

SHUGHART MIDDLE SCHOOL

Parent/Student Handbook

2012-2013



Home of the Blackhawks!

DoDEA Mission

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

SHUGHART MIDDLE SCHOOL Vision

Shughart Middle School: A community that inspires, empowers, and challenges learners.

Welcome!

Welcome to all of our students and parents for SY 2012-2013! We are delighted to welcome returning students and their families and also extend a warm welcome to new students and their families. We anticipate a successful and rewarding school year. Together we will provide a positive environment where students can be academically focused and successful.

ADMISSION REQUIREMENTS

Students must live on Linden Oaks or bring a letter from the housing office stating that parents are on a waiting list for housing in the community. To enroll, parents will need to bring the following items to the guidance office:

- Immunization Records (See Immunization Requirements)
- Certified Birth Certificate
- Copy of sponsor's current orders assigning him/her to the Fort Bragg area
- Housing paperwork (lease agreement with child's name included)
- Special program information (Gifted Education, Special Education, etc.)
- Current Standardized Test Scores
- Most recent report card
- Legal custody papers as required.

AFTER SCHOOL BUS

Shughart MS provides a bus Monday, Tuesday and Thursday at approximately 4:15 p.m. for students who have remained after school to participate in school-related extracurricular activities. These activities are those sponsored by an adult in a school-related activity.

After School buses are not for students who normally walk to school, miss the regular buses, or who have been suspended from the regular bus. All rules governing regular buses apply to the After School bus.

ATHLETICS

Athletic competition is an integral part of our overall academic progress. The current research shows those students who participate in school athletics or other extra-curricular programs do better academically and have fewer disciplinary problems. This year Shughart Middle School will compete in athletic competition against Harnett County Middle Schools in the following activities:

FALL

- ❖ Football
- ❖ Soccer (Boys)
- ❖ Volleyball (Girls)

WINTER

- ❖ Basketball (Girls and Boys teams)

SPRING

- ❖ Baseball (Boys)
- ❖ Softball (Girls)
- ❖ Soccer (Girls)

Please note that middle schools are allowed to charge entry to athletic events. There may be a small fee for spectators.

RULES AND REGULATIONS GOVERNING PARTICIPATION IN ATHLETICS

The following are general requirements for student participation in athletic activities:

- **MEDICAL EXAMINATIONS** – Each student must receive and have on file a physical before he/she will be allowed to try out or begin practice for participation in inter-scholastic athletic contests. Physicals may be conducted by physician, physicians' assistant, nurse, or nurse practitioner.
- **SCHOLASTIC REQUIREMENTS** – A student must have passed a minimum of 4 out of 6 courses during the last semester to be eligible for athletic participation at any time during the succeeding semester. (Harnett County Schools Middle Schools Athletic Handbook)
- **BIRTH CERTIFICATES** – A copy of each athlete's birth certificate must be presented to the head coach of each sport.
- **AGE OF PLAYER** – A student may participate in athletic contests at Shughart during a school year if he/she will not be 15 years of age on or before October 16th of said year.
- **CONDUCT** – Drinking, smoking, possession or use of drugs will not be tolerated.
- **DISCIPLINARY ACTION** – Any athlete who is on suspension or in-school suspension may not attend any practice or play in an athletic contest or attend as a spectator.
- **ACADEMIC ELIGIBILITY** – The student athlete must pass at least five courses each semester in order to maintain athletic eligibility.
- **ATTENDANCE** – Student must be in attendance a minimum of 85% of school hours during the semester to be eligible.

ACCOMMODATIONS – LIMITED TO THE FOLLOWING:

MEDICAL ACCOMMODATIONS: Must include valid documentation from a medical doctor that includes justification statements.

RELIGIOUS ACCOMMODATIONS: Must include valid documentation from the Installation Chaplain that includes justification statements.

PROCEDURE: For those having an off-post/base religious affiliation, they may submit their documentation (i.e., the documentation provided by their religious affiliation leader) justifying an accommodation to the Superintendent of Schools. The Superintendent will then seek a written recommendation from the installation Chaplain's Office.

Accommodations are good for the school year in which they are approved. All accommodations requests, with required documentation, must be submitted to the Superintendent of Schools for a final decision.

The Superintendent of Fort Bragg Schools will make the final decision on accommodations.

