5.5. Suspension from the School Bus. A CSC, including a representative from the transportation office, must convene when a child with disabilities is proposed for suspension from school bus privileges for over 10 days (consecutively or cumulatively). A CSC need not be convened prior to suspension from the bus if:

E5.5.1. The bus suspension of the duration proposed is a permissible strategy appropriate to the circumstances described in the behavior management plan; and

E5.5.2. Alternative transportation to and from school is available for the child during the period of suspension.

E5.6. Parental Consent: The parents may:

E5.6.1. Consent to short-term extensions of their child's suspension when the parents and Principal agree that a short-term extension will preserve the welfare of the child or of other children or personnel in the school; and

E5.6.2. Confirm with the school a date, as soon as possible following a consensual extension of any suspension, on which a CSC will convene to determine the child's IEP or placement.

E5.7. Continuation of Services. Any change for more than 10 consecutive school days in the educational program of a child on an IEP is considered a change of placement.

E5.7.1. The school must continue to provide educational services to all students with disabilities whose misconduct is not a manifestation of the disability but results in a change in placement.

E5.7.2. The CSC, or authorized DDESS officials when DDESS has placed a child with an IEP in a non-DoD school, must promptly hold a meeting to determine the appropriate educational placement for, or the method of delivering services in the alternate educational setting to, the child.

E5.7.3. A child who is suspended for a period in excess of 10 days or who is expelled must receive services similar in nature to those listed on the IEP at the time the disciplinary incident occurred.

E5.7.3.1. DDESS will continue to provide necessary services under the IEP in the alternate educational setting.

E5.7.3.2. If the child has access to an alternate educational program that is taught in the English language and follows an American or British curriculum, the child may enroll in that program at personal expense for the duration of the period of suspension or expulsion.

E5.8. Appellate Procedure. The appellate processes are the same as for other children who are appealing a disciplinary order under Enclosures 3 or 4, unless the child requests due process under the provisions of DoD Instruction 1342.12 (reference (b)) prior to the exhaustion of any appellate relief under Enclosures 3 or 4.

## ENCLOSURE 7

### STUDENT SCHOOL BUS BEHAVIOR MANAGEMENT POLICY

E7.1. General. The time students spend going to and from school is an extension of their school day. School buses are an extension of the school campus. As such, school Principals are equally as responsible for discipline on school buses as they are on school campuses. Principals may take disciplinary action for school bus misconduct consistent with the enclosure. Riding school buses is a privilege that may be suspended or revoked if a student does not behave in a safe and proper manner. Nothing in this enclosure precludes the Principal from exercising appropriate discipline, including suspending the student from school or from school related activities, for misconduct on school buses.

E7.2. Applicability. This policy applies to all DDESS schools. However, the primary responsibility for enforcing school bus safety and disciplinary control remains, in some instances, with the Military Service pursuant to a Memorandum of Understanding (MOU) agreed upon by (and available from) the Area Service Center Transportation Management Office (DDESS TMO) and the respective major command. Area Service Center Directors will amend those MOUs to ensure that Military Command disciplinary policy is consistent with the policy in this enclosure.

E7.3. Discipline of Children with Disabilities. Discipline of Children with Disabilities must be taken consistent with provisions of Enclosure 5.5 and elsewhere. A child with disabilities may not be removed from the school bus until the case study committee has determined that the child's removal does not constitute a change in placement or otherwise interfere with the child's free appropriate public education. In most instances, a child with disabilities can be removed from the school bus only when alternate means of transportation are available.

E7.4. Responsibilities.

E7.4.1. Student Responsibilities. Students are responsible for:

E7.4.1.1. Complying with the behavior standards for school bus students (Enclosure 8, Attachment 1).

E7.4.1.2. Obeying the instructions of bus drivers, security attendant, DDESS personnel, and military officials.

E7.4.1.3. Conducting themselves in a safe and orderly manner in accordance with the guidelines at Enclosure 8, Attachment 1.

E7.4.1.4. Attending and completing school bus safety training sessions when offered by the school or military installation.

E7.4.1.5. Presenting a school bus pass on demand.

E7.4.1.6. Reporting the loss of damage of school bus passes to the local school bus management office or school administrator's office.

