

GENERAL POLICIES

ABSENCES

Though we like for students to be present every day, that is not always possible due to illness. Students with fevers, and other symptoms of flu or illness should stay home. The school nurse does not maintain a sick room. To reduce exposure for other students, we ask that sick students be picked up or remain home. A written excuse is required for illness. If a student must miss several days of school for reasons other than illness, please notify the office and send a written note to the home base teacher. Teachers can send homework assignments if given adequate notice. If your child is absent from school, you will receive an automated message stating this.

Call the office before 0830, if you would like to pick up homework when your child is out of school.

Students are expected to attend school regularly.

Detailed Guidance

1. When a student is absent from school a written note from the parent/guardian is required to verify the parents' knowledge of the absence.
2. Students have one day for each day they are absent to turn in missed work to their teacher.
3. If/when student performance is seriously affected by attendance; they may become candidates for retention.

ACADEMIC PROGRAM

Students' daily schedule includes a period each of LANGUAGE ARTS, MATH, SCIENCE, and SOCIAL STUDIES. Social Studies in the 6th grade focuses on Ancient and Medieval Civilizations, 7th grade focuses on World Geography and 8th grade Social Studies focuses on U.S. History. Science classes focus on physical, life and earth concepts. This curriculum emphasizes processes of science as well as the knowledge of science. Math classes are heterogeneously grouped, except for AG students. Sixth grade AG students use the seventh grade math book after the first month of school. Seventh grade math AG students use the eighth grade text and eighth grade students may choose to take Algebra I. Language Arts classes emphasize literature based instruction. Writing skills are emphasized in all areas of the curriculum.

ACADEMICALLY GIFTED PROGRAM

Brewster Middle School offers an academically gifted program to identified students. Students are referred to be identified gifted by standardized test scores, teacher nomination, parent nomination or self-nomination. Identification shall be based on multiple criteria using, but not limited to, intelligence or aptitude test scores, standardized achievement test scores and student performance based on grades, demonstrated skills or products.

Students in grades 4-12 who have an active IEP/GEP from their previous school may be referred during summer registration and the school year. Students who have recent standardized test results with a National Percentile Total Score of 97% or above or North Carolina End of Grade average of 92 or above may be referred. Students who are referred will have their aptitude and academic performance evaluated in order to be considered for placement. Students may also be referred after spring standardized results are received. They must meet certain criteria and if identified, placement will begin the next school year.

ACCIDENTS AND ILLNESSES

Our full-time nurse treats minor emergencies and maintains immunization records. The nurse will notify parents when students become ill or are injured at school. If you do not have a phone, be sure that the office has a number to reach you in case of an emergency.

ARRIVAL TO SCHOOL

Students are not to be on campus prior to 0735. Upon arrival at 0735, students will go directly to their Home base classroom. Students are considered tardy at 0750. Attendance, school business, and records are maintained by the home base teacher.

Students who arrive to school after 0750 should report to the office to check in. A pass will be provided to the class in session. Parents will be contacted if tardiness becomes regular. An adult must sign in students arriving after the tardy bell of 0750 at the office. **Should an adult not be present, a note signed by the parent explaining the reason for the tardiness must be sent with the student.**

ATTENDANCE ELIGIBILITY

Current housing records will be checked. **Should you decide to move off-base for any reason, the office should be notified before you move.** For a dependent to continue attending school, a letter shall be submitted to the Principal requesting permission for continued enrollment. The request will be forwarded to the Superintendent. All special requests for enrollment while living off base must be approved by the Superintendent.

CHAIN OF CONTACT

Parents are encouraged to contact the school at any time during the year. When parents have concerns, interests or would like to volunteer for school activities the following chain of contact should be followed:

1. The teacher(s) directly involved.
2. The principal or assistant principals.
3. Superintendent's Office

CHILD ABUSE AND NEGLECT

DUTY TO REPORT CHILD ABUSE OR NEGLECT:

Any school employee, who has cause to suspect that a juvenile is abused or neglected shall by law report the case to appropriate base agencies.

IMMUNITY OF PERSONS REPORTING:

Anyone who reports a suspected case of child abuse or neglect, who testifies in a proceeding resulting from a report, or who participates in the investigation of a report is immune from any civil or criminal liability that might otherwise be incurred or imposed for such action provided that the person was acting in good faith.