BICYCLES

Students may ride bicycles to school. Students are expected to follow all safety rules and take the recommended routes to school. Bicycles should be placed and secured in the bicycle racks with an appropriate lock and may not be ridden on school grounds. Students who ride bicycles are required to wear safety helmets. Shughart is not responsible for damage to bicycles or theft. (Fort Bragg Regulation 385-10) Skateboards and scooters can be ridden to school, but students must carry them once they reach the crosswalk.



BULLYING, TEASING, THREATS AND GANG-LIKE BEHAVIOR

Bullying is **repeated** physical, verbal, or emotional behaviors and actions against another person over a period of time. It is considered to be a serious matter and is not acceptable in any form at Shughart Middle School. Actions regarded as bullying include persistent teasing, ridicule, name-calling, physical violence, social ostracism, unkind gossip, verbal threats, intimidation, and/or malicious exclusion. **Threats against other students or any adult in the building will be taken seriously and acted upon accordingly.**

Any actions or behavior that results in bullying or teasing will not be tolerated and will be dealt with at the appropriate level. The SMS Bullying Rubric details specific bullying behaviors and levels of consequences. The rubric is intended to be a guide when dealing with issues of bullying/harassment. Please note the behaviors listed in the rubric are not intended to be all-inclusive but simply an indication of typical behaviors that constitute bullying. Any and all bullying behaviors apply.

Dress related to cliques or gangs or actions related to gang-like behavior will likewise be handled at the appropriate level of concern and consequences. Extortion is the practice of threatening or forcing another student to give up money, food, or any other item. These violations of school policy will result in disciplinary action.

Shughart Middle School Bullying Discipline Rubric School Year 2012-2013

Bullying is **repeated** physical, verbal, or emotional behaviors and actions against another person over a period of time. This rubric is intended to be a guide when dealing with issues of bullying/harassment. In any incident when a student bullies another student, a referral will be made to the counselor and administration.

BEHAVIORS			1 st Offense	2 nd Offense	3 rd Offense
Verbal			Teacher Level	Teacher Level	Administration Level
name calling mocking mean teasing irritating harassing annoying making fun of taunting swearing gossiping lying about others benign threats exclusion insulting * posting any of these behaviors on the internet for others to see (social networking venues)			<ul style="list-style-type: none"> ☞ Parent notified ☞ Lunch/recess detention given by teacher ☞ Mandatory bullying counseling with counselor 	<ul style="list-style-type: none"> ☞ Parent/teacher/student conference ☞ After school detention ☞ Administration notification (in writing) 	<ul style="list-style-type: none"> ☞ Office referral ☞ Suspension (type of suspension and number of days will vary depending upon the nature of the offense)
Physical			Beyond 3rd Offense		
spitting negative contact invading one's space sexting (verbal/images)	kicking poking tripping biting slapping	punching neck slapping pushing shoving grabbing	<ul style="list-style-type: none"> ☞ Individual Behavior Plan After the third time a student repeats a behavior in a year, school staff and parents design an individual behavior plan. While the specifics of the plan may vary from person to person, the expectations for behavior would be consistent with the standards for all students.		
Intimidation			Severe or Non-compliant		
<ul style="list-style-type: none"> • taking property (to include food) • damaging/destroying property • threats of emotional/physical violence, excluding behaviors • spreading rumors • play fighting or similar behaviors that causes bodily harm • cyber bullying (electronically) posting on social networking sites • hazing • retaliation (regarding reporting occurrence of aggressive acts) 			<ul style="list-style-type: none"> ☞ "Classes Only" "Classes Only" means the student participates in no informal, unstructured or non-classroom group activities during the school day such as lunch, passing time in the hall, recess and special assemblies.		
Harassment			Suspension/Expulsion		
Harassment is any physical or verbal abuse of a person because of his/her age, ethnicity, gender, race, religion, sexuality, disability or any other legally protected status.			Consequences for severe offenses and students refusing to comply will be dealt with swiftly and in accordance with guidance in DoDEA Regulation 2051.1 for suspension exceeding 10 days or expulsion. A Discipline Hearing Committee will be convened for recommended action.		

Note: The above list is not all-inclusive. Any and all bullying behaviors apply.

CAFETERIA RULES AND PROCEDURES

1. Classes should enter the lunchroom in an orderly manner according to the directions of the cafeteria monitors or teachers on duty.
2. Teachers will bring the students to their assigned tables. Teachers may then leave unless fulfilling lunch monitoring duties.
3. Cafeteria monitors and teachers direct students to the lines.
4. Students move along the line to get silverware, napkins, lunch, and milk. Students exit the lunch line through the outside opening where they stop to pay the cashier.