E7.4.1.7. Providing school personnel with written notification from parents/sponsors/ guardians for any variation from their normal departure from school.

E7.4.2. Parent/Sponsor/Guardian Responsibilities. Parents, sponsor or guardians are responsible for:

E7.4.2.1. The behavior of their student family members, and the cost to repair damage to vehicles caused by the misconduct of their student family member.

E7.4.2.2. Ensuring that student family members afforded school bus riding privileges have been advised of, and understand, the school bus behavior management policy.

E7.4.2.3. Ensuring that student family members have valid school bus transportation passes, if required.

E7.4.2.4. Ensuring the safety of student family members to, from, and while waiting at the bus stop.

E7.4.2.5. Ensuring that student family members are at the designated bus pickup point 5 minutes before the scheduled arrival of the bus.

E7.4.2.6. Reporting incidents to the local DDESS school bus office management officials of unsafe or unruly behavior observed on school buses and at school bus stops.

E7.4.2.7. Providing school personnel with timely written notification when a student has a change in his/her normal transportation schedule.

E7.4.2.8. Getting their student family members to and from school in accordance with school arrival and departure policies if their bus riding privileges are suspended by DDESS or appropriate military officials.

E7.4.2.9. Serving as a bus monitor when required by the military commander.

E7.4.2.10. Acknowledging that student ridership is contingent upon parental agreement to these responsibilities.

E7.4.3. School Principal Responsibilities. School Principals, or designees, are responsible for:

E7.4.3.1. Taking appropriate action on student school bus misbehavior, to include collecting when investigative assistance is otherwise unavailable, the facts necessary to resolve factual matters, deciding and announcing what discipline is appropriate.

E7.4.3.2. Supervision of school bus loading and off-loading at school areas.

E7.4.3.3. Referring to the local military command for review repeated acts of student misconduct, student criminal acts, student caused damage to the bus or another person's property, and instances when parents/sponsors/guardians are unwilling or unable to take corrective action when their children have been found guilty of school bus misbehavior.

E7.4.3.4. Monitoring attendance of students who have been removed from school buses for cause.

E7.4.3.5. Conferring with parents/sponsors/guardians of students who have been involved in a serious misconduct incident or repeated incidents of school bus misbehavior.

E7.4.3.6. Providing each sponsor with a copy of the school bus behavior standards at the time of registration (Enclosure 8, Attachment 1).

E7.4.3.7. Ensuring that children with disabilities are disciplined in accordance with Enclosure 5 of this Guidance.

E7.4.4. DDESS School Bus Office Responsibilities. DDESS school bus management office (DoDDS/DDESS TMO) personnel are responsible for:

E7.4.4.1. Issuing school bus passes, if required, to students afforded school bus riding privileges.

E7.4.4.2. Conducting, or ensuring that bus service providers conduct in-school training on safety and school bus behavior standards.

E7.4.4.3. Ensuring that bus service providers have instructions on how to handle and report various incidents and of actions to be taken when student misconduct is observed while en route to or from school, and that the bus contractors have trained their bus drivers and administrative personnel on these procedures.

E7.4.4.4. Coordinating with Principals and military commanders on serious school bus misbehavior or alleged criminal acts by students.

E7.4.4.5. Collecting and returning bus passes as a result of the suspension of school bus riding privileges.

E7.4.4.6. Advising the bus service provider of the duration of suspensions and any route changes that may result.

E7.4.4.7. Assisting Principals or their designees in the supervision of loading and unloading of school buses at schools, when available in conjunction with routine contract quality assurance inspections.

E7.4.4.8. Assisting the school Principal in preparing and submitting adequate and proper information, including written reports, required in the delivery of bus transportation services, when DDESS TMO personnel are present at the scene of an accident or incident requiring the reporting of information.

E7.4.4.9. Performing as the primary liaison between school bus contractors, school Principals and administrators, and military community officials.

E7.4.4.10. Advising military commanders on the desirability of starting, or continuing, a school bus monitor program, including, coordinating with the bus service providers, providing the commander with the names and addresses of eligible student riders and of their parents /sponsors, and the taking of reports of misconduct from appointed or volunteer bus monitors when school bus management staff is approached.

E7.4.5. District Superintendent Responsibilities.