DEPARTMENT OF SOCIAL SERVICES – A representative from DSS may communicate with students without prior parental consent.

COMMUNICATION

Brewster uses various forms of communication with parents. These include: team and school newsletters, student/parent handbooks, orientation meetings, report cards, report card conferences, student planners, phone calls, letters, notes, home visits, team conferences, daily notes, parent/teacher meeting, Open House, midterm progress reports 41/2 weeks into the grading period, periodic work samples, monthly PTO executive board meetings with the principal, monthly lunch menus, and reminders of day and night meetings. **Call the CLDS Information Line at 451-0995 for weekly updates regarding school events.**
For inclement weather updates, dial 451-1717, ext. 5.

CONFERENCES

Conferences with teachers, administrators, or specialists can be arranged on an appointment basis. Conferences can be scheduled directly through the teachers involved. It is important for parents to attend scheduled conferences. Team teachers have common planning periods for conferences. If you must cancel or postpone, please notify the teachers as soon as

soon as possible.

DANCES

Attendance to all dances is restricted to students who currently attend Brewster. Students will not be allowed to attend the dance if they have recently been placed in OSS. Music will be supplied by a disc jockey and refreshments can be purchased. Parents are invited to chaperone or assist with the PTO in food sales. The dress code will be adhered to at school dances with the exception that students will be allowed to wear hats.

EARLY CHECK-OUT

Parents must report to the office to sign out students during the school day. The office will call a student for check out once someone has arrived to pick them up and not before. **Students must be called from class by the secretary/office; they may not leave campus without checking out through the front office.** Students are not permitted to walk home based upon written instructions or phone calls. Please make appointments after 1430 whenever possible. In cases of special custody arrangements please provide instructions to the office as to who may pick up the child.

EARLY PROMOTION

Consideration may be given for early promotion based upon a completed written application and the requirement that the student attends school through the early promotion date as identified on the CLDS calendar. Application must include copies of PCS or retirement orders.

GRADES

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

Parents will be informed of effort, behavior and homework through comments on the report card. Effort and behavior are not graded; however do influence your child's performance in school.

A progress report is sent to parents 4 ½ weeks into the nine week period. Parents are asked to review, sign and return progress reports. Parents can request that teachers make a copy for them. Conferences to discuss progress are encouraged at all times.

Students receive a report card every 9 weeks. Keep the report card, sign and return the envelope. Letter grades are determined for all academic courses, exploratory and elective classes. Conferences to discuss progress are encouraged at all times. Students, who enroll after Progress Reports or are enrolled less than 22 days in a 9-week period, will not receive a Report Card

GUIDANCE PROGRAM

The guidance and counseling program is designed to support and assist students, staff and parents in meeting the educational and personal needs of our students. Two counselors are available for individual, small, and large group guidance and counseling. Other aspects of the guidance program are planning, consulting, coordinating, student appraisal, and professional development. Brewster's guidance program is unique in that both the specialized guidance staff and teachers share responsibility for guidance services. This is implemented through "Advisory", which consists of thematic lessons, team building activities and team meetings.

HOMEWORK

Homework is an important part of every student's instructional program. It provides opportunities for vital parent-school partnerships and supports the high academic standards of

Brewster Middle School. Team teachers work together to plan carefully so that students are not overburdened with assignments or projects at the same time. Each team will send a letter to parents stating the team's homework policy. Homework, at the middle school will be assigned in increments of approximately 45 minutes for grade 6, one hour for grade 7 and one and 1/2 hours for grade 8. Homework will relate to class work and have a meaningful purpose. It will be graded for accuracy and feedback will be provided to students in a timely manner. It will not be used as punishment or to introduce new information. Each student is expected to complete homework assignments. Parents should ensure that students complete and return homework in a timely manner.

Every student is issued this planner where daily assignments are recorded. Parents are urged to check this planner daily to obtain homework information and view teachers' messages to parents. Parents, in turn, can also communicate with teachers through the planner.