5. Students will remain seated during lunch, unless a monitor or teacher gives permission to do otherwise.
6. The cafeteria monitor and teachers will direct students to take trays and trash to the disposal area, placing appropriate items into receptacles.
7. Students will wipe the tables and sweep the area if needed at the direction of the monitor or teacher. Classes will not be dismissed until the table areas are clean.
8. Students not adhering to lunchroom rules will eat at isolation tables. This is not a detention area for infraction of classroom rules or a study hall.
9. No student will be allowed to leave without a pass.
10. Students may go through the line only once. Students who are serving lunch detention for teachers may go through the line first. Students who are only buying a beverage may then enter, followed by all remaining students.

CANCELLATION OF SCHOOL

In the event it is necessary to close school or dismiss early because of weather conditions, announcements will be made over command channel 7 and local television and radio stations including WTVD (ABC Ch 11), WFNC/WQSM, WFLB 96.5, WNCN (NBC Ch 17), UNC-TV (PBS), WKML FM 95.7, WRAL (CBS Ch 5), WRAZ (Fox 50), and NEWS 14. If weather conditions deteriorate during the day, you should be alert to a possible early dismissal. Please plan with your children so they will know the procedures they should follow in the event that school is dismissed early. It is imperative that each family has in place a plan for early school dismissal. It is not possible to allow all students to use the telephone.

CHILD ABUSE/NEGLECT

The Department of Defense Educational Activity (DoDEA) which provides administrative services and support to the Domestic Dependent Elementary and Secondary Schools (DDESS) has mandated that any and all school personnel report suspected child abuse and neglect (DoDEA Regulation 2050.9).

The regulation (2050.9) defines child abuse/neglect as the following:

- Physical injury, sexual maltreatment, emotional maltreatment, deprivation of necessities, or combinations for a child by an individual responsible for the child's welfare under circumstances indicating that the child's welfare is harmed or threatened.
 - For further clarification outside of the DoDEA regulation, "negligent treatment" means the failure to provide, for reasons other than poverty, adequate food, clothing, shelter, or medical care so as to seriously endanger the physical health of the child (42 USC Sec. 13031). Neglect also includes unattended or inadequate supervision of minors and chronic deprivation of educational opportunities.
- The term [child abuse/neglect] encompasses both acts and omissions on the part of a responsible person.
- A "child" is a person under 18 years of age for whom a parent, guardian, foster parent, caretaker, employee of a residential facility, or any staff person providing out-of-home care is legally responsible. The term "child" means a natural child, adopted child, stepchild, foster child, or ward.

- The term [child abuse/neglect] also includes an individual of any age who is incapable for self-support because of a mental or physical incapacity and for whom treatment in a Medical Treatment Facility (MTF) is authorized.

Our primary responsibility and concern must be for the safety and welfare of the child. The national mandate to prevent child abuse is so strong that school officials can be charged if they fail to report a suspected case of child abuse. Therefore, any and all suspected cases of child abuse/neglect are to be reported to the appropriate authorities.

Our ethical and mandated responsibilities in the DDESS system require all staff members to report suspected cases to the appropriate school administrator and to the base or post Family Advocacy Program* (FAP). The FAP management team, composed of the military installation's medical, legal, law enforcement and social work staff, is responsible for determining if child abuse/neglect has occurred and provide appropriate services for the child and family.

*Individual military branches and/or installations may have additional reporting requirements, processes, or procedures. These additional responsibilities **do not** however, relieve a DDESS employee from their duty to report suspected abuse to their appropriate school administrator and their FAP.

Common Binder

1. 2" – 3" Binder (3" provides a little more room)
2. Pencil Pouch (to hold writing utensils, erasers, and other tools needed for your classes)
3. Student Planner (to write down work assignments, upcoming tests or projects and to record hall passes)
4. Student Handbook (to read and review policies and expectations of Shughart Middle School)
5. Homework Folder
 - a. One side labeled "To Do" – these are the work assignments that are completed and need to be turned in for credit
 - b. Other side labeled "Done" – these are work assignments that are completed and need to be turned in for credit
6. 8 Pocket Folders **without prongs** labeled "Advisory, and one each for Period 1 – Period 7" – Each pocket folder represents a class period, including Advisory period. It can be customized to meet the instructional needs and teacher expectation for that class.
7. Loose leaf notebook paper.

NOTE: Teachers may ask students to purchase a journal for class that will be left in class.