E7.4.5.1. Exercises educational supervision of the administration of student discipline within the district to ensure consistency of punishment and adherence to the student school bus behavior standards.

E7.4.5.2. Resolves disputes between parents/children and the school Principals on the severity or propriety of discipline for a student.

E7.4.6. Area Service Center Responsibilities.

E7.4.6.1. Coordinates with military command when parent ridership of the school bus is necessary to ensure the safety or continuation of school bus services.

E7.4.6.2. Supports the educational concerns of Principals, District, and Area Superintendents in the administration of student discipline.

E7.4.6.3. Negotiates Memoranda of Understanding (MOU) with the Military Services to obtain Military Service support and assistance in the administration of this school bus discipline program, to include the Military Service's traditional provision of investigative support and, when appropriate, to ensure the safety or continuation of school bus services.

E7.4.6.4. Negotiate changes to MOUs with the Military Services to ensure consistency in discipline for school bus infractions consistent with the provisions of this enclosure and, in cases involving children with disabilities, Enclosure 5 of this Guidance.

E7.4.7. Area Superintendent.

E7.4.7.1. Exercises general supervisory authority over the educational aspects of the administration of school bus discipline within the district to ensure consistency in the application of discipline and adherence to the school bus behavior standards.

E7.4.7.2. Coordinates with the Area Support Center to resolve educational concerns about the administration of school bus discipline within the area.

E7.4.8. Military Commander. The military commander will perform those duties agreed upon in the MOUs between the Area Service Center Transportation Management Office (DDESS TMO) and the respective major commands. Copies of the MOUs are available at the DDESS TMO office and at the local military installation.

E7.5. Procedures. The following procedures are provided to assist in implementing the school bus behavior management policy:

E7.5.1. Parental Involvement. At the time the student is registered for school bus service, the registrar will provide the student and the sponsor with a copy of the Memorandum for Parents and Sponsors of Students Riding DDESS School Buses (Enclosure 8) and a copy of Behavior Standards for School Bus Students (Enclosure 8, Attachment 1). The sponsor and the student will sign and return to the school Attachment 2, acknowledging in writing that they have been provided a copy of the Behavior Standards for School Bus Students, and that they understand and agree with the contents thereof. The student will agree to abide by the Behavior Standards for School Bus Students. The sponsor will agree to be financially accountable for damage to the school bus caused by the student rider's misconduct and to serve as a bus monitor when required by the military commander. The signed copy of the acknowledgement will be held in the School Bus Office files.

E7.5.2. School Bus Passes

E7.5.2.1. Each student will travel to and from school on the assigned bus.

E7.5.2.2. Students will be responsible for safekeeping their assigned student pass. Students are required to present their school bus passes, if required, to the driver of the bus as they board the bus. Students who fail to present their passes must provide their name to the bus operator who will report the student to the Principal and the transportation management office. Students or their sponsors must report the loss or damage to school bus passes to the local school bus management office before that office will replace a pass. Parents/sponsors may be required to sign for receipt of a replacement pass.

E7.5.3. School Bus Discipline.

E7.5.3.1. Trivial infractions of the disciplinary rules – the Principal, school bus operator, monitor, or a parent may remind a child of what is acceptable behavior when a child engages in minor acts of indiscretion.

E7.5.3.2. Serious or repeated infractions – person(s) observing student misconduct will submit a formal report to the Principal using the "School Bus Conduct Referral" form (Enclosure 8, Attachment 3).

E7.5.3.3. The Principal will review the referral and evaluate the seriousness of the offenses described and prescribe the appropriate remedy.

E7.5.3.4. When the Principal concludes that the conduct does not warrant suspension of bus privileges, the Principal will counsel the student and send a warning memorandum (see Enclosure 8, Attachment 3) to the parents/sponsors of the child informing them of the misconduct and requesting that the behavior standards for school bus students be discussed with the child. The parents/sponsors of the child are required to acknowledge receipt of the Principal's memorandum.

E7.5.3.5. If the offenses described in the referral suggest to the Principal that a suspension of bus privileges is appropriate, the Principal will immediately notify the student of his intention to suspend the student from the bus and provide the student with the opportunity for an informal conference.