IDENTIFICATION POLICY

Verification by certificate of birth or other official documentation is required of all students at the time of initial enrollment in Camp Lejeune Dependents' Schools. All appropriate documentation should be presented within 30 days of the first day of school. Exceptions to this requirement will be examined on a case by case basis. The use of the student's legal name is required on all official school records. Sponsors of foreign-national, nondependent students must present to the Superintendent, prior to enrolling in school, a U.S. immigration Service, nonimmigrant student status (Form I 20B), and authorization from the Base Housing Director for such non-dependents to reside in their quarters.

You may be asked to provide a photo ID card to verify your identity. This is done to protect our students. We apologize for any inconvenience this causes.

INTRAMURAL PROGRAM – After School

All students are invited to participate in after school intramural sports that occur on Monday, Wednesday, and Thursdays from 1445 to 1530. Information regarding each sport will be sent home to inform parents of upcoming sports with dates and times.

LOCKERS

Students are assigned wall lockers near the home base class. Individual locker numbers and combinations should be kept confidential. Students should report locker problems to their home base teacher. Students may not apply private locks to wall lockers. Students should keep the lockers neat and handle them in a careful manner. Food should be removed daily.

Students are permitted and encouraged to bring their private locks to use in the gym locker rooms in order to secure their valuables. Private locks must be removed at the end of every class. Student lockers are school property and remain at all times under the control of the school. Students are, however, expected to assume full responsibility for the security of their lockers. School officials may search a student's locker and seize any illegal materials. Such materials may be used as evidence against the student in disciplinary proceedings. Prior to a locker search, a student shall be notified and given an opportunity to be present at the search. If, however, school authorities have a reasonable suspicion that the locker contains materials that pose a threat to the health, welfare, and safety of students in the school or the school environment, a student's locker may be searched without prior warning.

LOST AND FOUND

Items found on the buses and around the school should be turned into the office. Put your name on notebooks, jackets,

and all items you bring to school for quickest return. Unclaimed items will be donated to the Thrift Shop, Navy Relief or other appropriate agencies.

MEALS

Brewster participates in the National School Lunch Program. Breakfast and lunch are served in the cafeteria. Applications for free and reduced price meals are always available and applications must be resubmitted each year.

Monthly menus are sent home. A wide variety of A la Carte items are available at an additional cost. Breakfast and lunch prices will be announced at the beginning of the school year.

MEDICATION

If your child takes medication that must be given during school hours, CLDS requires written permission to allow school personnel to administer it. Parental permission forms are available at any school office, or from the school nurse. In order for ANY medication to be administered at school, a parent/sponsor MUST:

1. Assure that school administration is aware of any unusual health conditions your child may have (i.e. allergies, asthma, diabetes, etc.)
2. Ensure that the pharmacist labels two containers--one for home use and one for school use if the child is to receive the medication at both sites.
3. Deliver the medication to school; DO NOT send medication to school with your child.
4. Provide new containers with appropriate labeling when medication changes are made.
5. Remove medications from school premises within one week of the date they are discontinued by the physician or on the student's final day of school, whichever comes first. Any medication not removed by the parent within the specified time period will be promptly disposed of. Medications will NOT be sent home with students.

It is against school policy for students to have any medication in their possession at school. This includes non-prescription drugs such as Tylenol and aspirin. Please contact your school nurse if you have any questions.

PARENTAL ABSENCE/EMERGENCY CONTACT INFORMATION

Parents must provide written notification to the office when leaving their children in the care of another adult. This insures the school is aware there is an adult in charge and has authorization to act in the parent's stead. It is very important to maintain emergency contact information in the front office.

PARENT VISITATION

All visitors must report to the office. Visitors are required to sign in and obtain an identifying "Visitor Badge" which is to be worn at all times. Upon leaving the school, visitors must check out at the office and leave the badge with a school official. Parents are welcome to visit the school and classrooms to observe our programs in action. These visits should be arranged with the teachers. We ask that you schedule lengthy talks and discussions about your child's progress and school programs during team's planning period. Observations should not interrupt classroom instruction. Individual teams encourage parent visitations throughout the year to view projects, join students for lunch and participate in special team activities.

PHONE CALLS

Classes will not be interrupted by transferring calls to students or staff. Emergency messages will be delivered to the appropriate individual.