COUNSELING SERVICES

Shughart Middle School currently has one full-time and one half-day counselor. The basic counseling services are listed below but not limited to:

- Individual and group student counseling.
- Classroom guidance services.
- Consultation to faculty, parents and community agencies.
- Coordinating services to special need students
- Coordination of services from school to community agencies.
- Referrals to the counselor may be accomplished through:
 - Self-referral by an individual student
 - Referral of a student by a parent, faculty member or community agency.

The guidance counselors are available to all students. Students need a pass from their teacher in order to go to the Guidance Office. We recognize that problems occur during the school day, and we allow time for students to come to the Guidance Office to make an appointment to see a counselor.

Counselors are available to assist students with scheduling problems, personal problems, academic planning, social adjustment, referrals, and other services within the community. Parents are welcome to schedule an appointment with a counselor whenever there is a need

DISCIPLINE

There are five basic rules governing expectations for positive student behavior:

- 1. Be responsible**
 - a. Follow school rules
 - b. Use appropriate language and gestures
 - c. Maintain a safe environment
 - d. Take care of yourself, each other, and the school
- 2. Be respectful**
 - a. Listen to others
 - b. Be kind and caring
 - c. Be courteous to all adults
- 3. Do your best (Achieve)**
 - a. Keep a positive attitude
 - b. Contribute in a positive way
 - c. Do your own work
 - d. Complete your assignments
 - e. Be prepared to learn
- 4. Pride and Safety**
 - a. Respect and value the property of others
 - b. Keep all areas free of trash and litter
 - c. Report any vandalism to a teacher
 - d. Report any incidents occurring on busses or walking pathways to an adult
- 5. Excellence**

- a. Set goals for improvement
- b. Be a role model to others
- c. Arrive on time to school and classes

Students are expected to cooperate fully with teachers in maintaining a safe and orderly environment. Teachers set clear guidelines for behavioral standards and classroom procedures. Students who do not comply with expected standards may be referred to the office.

DISCIPLINE (Continued)

PUBLIC DISPLAY OF AFFECTION (PDA)

Students are not allowed to kiss, embrace, or hold hands on campus, either during the school day or at any school functions. Such actions will result in disciplinary action.

FOOD, DRINK AND GUM RULES

Students may carry drink containers and wrapped or sealed food in the hallways when transporting it to a locker or to the cafeteria for lunch. As a general rule, food and drink are not allowed in classrooms unless the teacher makes specific exceptions to permit them. **GUM IS NOT PERMITTED AT SMS.** Gum should be properly disposed of before getting on the bus or arriving on campus. **Energy drinks and soft drinks are not permitted at school.**

SEXUAL HARRASSMENT

If a student feels uncomfortable with the actions of another student, he or she should first tell the other that the actions are not appreciated. If the behavior continues, the student must report the harassment to an adult at the school.

DISCIPLINARY PROCEDURES

Discipline is maintained best in a climate of mutual respect and consistent enforcement of policies. The administrators will make every effort to maintain a climate of trust and respect among teachers, students and parents in regard to student discipline. The classroom teacher is responsible for discipline in his/her classroom. If a student continually disturbs a class and/or if his/her behavior interferes with the learning process of others, the following procedures should be followed:

- Step 1 - Pupil-teacher conference
- Step 2 - A telephone call to parents
- Step 3 - Lunch detention with the teacher
- Step 4 - After school detention and pupil-teacher-parent conference
- Step 5 - Referral to an administrator

Immediate Administrative Discipline will be issued for the following:

- Use of profanity or vulgar language
- Fighting
- Possession of tobacco, alcohol, or drugs
- Weapons, including use of everyday objects as weapons
- Disrespect to teachers and staff

- Bullying
- School administrators may use in-school suspension or out-of-school suspension as a consequence for non-compliance with behavioral standards.
- School administrators may also contact personnel within the district superintendent's office, the School Resource Officer (SRO), the sponsor's chain of command, the garrison commander, and military police to assist the child in understanding behavioral expectations.
- Behavioral violations are classified in three categories. Category I includes relatively minor violations usually handled at the classroom level. Category II includes repeated violations of Category I and more serious violations such as vulgarity or disrespect to school personnel. Category III includes highly serious violations that are brought before the Fort Bragg Schools Discipline Committee.