E7.5.3.6. During the informal conference, the Principal will describe the information that supports the Principal's decision to suspend and afford the student an opportunity to respond by way of explanation of his or her conduct, and by offering other types of evidence to support the student's explanation or to establish that the student has not committed an act of misconduct. The informal conference may be held before, or simultaneously with, the administration of any suspension, but suspension may be executed prior to the informal conference when the student's conduct imperils or threatens to imperil the life, limb of any student or to disrupt the good order of the bus or the general educational environment, and the conference cannot reasonably be conducted prior to the commencement of the suspension. After the Principal has made a reasonable inquiry and is in possession of sufficient information to make a determination, the Principal shall make and announce to the student his/her findings. The Principal shall then inform the student as to the disciplinary sanctions which will be imposed, if any.

E7.5.3.7. The Principal may consolidate school bus discipline with a disciplinary proceeding for other school disciplinary infraction, pursuant to Enclosures 3 and 4 of this Guidance. Or, the Principal may elect to proceed under the provisions of Enclosures 3 and 4 in lieu of seeking school bus discipline only under this enclosure, particularly if the student's school bus behavior jeopardizes the safety and well-being of others and/or the student commits any prohibited act set forth in Enclosure 2, or the student's misconduct unreasonably disrupts the educational environment. If the Principal seeks to invoke the procedures and actions of Enclosures 3 or 4 of this Guidance, case processing pursuant to those enclosures will preempt further processing pursuant to this enclosure.

E7.5.3.8. The procedures in Enclosure 5 must be followed if a child eligible for special education is subjected to school bus, or other school discipline.

E7.5.3.9. If the school Principal decides that suspension from the bus is appropriate, in proceedings under this enclosure or Enclosures 3 or 4, he/she will forward a memorandum to the parents/sponsors of the child advising them of the seriousness of the violation and that the school bus riding privileges for the child have been suspended for a specified period of time (Attachment 5 to this enclosure). The parents/sponsors of the child are required to acknowledge receipt of the memorandum. The Principal shall forward a copy of each suspension notice to the school bus management office, which will notify the contractor of the suspension and retain the offender's school bus pass until returned to the student at the end of the suspension period.

E7.5.3.10. The type of discipline appropriate to a child's misconduct depends on the Principal's assessment of the nature and seriousness of the misconduct and the number of infractions. In deciding the appropriate discipline, the Principal must take into account a variety of factors including, but not limited to: the nature, extent, and seriousness of the injury or possible injury to life and limb to another person or to the perpetrator or the damage to property, the strength of the evidence of the offense, the prior disciplinary record of the perpetrator and of other perpetrators who have been punished for the same or similar misbehavior, the perpetrator's intent to cause injury or damage, the perpetrator's contrition and willingness to make restitution for damage to property; the value of the damage caused to property, the intention or malice of the student to cause the damage to property or the injury to person, the difference in the size or age of the student causing the damage or injury in relation to that of the victim, the repulsiveness of the particular vulgarity or obscenity, the role of the child as an initiator or following of others in the misconduct, the age of the perpetrator and the awareness of the offensiveness of the particular breakdown of authority over, or the discipline of, other students, and the repetitiveness or cumulative effect of multiple infractions.

E7.5.3.11. The school Principal shall maintain a listing of School Bus Behavior Infractions and Actions Record (Enclosure E8, Attachment 5) and provide a copy to the local school bus management office. It lists infractions and provides general guidance on what may be considered "routine," "serious," and "very serious" for purposes of determining the nature and extent of the discipline. These infraction categories are to be used by the Principal when reporting student misconduct to parents/students and are to be prominently displayed in the school, the school bus management office, and on the school bus.

ENCLOSURE 8

PROPOSED MEMORANDUM TO PARENTS AND SPONSORS

MEMORANDUM FOR PARENTS/SPONSORS OF STUDENTS RIDING DDESS SCHOOL BUSES

SUBJECT: Standards of Conduct for DDESS School Buses

This memorandum concerns the safety and well-being of our children as they ride our school buses this school year. Please take the time to read it carefully.

The safe transportation of DDESS students is our most important concern. DDESS contracts for bus transportation from responsible firms with mechanically sound vehicles and properly qualified drivers. This is only part of the formula, however. The safe operation of school buses also depends on proper conduct by the students that ride those buses.