PTO

Parents are encouraged to join the Parent Teachers Organization. The cost is \$3.00 per family. The PTO supports numerous school activities throughout the school year including school dances. The PTO executive board meets monthly with the principal.

RADIOS, TAPE PLAYERS, ETC.

Personal radios, I-Pods, MP3 players, tape players, Walk-Mans, beepers, cellular phones, laser pointers, and other valuable pieces of equipment are **NOT** allowed at school under normal circumstances. The school cannot be responsible for their security on a daily basis. Parents may come to the office to retrieve these items.

RETENTION OF STUDENTS

1. Students may be retained in accordance with DoDEA Policy 2000.3.
2. Parent conferences will be held when indicators leading to possible retention are noted. Test scores, performance, grades, attendance, etc., will be shared with the parents. The principal of the student's school will make the final decision.
3. Each retention will be considered on an individual basis. The decision will be made with prudence and in the best interest of the student. The ultimate question that must be answered involves the student's future success: What is the best possible placement for this student considering all the information available?

SAFETY DRILLS

Supervised fire drills are conducted every month to familiarize students with emergency exits and procedures. Windows and doors are closed, lights are turned out, and the groups exit in an orderly manner to a point safely away from the buildings. Fire drills and lockdown drills are conducted in accordance with DoDEA instructions to provide for student safety.

SCHOOL ACCREDITATION

Brewster is accredited by the North Central Association-Commission on Accreditation and School Improvement. The faculty completes a self-study that examines closely the programs, facilities, staff qualifications, the community and resources, and several other areas that have impact on the quality of the education provided at the other school. A visiting committee verifies that the school accurately reports strengths and weaknesses. Self-studies are completed every 5 years.

SCHOOL CANCELLATION

Schools are closed if conditions are unsafe for the busses or if the buildings are needed as storm shelters. In case of inclement weather, school closing will be announced on local radio and TV stations or base phone #451-1717 ext. 5. Radio stations WJNC-1240AM, WLAS 910AM, WKOO 98.7 and WXQR 105.5 as well television channels 7, 9 and 12, and the Base Cable Information channel will make announcements as soon as decisions regarding early closing or cancellation are made. Please listen or watch for these announcements. **DO NOT CALL THE SCHOOL OFFICE** as this ties up the line of communication with the Superintendent.

STUDENTS AFTER SCHOOL

If it is necessary to keep a student after school for disciplinary or academic reasons, parents will be called in advance and asked to provide transportation.

TESTING PROGRAM

The Terra Nova Test is administered to students in grades six, seven and eight. These tests are given in early spring to obtain percentile scores that can be compared to local, state and national norms. Parents receive a report directly from the

testing company. Counselors are trained to assist in the coordination, interpretation and analysis of achievement tests. Counselors and teachers can review and discuss test results with parents. BMS students will take additional standardized tests throughout the school year. These tests do not determine promotion to the next grade; however they show student achievement in the specific areas. End of course tests will be required for courses bearing high school credit.

TEXTBOOKS

Textbooks may be taken home for study. The responsibility for care of books rests with the student to whom they are assigned. Book covers may be utilized to reduce wear. Damaged and/or lost book fees must be paid before the school releases report cards.

TRANSFERRING PROCEDURES

When transferring, immediately notify the front office AND secure a student transfer checklist. This checklist provides detailed guidance on transfer procedures.

DISCIPLINE POLICIES

Discipline Mission Statement

Camp Lejeune Dependents Schools' mission regarding discipline is to create a successful partnership among members of the educational community (students, parents, staff, and military) ensuring a safe learning environment resulting in responsible, productive, and respectful members of society. These CLDS rules and consequences apply to ALL CLDS students at ALL CLDS functions and on ALL CLDS premises.

Detailed Guidance

1. Beliefs

- a) The interaction of environment, instinctive needs, and experiences consequences behavior.
- b) When behavior is reinforced, it will be repeated.
- c) Expectations of the educational community influence behavior.
- d) School discipline is successful when combined with effective teaching practices.
- e) Students are responsible for their own actions according to their ages and levels of maturity.
- f) Students must be helped to make connections between their behavior and consequences.