EMERGENCY INFORMATION

We want to remind parents that the school must maintain the correct current address (home and unit), as well as the home and duty telephone number of every sponsor while the child is enrolled in school. **It is important for parents to notify the school promptly of any change in addresses and telephone numbers.**

GUESTS AT SCHOOL

Students may not bring guests, other than parents or guardians, to school at any time. This includes lunchtime.

HONOR AWARDS

There are two categories of Academic Honor Lists: PRINCIPAL'S HONOR ROLL AND HONOR ROLL. All subjects will be utilized to determine eligibility. Grade points are assigned as follows: A=4.0, B=3.0, C=2.0, D's and F's are ineligible. Any C, D or F makes a student ineligible for any honor roll.

Principal's Honor Roll – All As: a 4.0 GPA

Honor Roll - All As and Bs: a 3.5 or above GPA

An Awards Ceremony will be held at the end of each quarter during the year to recognize academic accomplishment and students with special achievements.

REPORT CARDS

Report cards will be sent home on the following dates:

November 6, 2012

February 5, 2013

April 17, 2013

June 21, 2013 (mailed home)

IMPROPER COMPUTER USE

Students may use Shughart Middle School computers in accordance with your Student Computer Use Contract. The DoDEA Computer and Internet Access Agreement for Students

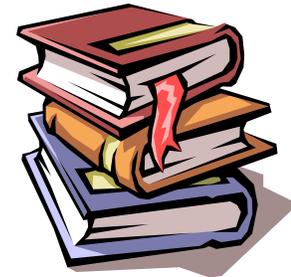
signed by the student and sponsor must be on file at SMS before using a school computer. Students will be held accountable for the terms and conditions of the agreement.

Unauthorized access to a computer; unauthorized electronic copying to or from a computer; entry into non-authorized electronic storage areas; and any actions that interfere with an authorized user's access are each serious offenses that will call for the student's actions to be evaluated by the school administration and disciplinary action will be taken.

Students will be issued a Gaggie email account. This email system is NOT private, and SMS retains the right to review student electronic mail and postings. Violations of legal and respectful conduct will warrant disciplinary evaluation. Students and parents must sign and return an internet agreement form. Disciplinary evaluation for the above offenses will include suspension from use of the computer, detention(s), or possible suspension from school.

INSTRUCTIONAL PROGRAM

Shughart Middle School is one of the twelve DDESS schools on Fort Bragg and Pope Army Air Field and Linden Oaks. Headquarters for DDESS is located in Peachtree City, Georgia.

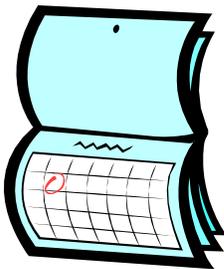


The school is financed primarily by appropriated funds from Congress. It is well supplied with textbooks, library books, computers and audio-visual equipment. The school is staffed with experienced teachers who are certified through DoDEA. Recent studies have shown that DDESS students score higher than the national average in most subject areas.

Shughart students participate in the DDESS standardized testing programs. Tests administered include the Terra Nova, a standardized test that measures a student's achievement in reading and language arts, math, science and social studies. You will receive specific information concerning testing programs prior to the specific test dates.

The instructional program at Shughart Middle School is organized so that children of varying abilities and interests can work together in groups with each engaged in tasks on individual instructional levels. Students select elective courses based on their own individual interests and aptitudes. The curriculum at all grade levels is based on DoDEA standards.

LENGTH OF SCHOOL YEAR



The maximum number of duty days for teachers is 190. Students are scheduled for 180 days of classroom instruction. Days for teacher workdays and in-service training are provided in the 190-day calendar.

LOCKS AND LOCKERS

Advisory/homeroom teachers will assign lockers for each student.

1. Students may not share lockers or use lockers not assigned to them.
2. Lockers and gym baskets should be kept clean at all times.
3. The school cannot be responsible for articles or books lost from lockers.
4. No locks other than the ones assigned by the school may be used on lockers.
5. Lockers should be kept locked and combinations not shared.

LUNCH & BREAKFAST PROGRAM

A hot breakfast & lunch program is conducted in the school cafeteria. Only students eating breakfast are allowed in the cafeteria. Parents will be provided eligibility information for free and reduced breakfast and lunch prices. Students who forget money will be allowed to get a charge slip for one day. After one charge, if a student does not have money for breakfast or lunch, the office clerk will contact the child's parent or guardian to provide the money before the scheduled lunch period.