Parents share with their students the responsibility for student behavior on our school buses. Attached is a copy of DDESS's Behavior Standards for School Bus Students. Parents and sponsors must ensure that their children understand the rules for riding the school bus and that they follow those rules. When children disobey the rules, they make the bus unsafe for every other student on that bus. Bus drivers must not be distracted from safe driving by children's misbehavior. Students must show respect for bus drivers and follow their instructions.

School bus transportation is a privilege that may be suspended or revoked. We do not have the resources to be school bus policemen. We rely on parents and sponsors to teach their children proper behavior. Accordingly, school bus rules will be strictly enforced. Students not complying with school bus rules may have their bus riding privileges suspended or revoked for the rest of the year. When this happens, parents and sponsors will have to make their own arrangements for the children to get to and from school according to established school hours.

As a parent, you must agree, as a condition for having your children ride the school bus that you will reimburse the U.S. Treasury for the cost incurred by the school to repair damage caused to the school bus by your child's misconduct and to serve as a bus monitor when required by the military commander.

All DDESS personnel take the safety of the children that ride school buses very seriously. We expect parents and sponsors to do the same. Please sit down with your children, carefully discuss the attached rules, complete and return the acknowledgement of receipt and understanding to your children's Principal. Let us work together to make this school year safe.

## **DEPARTMENT OF DEFENSE EDUCATION ACTIVITY**

### **BEHAVIOR STANDARDS FOR SCHOOL BUS STUDENTS**

#### ON AND AROUND SCHOOL BUSES STUDENTS WILL:

- Comply with the Behavior Standards for School Bus Students.
- Board and exit the bus in an orderly, safe manner.
- Present bus pass when boarding the bus and upon demand.
- Remain seated while on the bus.
- Talk with other passengers in a normal voice.
- Keep all parts of the body inside the bus windows.
- Keep aisles, steps, and empty seats free from obstruction.
- Remain fully and properly clothed.
- Treat the driver and fellow students with respect.
- Promptly comply with the bus driver's or monitor's instructions.
- Treat the bus and other private property with care.
- Cell phones are to be limited to emergency situations only.
- Students must adhere to the directions of the security monitor/bus driver when asked to end their call.

#### ON OR AROUND SCHOOL BUSES STUDENTS WILL NOT:

- Fight, push, shove, or trip other passengers
- Use or possess unacceptable items identified in the school Code of Conduct.
- Push while boarding or exiting the bus.
- Get on or off the bus while the bus is in motion.
- Make excessive noise or play electronic equipment without earplugs.
- Put objects out of bus windows or hang out of windows.
- Engage in horseplay.
- Obstruct aisles, steps, or seats.
- Engage in public displays of affection.
- Eat, drink, chew gum or litter on the bus.
- Use profane or abusive language or make obscene gestures.
- Spit.
- Harass or interfere with other students.
- Disrespect, distract or interfere with bus driver.
- Damage private property.
- Sit in the bus driver's seat.
- Open or try to open bus door.
- Throw or shoot objects inside or out of bus.
- Tamper with bus controls or emergency equipment.

### **Sponsor (Parent) Responsibilities:**

- Parents are responsible for their children's safety and behavior.
- Review the DDESS-PR school system bus rules with your children.
- Ensure that the dispatch office and school has the correct duty telephone number, home telephone number, and home street address for emergency contacts.
- Parents are to have bus riders at the designated stop five to 10 minutes prior to the pick-up time given to you during registration.
- Make sure that your child is on time at the bus stop.
- You must provide written authorization to the DDESS-PR transportation division when requesting a change of bus stop, in addition to any penalty imposed by the school handbook.
- No adult is **authorized to board** a bus or ride during school runs or special activities. The exceptions are: another driver learning a new route, a safety attendant, or a bus monitor duly authorized to ride the bus by the respective Commanding Officer or an Agency Head.
- Neither animals (pets) nor hazardous materials/objects are allowed on the school bus.
- Remind your child not to cross in front of the bus during loading, offloading, or at any moment.
- Report to the Transportation Supervisor any performance or safety concerns, prior to alerting the superintendent.