2. Students' Rights and Responsibilities

- a) 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. 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 provided with due process which at the minimum means they 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. Discipline will be conducted firmly and fairly. Corporal punishment will not be used as a disciplinary method.
- b) For minor offenses, the principal or designee may assign consequences commensurate with the offense and in accordance with the development and maturity of the student involved.
- c) Members of the CLDS community must have a sense of belonging. Thus members will feel capable of

contributing to their school community. Parental support is critical to a successful discipline program.

3. Core Expectations for Staff, Parents, and Students

Staff members are expected to:

- a) Exhibit proper and adequate control of students, including students not directly under their supervision.
- b) Be responsible for the instruction of students and parents concerning school and classroom rules and regulations for proper conduct.
- c) Work cooperatively with other staff members, parents and students and treat them with respect and courtesy.
- d) Enforce school rules and policies fairly and consistently, while respecting the dignity of students, parents and other staff members.
- e) Be responsible for establishing an atmosphere of proper school behavior by modeling and setting guidelines for such behavior.
- f) Create a positive and safe learning environment for all students, staff and other adults.
- g) 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.

Parents are expected to:

- a) Cooperate and comply with the school administration of school procedures and rules.
- b) Respond without undue delay to any request by school officials to attend conferences regarding student behavior or progress.
- c) Be responsible for the willful misconduct of their children.
- d) Treat all school personnel and students with respect and courtesy.
- e) Communicate with school personnel and students in a responsible and non-threatening manner, without abusive language* or physical violence.
- f) Communicate concerns or questions regarding school policies and procedures directly to school personnel in an appropriate setting (without children).
- g) Assist their child in attending school regularly and on time.
- h) Provide for their child's health, personal cleanliness, acceptable grooming and suitable dress.
- i) Be responsible for their child's understanding and exercise of self-discipline and independence.

Students are expected to:

- a) Develop a sense of responsibility for their actions.
- b) Treat all students, parents, staff and other adults with respect and courtesy.
- c) Communicate with others in a responsible, honest and non-threatening manner without abusive language* or physical violence.
- d) Be aware of and conform to class, school, and system-wide rules and regulations.
- e) Follow directions from an adult in authority without undue delay and in a cooperative manner.
- f) Respect others' property and personal space by not exhibiting any unacceptable physical contact (vandalism, theft, hitting, pushing, public displays of affection, pulling hair, etc.).

4. Developing School-Wide Discipline Plans

- a) The implementation of a written disciplinary plan for each school is necessary since each school site has individual, unique characteristics. The school plan, however, must fit into the overall framework of school district policy to assure that discipline will be handled in an equitable manner throughout the district.
- b) Parents, students, staff, and community members can be involved in the development of the school plan. District resources, professional associations, and both theoretical and applied research related to what works should be available to those people shaping policy and procedures. Staff development for those implementing the policy should be ongoing.
- c) Each school should closely monitor and assess the effectiveness of both the designed policy and its implementation.

5. Consequences of Conduct Violations Student discipline may follow the progression of less severe punishment for the first infraction with increases in punishment for each subsequent offense. However, any severe disruption or offense may result in a more severe penalty based on the nature of the incident. The principal and/or teacher, consistent with the powers and authority delegated to them by the CLDS, have the authority to take additional administrative action or modify administrative action if, in their opinion, it is warranted by the nature of the misconduct. Individual schools may supplement the list of Group 1: Serious Offenses in their Student Handbooks, since this Behavior Policy is not meant to include **all** possible infractions. Students who do not meet the behavior expectations are subject to the following consequences or combination of these consequences (consequences may vary according to age appropriateness):

6. Disciplinary Advisory Board

At the request of the appropriate CLDS administrator, a Disciplinary Advisory Board will convene. At the Disciplinary Advisory Board meeting, recommendations regarding punitive actions against the student, up to and including expulsion, will be forwarded to the Superintendent, Camp Lejeune Dependents Schools, for final action. The student and the student's sponsor will be invited to attend the Disciplinary Advisory Board meeting.

GROUP I: SERIOUS OFFENSES

- a) Occasional Unexcused Tardiness to School and /or Class
- b) Minor Bus Misconduct
- c) General Disruption of the Orderly Educational Process
- d) Disrespect or Use of Vulgarly or Vulgar Gestures toward other Students
- e) Public Display of Affection
- f) Wearing Clothes or Accessories that are Inappropriate for the Educational Setting
- g) Unauthorized Selling of any Product for Personal Profit
- h) Gambling
- i) Disruptive Use of Portable Electronic Devices (e.g. - beepers, cellular phones, walkie-talkies, recorders, toys, etc.)