Parents are also able to prepay at school through the cafeteria clerk. Students will have a choice between two entrees daily. **Students may not bring sodas to drink with their lunches nor may they bring large bags of snack foods or candy.** Parents may join their children at any time for lunch. Please check in at the office. **Restaurant food may not be brought to school to eat in the cafeteria.** Walking students who wish to eat breakfast may enter the cafeteria at 7:40. Bus riders may enter at 7:45. All students must remain in the cafeteria until dismissed. Breakfast is over at 8:00. The cafeteria will remain open in the event a bus is late. Administrators will inform the cafeteria manager of late buses. Students **may not** bring cakes/cupcakes to the cafeteria as part of birthday or other celebrations.

NOTIFICATION OF ABSENCE

On a day when the student must miss school, parents should call the Main Office between 0700 and 0725 to inform the school the reason for the absence. When teachers know that a student will not be in class it helps them anticipate student needs. Students must make up all work missed during absences as soon as possible. Failure to do so may result in a lower overall grade.

READMISSION AFTER ABSENCES/TARDY

A parent or guardian is responsible for signing the student in at the Main Office or send a note to the main office when a student is late or absent. Students are to be present in the classroom at the designated time for class or they will be considered tardy. Students who are detained by school officials and are consequently late to class will be given a hall pass. Tardiness will be recorded during each nine-week period for each class. Excessive tardies will result in disciplinary action.

When a student returns from an unanticipated absence, the reason for the absence should be reported to the attendance clerk in the main office. The parent or sponsor must verify the reason for the absence, either in writing, email or by phone.

PHYSICAL EDUCATION

The physical education curriculum at Shughart Middle School provides opportunities for achievement, growth and physical development. These opportunities are provided through games, sport activities, dance, and rhythm activities. After school athletics include the following sports: football, volleyball, basketball, softball, baseball, and soccer. Team tryouts will be announced throughout the year for both boys and girls.



It is very important that students dress out in PE uniforms. Uniforms may be purchased through the PE department or should follow the guidelines listed below.

Shirt: Plain gray, red or white t-shirt

Gym Shorts: navy or black

Tennis Shoes

Students seeking to be excused from a physical education class must bring a note from their parent or guardian. Even though a student may be excused from participating because of extenuating circumstances, he/she is still expected to dress out and pay attention to the lesson. **Excuses for extended periods must come from a doctor.**

PROHIBITED ITEMS

Students should not bring to school any items that interfere with the classroom atmosphere or endanger the health and safety of other students. Examples of inappropriate items are laser pointers, cameras that take videos, video cameras, iPods/MP3 players, radios, water guns, disc/cassette players/mini-disc players/boom boxes, trading cards, game boys, and dice for gambling.

Teachers and administrators determine which items are inappropriate on campus, and they will confiscate them and keep them until a parent comes to pick them up. Such items not claimed by the sponsor by the close of the school year will be donated to charity or destroyed.

Students who own a digital book (i.e. wireless readers, kindles, or e-books) will be allowed to use these items at appropriate times as determined by the teacher and administration. Digital reader/book devices with additional functions (i.e. playing music or games) are only permitted to utilize the reading features during the school day. Students are responsible for safeguarding their readers appropriately.

Items which are contraband under law or community policy will not be returned. If a school-authorized activity requires specific items that are otherwise inappropriate, students will receive instructions from the team or teacher. If in doubt about whether an item is appropriate, ask before bringing it. If the student is too embarrassed to ask if the item is appropriate at school, it probably is not appropriate. If a teacher has any reason to believe that a container of liquid contains alcohol, that container is a prohibited item and will be confiscated.

** The school is not responsible for any items of value that are brought to school by students. If students bring these items to class, the teacher is directed to take the item and bring it to the school administration to secure it. When children bring any of these items to

school, the school administration will hold the item until a parent/guardian comes for it. Please do not allow your child to bring large amounts of cash to school.

If confiscated, cell phones and electronic devices will be brought to the office for student pick-up following dismissal. For the second offense, the confiscated item must be picked up by a parent or guardian. Subsequent confiscations will result in in-school suspension or out of school suspension for repeated offenses.

SCHOOL BUS INFORMATION

Students must comply with school bus safety procedures. School bus discipline referrals will result in administrative action, which may include suspension from school bus privileges. At a minimum, detention will be issued for violators of bus regulations.

ON AND AROUND SCHOOL BUSES STUDENTS WILL:

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

ON OR AROUND SCHOOL BUSES STUDENTS WILL NOT:

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

SCHOOL HEALTH POLICIES

The school nurse is considered a health consultant and as such, the nurse appraises the health status of students, identifies health needs and confers with individual students and their parents regarding particular health problems.