### **Late or Lost Child Procedures:**

A bus may be delayed due to weather or obstructions in the road. Bus drivers are instructed to call the dispatch office and report any delay. If you cannot locate your child, **please call the appropriate school first.**

Parents concerned about a late bus should call the telephone numbers provided below and state the bus area route identifier (for example: Bus 1, Late Activity 2).

#### **Fort Buchanan** dispatch office telephone numbers:

- 787-707-4640, 787-707-4635, 787-707 4634
- Call DDESS-PR Transportation supervisor (Cellular) 787- 249-2802 if DDESS-PR dispatch number does not answer.

#### **Ramey** telephone numbers:

- **Ramey School:** 787-890-4145, 890-5155, or 890-5170.
- **Coast Guard Security:** 787-891-8472 or **Main Gate** 890-2671

When calling the appropriate dispatch office, it is important that you have the following information:

- Your name and relationship to the child (childcare providers should also give their telephone number and street address).
- Child's name and any nickname(s).

<b>School Bus Infractions and Recommended Consequences</b>	
<b>1 UNSAFE BEHAVIOR</b>	
a	Fighting, pushing, shoving or tripping
b	Use or possession of unacceptable items identified in the school code of conduct. (The school bus is an extension of the school/campus.)
c	Failures to have bus pass in possession.
d	Pushing while boarding or leaving the bus
e	Getting on or off bus while bus is in motion
f	Not properly seated
g	Putting objects out of bus windows or hanging out of window
h	Making excessive noise or playing electronic equipment with using earphones
i	Engaging in horseplay
j	Obstructing aisles, steps, or seats
<b>2 INAPPROPRIATE BEHAVIOR</b>	
a	Failure to remain properly clothed
b	Public displays of affection
c	Eating, drinking, or littering on bus
d	Using abusive/profane language and/or gestures
e	Spitting
f	Harassing or interfering with other students
g	Failure to comply with bus driver's or monitor's instruction
h	Disrespect, distraction, or interference with driver
<b>3 DESTRUCTIVE BEHAVIOR</b>	
a	Damaging private property (requires payment of damages)
b	Sitting in driver's seat or tampering with bus controls
c	Opening or trying to open bus door
d	Throwing or shooting objects inside or outside of bus
<b>4 PROHIBITED BEHAVIOR</b>	
a	Tampering with bus controls or emergency equipment

### School Bus Infractions and Consequences

Safety demands that students on buses be strictly disciplined at all times. Riding the school bus is a service provided by the school system; it is a privilege. If the student does not comply with the bus rules, the following steps will be taken:

- 1<sup>st</sup>. Offense: student warned
- 2<sup>nd</sup>. Offense: parent(s) informed
- 3<sup>rd</sup>. Offense: all bus privileges suspended for three days
- 4<sup>th</sup>. Offense: all bus privileges suspended for five days
- 5<sup>th</sup>. Offense: all bus privileges suspended for 10 days
- 6<sup>th</sup>. Offense: all bus privileges suspended for the semester
- 7<sup>th</sup>. Offense: all bus privileges suspended for the remainder of the school year

The safety of all children concerns us all. Together we can accomplish more.

1. All rule infractions are cumulative. A series of minor infractions may result in serious consequences.
2. **All misconduct must be evaluated on a case-by-case basis. Depending upon severity, warnings, suspensions, or expulsions may be deemed appropriate regardless of sequence or frequency of misconduct instance.**
3. Older students are expected to behave more maturely and thoughtfully than younger students, therefore, will be held more responsible for the consequences of their conduct.
4. Possession of weapons or prohibited items, as described by this guidance or other military regulations, controlled substances, alcohol, or other serious incidents will be reported on Form 4795 and may result in suspension or expulsion from school in addition to the loss of bus privileges.

## **Parent Teacher Student Organization**

The purpose of the PTSO is to provide support to all students and teachers throughout curriculum enhancement and school-related opportunities. The PTSO meets at 1500 on the third Wednesday of each month in the AHS meeting room 104.

### **School Volunteers**

Volunteers must be registered at school and with the Military Base volunteer coordinator.

Keep a monthly record of volunteer hours.

Must sign –in upon entrance in the building.