GROUP I: CONSEQUENCES

One or all of the following consequences may result from a Group I Offense
 Verbal Reprimand/Warning
 Administrator/Teacher/Student Conference

- Detention – After School Hours/Saturday
- Parental/Sponsor Conference
- Restriction of Privileges
- Probation
- Suspension of Bus-riding Privileges
- Parental/Sponsor Monitoring During School Day

GROUP II: MAJOR OFFENSES

- a) Defiance Of Authority and/or The Use Of Vulgarly Or Vulgar Gestures Toward School Personnel.
- b) Disruptive Behavior Including On The Bus, On Campus, In The Cafeteria, During School Activities and/or Events
- c) Simple Assault and/or Threats
- d) Misrepresentation or Forgery of a Signature and/or An Excuse
- e) Smoking, Possession of Tobacco, Cigarettes, Cigars or other Tobacco Products on School Grounds or at School Activities.
- f) Stealing
- g) Cheating and/or Plagiarism
- h) Truancy
- i) Fighting and/or Mutual Fray
- j) Hazing, Harassment, and/or the Malicious use of Slurs Based on Race, Gender, Religion, Ethnicity, Language Against Another Background and/or National Origin
- k) Sexual Harassment
- l) Lying or Participating in a Deception which may lead to an Adverse Action Against Another (false accusation)
- m) Use or Possession of Alcoholic Beverages
- n) Extortion
- o) Vandalism
- p) Possession of Paraphernalia Related to the Use of Illegal Drugs
- q) Instigator or Accomplice to GROUP II Violation
- r) Chronic Unexcused Tardiness to School and/or Class
- s) Habitual Offender of any GROUP I and/or Group II Offenses

GROUP II: CONSEQUENCES One or all of the following consequences may result from a Group II Offense

- Restriction of Privileges
- Probation
- Out-of-School Suspension 1 to 9 days
- Suspension of Bus-riding Privileges
- Parental/Sponsor Monitoring During School Day
- Referral to the Disciplinary Advisory Board
- Superintendent's Suspension of 10 Days or More
- Expulsion
- Juvenile Discipline and Rehabilitation Board
- Prosecution in Federal Court

GROUP III: CRIMINAL OFFENSES

- a) Aggravated Assault and/or Assault & Battery
- b) Possession. and/or Concealing a Deadly Weapon
- c) Robbery or Burglary
- d) Possession, Use, and/or Distribution of Illegal Substances Or Drugs
- e) Sex Violations
- f) Aggravated Vandalism
- g) 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)
- h) Possession and/or Concealing A Detonation Of Any Device- Which May Result In Bodily Harm
- i) Arson
- j) Instigator or Accomplice to any GROUP III Offense
- k) Habitual Offender of any GROUP II or III Offenses

Group III: Consequences

One or all of the following consequences may result from a Group III Offense

Superintendent's Suspension of 10 or More Days
Restriction of Privileges
Referral to the Disciplinary Advisory Board
Suspension of Bus-riding Privileges
Referral to Appropriate Law Enforcement Agencies
Expulsion
Juvenile Discipline and Rehabilitation Board
Prosecution in Federal Court

DISCIPLINE AT BREWSTER MIDDLE SCHOOL

Teachers will be courteous, fair and reasonable in dealing with students. Each classroom has posted a list of class rules, consequences and rewards. Your teacher will share the classroom discipline plan with you. We stress the positive rather than the negative approach through our discipline plan. Please note the following rules:

BREWSTER CLASSROOM RULES

1. Be in your seat, prepared and ready to work when the tardy bell rings.
2. Remain seated unless permitted to do otherwise, or until dismissed by the teacher.
3. Follow directions the first time they are given.
4. Raise your hand before speaking unless permission is given to do otherwise.
5. Keep hands, feet, and objects to yourself
6. Show respect to adults and classmates at all times.

CONSEQUENCES

STEP 1: Warning/name recorded

STEP 2: Time Out/Isolation

STEP 3: Parental contact

STEP 4: Principal's Office

Severe offenses are referred directly to the office!