1. Medications that are required during the school day must be administered through the nurse's office.
2. Medication **should not** be transported daily by student to/from school. The medication must be brought to school by the parent/guardian of the student **in the correct medicine bottle with current pharmacy label**. If medication is not properly labeled, it will not be given.
3. The **physician and parents** must complete and sign an Administration of Medication Request Form.
4. The school administration may designate the responsibility for security and/or administration of medication to a public school employee.
5. Non-prescription medications will not be given unless accompanied by a written doctor's order and supplied in the original container with appropriate label intact.
6. A medication log will be kept which records time and date of administration.
7. The school will assume **no legal responsibility** for students who self-medicate.

There is nothing more frustrating than trying to call the parent of a sick or injured child, only to find that all phone numbers on file are inaccurate. **PLEASE keep home, work and emergency contact phone numbers up to date.**

Children with the following symptoms should not be sent to school:

- A temperature of 100.5 degrees or over
- Vomiting
- Acute cold symptoms
- Persistent coughs
- Sore throats accompanied by fever or rash
- Red, swollen, draining eyes
- Earaches
- Toothaches
- Diarrhea

During the school year, vision and hearing screenings are done. Any time notification is sent home regarding a child's failure to pass a particular screening, the written follow-up by the health care provider should be returned for the student's school health file. If no follow-up information is received, it can only be assumed that none was done.

Please notify the school nurse should your child develop a communicable condition such as chicken pox, measles, ringworm, impetigo, etc.

SPECIAL EDUCATION

Shughart Middle School follows Department of Defense Instruction (DODI) 1342.12 "Provision of Early Intervention and Special Education Services to Eligible Department of Defense Dependents (DoD)", 11 April 2005 http://www.dodea.edu/foia/iod/pdf/1342_12.pdf and Department of Defense Education Activity Special Education Procedural Guide, 2500.13-G, September 2005 <http://www.dodea.edu/regs/SPEDproceduralGuide.pdf> in the provision of Special Education to eligible students. If you believe that your child has a handicapping condition that is adversely affecting educational performance, contact the Shughart Middle School Case Study Committee (CSC) Chairperson, the counselor or the principal regarding your concern.

STUDENT RESPONSIBILITIES

WE EXPECT ALL SHUGHART STUDENTS TO:

- Assume responsibility for their academic performance.
- Treat people the same way you like to be treated.
- Remain on school grounds unless permission to leave is granted by the administration.
- Use the facility and all materials, books and equipment in an appropriate manner.
- Obey the rules of proper conduct while using the school buses or walking directly home from school.
- Respect school property and other people's private possessions.
- Bring to school only necessary school materials and leave unsafe or expensive items at home.
- Help keep school and campus free from litter.

Ms. Marilee Fitzgerald, Director DoDEA, wants stakeholders to be aware of the DoDEA Administrative instruction, 2051.02, " Student Rights and Responsibilities" which can be accessed at http://www.dodea.edu/foia/iod/pdf/2051_02.pdf. This link will provide details of student rights and also their responsibilities while at school.

STUDY TRIPS

Study trips at Shughart Middle School serve an important function. They supplement and enrich the curriculum for students. Permission slips for participation in study trips are sent home by the teacher and must be signed by a parent/guardian and returned to the school.

Failure to return the signed permission slip will mean that the child will be unable to go on the trip with the class.

If you agree to chaperon a class on a study trip, please make arrangements for other children in the family to be cared for outside the school. Preschool children or brother/sisters from other classrooms will not be allowed to accompany you on the study trips.

If a student has a history of behavior problems indicating unreliable or unsafe conduct that might potentially disrupt the instructional focus of the study trip, parents may be specifically requested to be a chaperone for the study trip. If a parent is unavailable, alternate activities may be planned for the student to remain at school.

TELEPHONE SERVICES

Students are not to use the telephone without permission from the teacher or other school officials. The use of school telephones by students is primarily reserved for **EMERGENCY** situations, and this should be emphasized at home.

Students may not use their personal cell phones to contact parents during school hours.

Please keep your requests for us to deliver telephone messages to your children to an **ABSOLUTE MINIMUM**. This type of request forces us to interrupt classes and places us in a very awkward position.

We need your full cooperation in this area.