All volunteers must wear their badges in the building and return them when they leave the building.

### **Schedule Changes**

While students and sponsors may have selected and signed off on the courses, schedule changes still may take place. Reasons such as not liking the course, personality conflicts, etc., are not valid reasons for changing a course selection. Class sizes and academic needs are significant reasons for schedule changes

### **Report Cards**

Report Cards will be put in the mail each quarter and sent to the address on record.

### **Grade Level Classification**

The Department of Defense Dependent schools has set the following standards governing class progression:

Freshmen	promotion from the 8 <sup>th</sup> grade
Sophomore	6 Credits
Juniors	12 Credits
Senior	19 Credits
Graduation	26 Credits

### **High School assessments**

A variety of assessments are conducted each year to help measure student success. Students also have the opportunity to take the following aptitude and skills tests and inventories for post-secondary and career decision making.

- TerraNova Multiple Assessments (Grade 9-11)
- End of Course Exam (U.S. History)
- Advance Placement (AP) Exams (Required for weighed grades in all AP classes).
- Armed Services Vocational Aptitude Battery (ASVAB)
- PAST/NMSQT – The Preliminary SAT/National Merit Scholarship Qualifying Test (Grades 10 and 11, 8 and 9 AVID).
- SAT and Subject Area Tests
- ACT
- Scholastic Reading Inventory (SRI) (9-12 Grades).

## Antilles High School Behavior Expectation Matrix

Students are expected to....	Be Ready	Be Respectful	Be Responsible	Be Safe
<b>Assemblies</b>	<ul style="list-style-type: none"> <li>• Report to designated location.</li> <li>• Sit with your assigned group.</li> <li>• Move when instructed by bell or an adult.</li> </ul>	<ul style="list-style-type: none"> <li>• Keep hands, feet, objects and unkind words to yourself.</li> <li>• Respond to hand signal with silence.</li> <li>• Keep electronic devices off and out of sight.</li> <li>• Give the speaker or performance your full attention.</li> <li>• Show appreciation with applause.</li> </ul>	<ul style="list-style-type: none"> <li>• Report and remain in assigned area</li> <li>• Follow adult instructions for seating</li> <li>• Move to the end of the row before sitting</li> </ul>	<ul style="list-style-type: none"> <li>• Be aware of nearest exit</li> <li>• Follow directions of teachers for entering and exiting</li> <li>• Immediately report unsafe situations to the nearest teacher or staff</li> </ul>
<b>Bus</b>	<ul style="list-style-type: none"> <li>• Be at bus stop on time.</li> </ul>	<ul style="list-style-type: none"> <li>• Obey all bus rules.</li> <li>• Follow the bus drivers' directions/instructions</li> <li>• Be courteous to others.</li> <li>• Use inside voice.</li> </ul>	<ul style="list-style-type: none"> <li>• Keep the bus clean.</li> <li>• Refrain from acts of vandalism.</li> <li>• Take all belongings with you when exiting the bus.</li> <li>• Report inappropriate or unsafe behavior.</li> </ul>	<ul style="list-style-type: none"> <li>• Stay seated.</li> <li>• Enter and exit the bus in a single file line.</li> <li>• Refrain from conduct that distracts the bus driver.</li> </ul>
<b>Common Areas (cafeteria, hallways, restroom)</b>	<ul style="list-style-type: none"> <li>• Move when instructed by bell and/or staff.</li> <li>• Be only in appropriate areas.</li> <li>• Have a pass to specific location.</li> </ul>	<ul style="list-style-type: none"> <li>• Be mindful of personal space.</li> <li>• Keep hands, feet, objects and unkind words to yourself.</li> <li>• Respect the property of others.</li> <li>• Remove all hats and coats upon entering building.</li> </ul>	<ul style="list-style-type: none"> <li>• Keep all areas neat and clean.</li> <li>• Use transition time to take care of personal needs/go to restroom.</li> <li>• Place food trays and garbage in the proper place.</li> <li>• Practice appropriate hygiene.</li> </ul>	<ul style="list-style-type: none"> <li>• Refrain from horseplay.</li> <li>• Remain seated during lunch.</li> <li>• Attend scheduled lunch.</li> <li>• Keep hands, feet, objects and unkind words to yourself</li> </ul>