SCHOOL RULES

I. The following infractions are subject to after school teacher/team detention or out of school suspension. The number of days increases with repetition and/or severity.

1. Excessive physical interaction (inappropriate pushing, shoving etc.)
2. Disrespect to an adult
3. Continued class disruption
4. Flagrant Cursing
5. Intimidation/gossiping/threatening another student
6. Skipping (school as well as class)
7. Smoking, tobacco products and smoking paraphernalia
8. Refusal to follow a reasonable directive
9. Cheating: 2nd offense for copying answers, plagiarism, forgery
10. Stealing

II. All Out of School suspensions are reported to the Command Inspector and are considered part of the dependent's record aboard the base. This information may be used by the Command Inspector when taking disciplinary action. The following infractions are subject to OSS:

1. Bringing a knife or any other item as identified in School Policy S-15. This school policy requires that any student suspected to be in violation of this policy will be immediately reported to the appropriate Marine Corps Base law enforcement officer for investigation.
2. In the possession of or use of alcohol, drugs or any other controlled substance.
3. Fighting
4. Students guilty of a second fighting offense will be placed on Out of School Suspension and will be referred to the Discipline Advisory Board

Fighting: There is no justification for fighting at Brewster. Students must learn to walk away -- to tell a teacher if others are bothering them. In this day and age, we have an obligation to help our students and our children settle differences without fighting.

Bicycles, skateboards, scooters, roller-skates/blades, wheeled shoes or mopeds are not allowed to be ridden on campus.

Parents need to help with this by reinforcing that **THERE IS NO JUSTIFICATION FOR FIGHTING AT BREWSTER MIDDLE SCHOOL**. We need all parents to work with us to provide a safe and orderly climate in which students can learn. Please be aware that we are taking a strong stance against fighting. Students will be suspended **IMMEDIATELY** for fighting, and **ALL STUDENTS INVOLVED** in a fight will be punished. Parents will be called from work or home to come to school and pick up their child. A suspension letter will be sent to the Command Inspector via the Superintendent, Camp Lejeune Dependents Schools.

TEACHER RESPONSE TO STUDENT VIOLENCE

It is the policy of Brewster Middle School to provide a learning environment free from student violence. Each member of the school community, including students, teachers, support staff, and administrators shall have freedom from assault or injury. Commensurate with this freedom is responsibility. Staff members have the responsibility to attempt to prevent fights between students. Students have the responsibility to resolve their differences through non-violent means.

Detailed Guidance

1. Staff members have the responsibility to attempt to prevent fights between students.
2. Students have the responsibility to avoid conflict and to resolve their differences through non-violent means.
3. Fighting on school grounds or school buses is not condoned and will not be tolerated. Any student who engages in a fight while on school grounds, aboard school buses or at school activities and is told by a staff member to stop fighting and refuses such command shall be subject to disciplinary proceedings up to and including expulsion.
4. Staff members who observe students fighting will take the following action:
 - a. Command the students to stop fighting;
 - b. Attempt to prevent other students from participating; and
 - c. Send for the principal or assistant principal.

RULES REGARDING THE CAFETERIA ARE AS FOLLOWS:

1. Place all books and items that you do not want to hold while in the lunch line in your locker.
2. Buy all items you want your first time through the line. To get into line again, your area **MUST** be cleaned and trash thrown away.
3. Chairs must remain where they are found and not picked up and moved.
4. The table, chair and floor where you sat should be left clean.
5. Before being dismissed to put up trays or dispose trash, students will raise their hands to wait to be recognized and given permission prior to leaving their lunch table.
6. Take your trash and dishes to the disposal area and exit immediately. Students purchasing ice cream or other items can go through the line again at this point. **ALL FOOD IS EATEN IN THE CAFETERIA.**

BUS REGULATIONS

The following rules are important to the safety and welfare of all Brewster Middle School students who must be transported to and from school on a daily basis. We request that parents support us in maintaining discipline and proper behavior while aboard all school buses. Student refusal to obey the regulations stated below will result in the driver taking the student to the Assistant Principal. The Assistant Principal will administer the appropriate discipline as follows:

First Offense: Letter of warning issued and/or suspension.
Second Offense: Possible suspension from bus for one to five days; and letter home.
Third Offense: Suspension from bus for five to ten days; and letter home.
Fourth Offense: Expulsion from bus for remainder of school year; letter to Superintendent and Base Motor Transport. Parents must provide transportation for students during a suspension period.