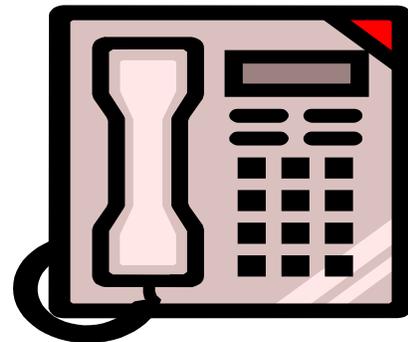
Uniform Policy

Shughart MS has a school uniform policy that is aligned with the Fort Bragg Schools Middle School standardized dress policy. The objective of the policy is to minimize disruptions and distractions that can be caused by inappropriate attire and keep the focus on academics. The Fort Bragg Uniform Dress Code specifies clothing appropriate for school. It is vital to familiarize yourself with the entire policy. Please paste the link below into your browser to access the complete Dress Code brochure on the Shughart website. A paper copy will be provided to parents upon registration. Students who are not in compliance with the Dress Code policy will be retained in the office until parents can bring acceptable clothing. Repeat offenders are subject to suspension.

<http://www.am.dodea.edu/bragg/shughart>

The basic school uniform is as follows:

Collared red, white or navy blue button down or polo shirt; dark blue, black or beige chino-style pants, shorts, or skirt; solid color belt; closed toe shoes with minimal heel, matching solid color socks. Length of shorts and skirts should reflect modest dress standards. Students may wear a plain button type sweater or sweatshirt (no hoodies) of an approved solid color over the collared shirt. Uniform issues arise when students



attempt to modify the policy, so the guide below describes the policy in more detail. If you have any questions, please contact the school administration.

VANDALISM

Any vandalism to the school facility and/or school equipment will result in disciplinary actions and parent notification. In addition to disciplinary action the student(s) will be responsible for replacing or reimbursing the school for repairs.

WALKING STUDENTS

Students walking to and from school along the pathways are expected to:

1. Come directly to school and return directly home at dismissal
2. No loitering on pathways
3. Arrive no earlier than 7:50 (breakfast students 7:40)
4. Inappropriate behavior occurring on pathways will be reported to the PMO's office for consequences. (fighting, vulgar language, threatening, bullying, harassment etc.)

DoDEA Regulation 2051.1 E3.1.2 Grounds for disciplinary actions while en route between school and home or any school activity.

WEAPONS

All DoDDS schools are part of the DoDEA Zero Tolerance for Weapons. All weapons, look-a-like weapons, and toys or objects of any kind that somewhat resemble weapons are prohibited. Weapons can be items carried, presented, or used in the presence of other persons in a manner likely to make reasonable persons fear for their safety. Students in possession of such items will be subject to automatic and immediate suspension, pending a discipline committee hearing, and expulsion proceedings.

The following list provides examples of prohibited weapons although it is not an exhaustive list:

- Guns. Machine-guns, pellet guns, shotguns, pistols, and rifles are all prohibited whether they are registered or not.
- Knives include locking blade knives or switchblades, pocket knives, straight razors, or razor blades.
- Laser pointers or any laser beam lights are classified as weapons due to the potential for eye damage.
- Ice picks, daggers, bolo knives, machetes, swords, spears, bows and crossbows of any size, or any similar instruments.
- Clubs, or any object that may be used as a club to inflict bodily harm, e.g., pieces of wood, ball bats, pipe, stones or bricks, blackjacks, brass knuckles.
- Authentic appearing replica of a firearm, e.g., a toy or BB guns.
- Items that are not normally considered dangerous but could be misconstrued as a weapon.
- Objects that might be readily used to inflict bodily harm, e.g., bicycle chains, cans with sharp points, broken bottles or glasses, small knives with retractable blades.

CONTACT INFORMATION

To contact a staff member or teacher at Shughart, use this format:

first name.last name @am.dodea.edu.

Principal: Mary Leinard: mary.leinard@am.dodea.edu
Assistant Principal: Karen Jones: karen.jones@am.dodea.edu
Counselors: Dawn Fields: dawn.fields@am.dodea.edu
Evelyn.Ouzts: evelyn.ouzts@am.dodea.edu

I HAVE RECEIVED AND READ A COPY OF THE PARENT/STUDENT HANDBOOK

PARENT NAME (PRINTED) _____

PARENT/GUARDIAN SIGNATURE _____

DATE _____

STUDENT NAME
(PRINTED) _____

STUDENT SIGNATURE _____

DATE _____