## Antilles High School Behavior Expectation Matrix

Students are expected to....	Be Ready	Be Respectful	Be Responsible	Be Safe
<b>Classroom</b>	<ul style="list-style-type: none"> <li>• Have the necessary tools for learning.</li> <li>• Have a positive attitude.</li> <li>• Keep electronic devices off and out of sight.</li> </ul>	<ul style="list-style-type: none"> <li>• Follow teacher's first request.</li> <li>• Listen to ideas and opinions of others.</li> <li>• Keep hands, feet, objects and unkind words to yourself.</li> <li>• Communicate properly and appropriately.</li> </ul>	<ul style="list-style-type: none"> <li>• Have the appropriate materials and tools.</li> <li>• Always do your best.</li> <li>• Attend to personal needs before class.</li> <li>• Follow classroom rules and expectations.</li> </ul>	<ul style="list-style-type: none"> <li>• Leave assigned area with appropriate permission/supervision.</li> <li>• Follow adult directives.</li> </ul>
<b>Media Center/Computer Labs</b>	<ul style="list-style-type: none"> <li>• Have a pass or enter with an adult.</li> <li>• Have a specific assignment or purpose.</li> <li>• Have a signed media consent form.</li> <li>• Know check-out and lab procedures.</li> </ul>	<ul style="list-style-type: none"> <li>• Follow all rules and procedures.</li> <li>• Use inside voice.</li> <li>• Wait patiently when needing assistance.</li> <li>• Use resources and equipment appropriately.</li> </ul>	<ul style="list-style-type: none"> <li>• Return books on time.</li> <li>• Put materials in appropriate locations.</li> <li>• Use resources appropriately.</li> </ul>	<ul style="list-style-type: none"> <li>• Follow computer use policy</li> <li>• Refrain from bringing food or drinks in the media center or computer lab</li> </ul>
<b>Emergency Drills</b>	<ul style="list-style-type: none"> <li>• Report quietly to designated area with an adult.</li> <li>• Know procedures of designated drills.</li> </ul>	<ul style="list-style-type: none"> <li>• Remain quiet and focused on the activity.</li> <li>• Practice active listening skills.</li> <li>• Follow adult directives.</li> </ul>	<ul style="list-style-type: none"> <li>• Report to and remain in assigned areas.</li> <li>• Respond appropriately.</li> </ul>	<ul style="list-style-type: none"> <li>• Conduct is conducive to the specific situation</li> </ul>

## Organization/Activities

Senior Class

Junior Class

Sophomore Class

Freshman Class

AVID

Baseball

Basketball

Cheerleader

Choir

Cross Country

Football

Golf

Interact Club

Jazz band

JROTC

Literary Magazine

National Honor Society

Newsletter

Newspaper

Soccer Indoor

Soccer Outdoor

Softball

Student Council

Track

Volleyball

Yearbook

## Food for Thought

Imagine there is a bank that credits your account each morning with \$86,400. It carries over no balance from day to day. Every evening the bank deletes whatever part of the balance you failed to use during the day.

What would you do?  
Draw out every cent, of course!

Each of us has such a bank. Its name is TIME.  
Every morning, it credits you with 86,400 seconds.  
Every night it writes off, as lost, whatever of this you have failed to invest to good purpose.

It carries over no balance. It allows no overdraft.  
Each day it opens a new account for you.  
Each night it burns the remains of the day.

If you fail to use the day's deposits, the loss is yours.  
There is no going back. There is no drawing against "Tomorrow". You must live in the present on today's deposits. Invest it, to get from it the utmost in health, happiness, and success!

The clock is running. Make the most of today.  
To realize the value of ONE YEAR, ask a student who failed a grade.  
To realize the value of ONE MONTH, ask a mother who gave birth to a premature baby.

To realize the value of ONE MINUTE, ask a person who missed the train. To realize the value of ONE SECOND, ask a person who just avoided an accident.

Treasure every moment that you have.  
Treasure it more because you shared it with someone special.  
Special enough to spend your time.

Remember that time waits for no one.  
Yesterday is History  
Tomorrow is a mystery.  
Today is a gift.  
That's why it's called the present.

Anonymous