DUTIES AND RESPONSIBILITIES OF PUPIL:

When boarding the bus, line up properly and wait your turn. Fill up all seats as instructed by the driver. Remain seated, facing front at all times. Never move out of a seat while the bus is in motion. Be prompt and ready to board when meeting the bus at the designated location both morning and afternoon, at the time shown on the posted schedule. The operator is responsible for the maintenance of this schedule and cannot wait for tardy pupils.

Observe the following rules when it is necessary to cross a road

Make certain that the bus is stationary, the door is open and the stop signal is extended.

- Cross in front of the bus within sight and hearing of the operator, look both ways and stay out of the line of traffic until the path across the roadway is free from any danger.
- Upon signal from the operator or from a personal escort, proceed across the highway or road. The only adult, other than school officials, authorized to ride on board a school bus is the driver. Any exception must be approved by the principal ahead of time.

-Stay seated at all times. Do not get out of your seat while the bus is in motion.

-Any behavior that distracts the driver is strictly prohibited: avoid loud talking or screaming; keep the bus clean, orderly and refrain from damaging or abusing cushions or other bus equipment.

Smoking, eating, drinking, or littering are not permitted in the school bus.

-Keep head, hands, arms and legs inside the bus at all times.
-Never use a pen or pencil while on the bus. Frequent stops make all such objects potentially dangerous.
-Never throw anything out of a bus window.
-Stay out of the road while waiting for the bus.

-Request the driver to stop the bus in case of personal emergency.

-Wait until the bus has come to a complete stop before attempting to get on or off.

-Leave the bus only with the consent of the operator.

-Enter or leave the bus only at the front door except in cases of emergency.

On occasion, it is necessary for students to ride a bus other than the one they are assigned to. If a bus is running late and you would like to talk to the dispatcher call 451-2554. Students need to present a school administrator with a signed permission slip from parents requesting permission to ride an alternate bus.

DRESS CODE

Students' dress and grooming must not disrupt the educational process; interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety, and decency. Students are not permitted to wear apparel that is distracting or suggestive. The following are the rules for dress at Brewster Middle School:

1. Footwear is mandatory in all school activities. Footwear shall be appropriate for athletic and class activities.
2. Tank tops, modified sleeveless shirts, undergarments or swim wear, are not to be worn as outer garments.
3. Torn, ragged, excessively dirty or clothes that reveal undergarments will not be worn.
4. Tank tops, tube tops, halter-tops, or any clothing that is revealing shall not be worn. Mid-drifts/tummies will be covered.

5. "Sagging" is not allowed. Pants will be worn at the waist.

6. Bandannas will not be worn.

7. Chains attached to wallets are prohibited.

8. Clothing with inappropriate slogans, pictures, etc. is prohibited.

9. Athletic uniforms: Because of the length of cheerleader skirts, they are not appropriate to wear at school. However, cheerleader uniform tops, as well as athletic uniform tops (i.e. football, basketball, soccer jerseys) may be worn, as long as they are not revealing.

10. Headgear, including hats and sunglasses, will not be permitted. An exception to this is headbands or hair clips.

11. Jewelry with spikes may not be worn.

12. Students should understand that if their attire causes distraction or takes away from the educational environment parents will be called to bring a change of clothes.

AREAS OFF LIMITS

The entire facility and grounds are off limits before 0735 and 30 minutes after school or when an evening event concludes. The campus is patrolled regularly by the MP's, Students caught trespassing, breaking and entering, vandalizing, etc., are handled by the military police. School telephones are for official business and off limits to students except in emergency situations.



24 HR. HOTLINE
938-3273

- REPORT CRIME IN THE COMMUNITY
- CALLER NEVER HAS TO REVEAL IDENTITY

REWARDS UP TO \$1000.⁰⁰

**"HELP COMBAT CRIME IN OUR
SCHOOLS, ON BASE AND IN
THE COMMUNITY"**